

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 8, 2024

Board Members Present in Person: Richard Jones, Russell Kutz, Kirk Lund, Michael Wineke, Gino Racanelli, Steve Ganser, and Pamela Abrahamsen

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Assistant County Administrator Michael Luckey, Behavioral Health Division Manager Holly Pagel, Family Centered Therapy Supervisor Stacey Palermo, Aging and Disability Division Manager ReBecca Schmidt, Transportation Supervisor Michael Hansen, and Office Manager Kelly Witucki.

1. CALL TO ORDER

Mr. Jones called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Ruehlow certified that we are in compliance.

4. REVIEW OF OCTOBER 8, 2024, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF SEPTEMBER 10, 2024, BOARD MINUTES

Mr Wineke made a motion to approve September 10, 2024, board minutes.

Mr. Racanelli seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Mr. Ruehlow handed out brochures for the Matz Center.

Mr. Jones welcomed Pamela Abrahamsen as a new board member.

8. REVIEW OF THE AUGUST 2024 FINANCIAL STATEMENT

Mr. Bellford reviewed the August financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,009,013. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. We are, at this point, \$359,013, over the budget when the reserve is excluded. This has improved since last month because of CCS billing and decreased hospital and AODA residential costs.

9. DISCUSS AND APPROVE SEPTEMBER 2024 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$910,707.11 (attached).

Mr. Racanelli made a motion to approve the September 2024 vouchers totaling \$910,707.11.

Mr. Lund seconded.

Motion passed unanimously.

10. PRESENTATION ON THE FAMILY CENTERED TREATMENT PROGRAM (FCT)

Ms. Palermo presented on the Family Centered Treatment Program. Ms. Palermo explained what Family Centered Treatment is and what services are provided for enrolled individuals.

11. DISCUSSION AND POSSIBLE ACTION ON 3 YEAR AGING PLAN FOR 2025-2027

Ms. Schmidt reported that no one attended the Public Hearing, and no comments or questions were submitted on the 2025-2027 Aging Plan.

Mr. Wineke made a motion to approve the 2025-2027 Aging Plan presented.

Mr. Ganser seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (Wis. Stat. 85.21) APPLICATION

Ms. Schmidt reported on the 2025 Application for the Wisconsin DOT funding of \$229,550. The application will have eight projects. The Driver/Volunteer Escort Program, the Senior Dining Program, later weekday evenings & weekend service hours, Day Trip, shopping van service, corridor 26 bus service, third party wheelchair accessible transportation, and public taxi transportation. The total cost of these projects is budgeted to be \$597,591 in 2025.

Mr. Racanelli made a motion to approve the Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Kutz seconded the motion.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (HOME MODIFICATIONS AND CCS REGIONAL SERVICE ARRAY)

Mr. Ruehlow reported that we have two new service providers. (attached)

Mr. Jones made the motion to approve the contracts listed.

Mr. Lund seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL SERVICE AND CARE PROVIDER CONTRACTS

Mr. Bellford reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November. (attached)

Mr. Racanelli made the motion to approve the Human Services contracts for the 2025 budget as presented.

Mr. Lund seconded.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Due to the continued ongoing issues with Feil's Catering for our Meals program, we will send out a request for proposal (RFP) to determine the vendor to provide this service in 2025.
- We currently have 19 contracts with the Matz Center and have had a total of 59 stays, averaging 7 days per stay.
- On September 23, three supervisors, Jessica Schultze, Jessica Godek, and Brooke Kysely graduated from the Local Government Leadership Academy. LGLA is a nine-month program that provides local government leadership skills to ultimately improve the overall functioning of local governments and provide quality services to Wisconsin communities.
- Art Leavens and Paul Vogel have recently retired from Human Services. Mr. Leavens was with the agency for over 26 years and Paul Vogel was with the agency for over 29 years. They will both be recognized at tonight's county board meeting for their years of service.

16. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:57 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

NEXT BOARD MEETING

Tuesday, November 12, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103