

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**June 11, 2024**

**Board Members Present in Person:** Richard Jones, Russell Kutz, and Michael Wineke

**Present via Zoom:** Gino Racanelli, Kirk Lund, and Assistant County Administrator Michael Luckey

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, and Office Manager Kelly Witucki

- 1. CALL TO ORDER**  
Mr. Jones called the meeting to order at 4:00 p.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**  
Ganser absent/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Mr. Ruehlow certified that we are in compliance.
- 4. REVIEW OF THE JUNE 11, 2021, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE MAY 14, 2024, BOARD MINUTES**  
Mr. Wineke made a motion to approve the May 14, 2024, board minutes.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE MAY 2024 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the April financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$898,049, which is still in line with last month. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. Because most everything is weighted towards the budget, we are, at this point, only \$248,049, over the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE MAY 2024 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$662,650.69 (attached).  
Mr. Wineke made a motion to approve the May 2024 vouchers totaling \$662,650.69.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (FAMILY CAREGIVER SUPPORTS AND SERVICES, SUPERVISED VISITS, HOME MODIFICATION, CCS REGIONAL SERVICE ARRAY AND CHILD CRISIS SAFETY INTERVENTION)**  
Mr. Ruehlow reported that we have five new service providers. (attached)  
Mr. Kutz made the motion to approve the contracts as listed.  
Mr. Wineke seconded.  
Motion passed unanimously.

- 11. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF FRANKIE FULLER TO THE NUTRITION PROJECT COUNCIL**  
Mr. Kutz made a motion to approve the appointment as presented.  
Mr. Lund seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF MICHAEL WINEKE TO THE AGING AND DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**  
Mr. Kutz made a motion to approve the appointment as presented.  
Mr. Lund seconded.  
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF FRANKIE FULLER TO THE AGING AND DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**  
Mr. Kutz made a motion to approve the appointment as presented.  
Mr. Lund seconded.  
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF MARY DIXON TO THE AGING AND DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**  
Mr. Kutz made a motion to approve the appointment as presented.  
Mr. Lund seconded.  
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENT OF CAROL O'NEIL TO THE AGING AND DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**  
Mr. Kutz made a motion to approve the appointment as presented.  
Mr. Lund seconded.  
Motion passed unanimously.
- 16. DIRECTORS REPORT**  
Mr. Ruehlow reported on the following items:
  - Working closely with WCHSA on the state budget for 2025 and are asking for CSP and EMH, to be fully funded with additional Child and Family and APS allocation.
  - We have seen a downward trend in enrollment with Busy Bees Preschool. We are currently brainstorming on other options to look into.
  - Mr. Ruehlow and Mr. Jones attended a meeting at the Collective. This meeting focused on understanding the narrative around social connections and isolation in youth mental health.
  - Mr. Ruehlow and Mr. Wehmeier attended a meeting called Healthy Works. This meeting was to create a collaboration regarding behavioral health amongst clinics, hospitals and JCHS. The ultimate goal is to figure out how we work together collectively to make sure that we are serving the mental health needs of the community.
- 17. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES**  
Mr. Jones referred to the guidelines on the Policy Statement for Funding Requests for the upcoming public hearing. Mr. Jones called recess until 5:00 p.m. for the Public Hearing at 4:41 p.m.
- 18. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2025 BUDGET**  
Mr. Jones called the public hearing to order at 5:00 p.m.

**19. ADJOURN**

Mr. Kutz made a motion to adjourn the meeting.

Mr. Wineke seconded.

Motion passed unanimously.

Meeting adjourned at 5:29 p.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, July 9, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103

**Public Hearing**

**The following people registered to speak and did so at the public hearing.**

**New Beginnings**

**Suzi Schoenhof, Executive Director**

**2025 Request - \$30,000**

Ms. Schoenhof reported that New Beginnings currently serves Walworth and Southern Jefferson County. She discussed their programs and services offered. These services are free and confidential. New Beginnings is requesting a donation of \$30,000.

**Watertown School District**

**Jarred Burke, Superintendent**

**2025 Request - \$20,000**

Mr. Burke reported that he has a vision of creating a new position in the Watertown School District who would work with parents who have children between the ages of birth and school age. This position would collaborate with Birth to Three, Head Start and other programs to start focusing on their education. The donation request would help to fund the salary of this desired position. Mr. Burke is requesting a donation of \$20,000.