

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

February 11, 2025

Board Members Present in Person: Russell Kutz, Michael Wineke, Gino Racanelli, and Kirk Lund

Board Members Present via Zoom: Dick Jones

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford

Others Present via Zoom: Interim County Administrator Michael Luckey

1. CALL TO ORDER

Mr. Jones called the meeting to order at 1:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Ganser and Abrahamsen Absent/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Ruehlow certified that we are in compliance.

4. REVIEW OF FEBRUARY 11, 2025, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF JANUARY 14, 2025, BOARD MINUTES

Mr. Racanelli made a motion to approve January 14, 2025, board minutes.

Mr. Lund seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Mr. Ruehlow reviewed an article (attached) that ran in the Daily Union about the Senior Dining program.

8. REVIEW OF THE DECEMBER 2024 FINANCIAL STATEMENT

Mr. Bellford reviewed the December financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,448,032. This balance includes our carryover from 2023, including \$650,000 from our reserve carryover. We have, at this point, a \$798,032 positive balance, when the reserve is excluded. This balance does not include prepaid expenses, which will make our final year-end balance look higher when we close our books in a couple of weeks.

9. DISCUSS AND APPROVE JANUARY 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,000,170.44 (attached).

Mr. Racanelli made a motion to approve the January 2025 vouchers totaling \$1,000,170.44.

Mr. Kutz seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (SPANISH SPEAKING PSYCHOTHERAPY SERVICES)

Mr. Ruehlow reported that we have a new service provider. (attached)

Mr. Wineke made the motion to approve the contract listed.

Mr. Lund seconded.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON THE SUBMITTED REQUEST FOR BID ON THE LOW STEP MINIVAN

Mr. Bellford reviewed the bids received from vendors on the low step minivan: Rock County Honda \$41,238.00; Out the Mud Hauling \$47,493.25; One Nation Distribution \$48,989. This minivan would be funded 80% by Wisconsin DOT and 20% match from County dollars. This was originally part of our 2024 budget; however, we did not receive sufficient bids in 2024. Because of that, our carryover request includes the match dollars for this project.

Mr. Racanelli made a motion to accept the bid from Rock County Honda in the amount of \$41,238.00 send the resolution to the County Board for approval.

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF MARYJO SHACKELFORD TO THE NUTRITION PROJECT COUNCIL

Mr. Wineke made a motion to approve the appointment as presented.

Mr. Lund seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CARRY OVER REQUESTS

Mr. Bellford reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2024." The carryover requests as presented will be sent to the Finance Committee and County Board for approval. (attached)

Mr. Jones made a motion to approve the carryover requests as presented and be sent to the Finance Committee and County Board for approval.

Mr. Wineke seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Mr. Lund made a motion to approve proclamation recognizing April as Child Abuse Prevention Month.

Mr. Racanelli seconded.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- The County Board will take up the following agenda items tonight that impact Human Services
 - The creation of a new Human Services Professional position at Human Services. This position will be funded by with the Opioid Settlement dollars. The position will support re-entry and addiction recovery efforts.
 - Transferring the supervision of the Program Assistant at Economic Development over to the Human Services, Economic Support Division. This would be in conjunction with the creation of the Financial Empowerment Center (FEC) position at Human Services.
- We met with the Highway and Finance Department to discuss our fleet vehicles. We will be turning over some high mileage 2021 and 2022 vehicles this year. We are estimating approximately 18 vehicles will turn over.

- The County has been monitoring the pause in federal funding. A majority of the federal funding that Human Services receives is indirect federal funding that comes from the State (usually DCF or DHS). We are uncertain what the State would do in the event that federal funding is not available. Mr. Ruehlow and Mr. Luckey have assured staff that no positions will be impacted at this time. Mr. Jones reported that the Finance Committee discussed using County funding to ensure operations remain. Mr. Wineke report that the Executive Committee did the same.

16. ADJOURN

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 1:55 p.m.

Minutes prepared by:

Brian Bellford

Administrative Services Division Manager

Human Services

NEXT BOARD MEETING

Tuesday, March 11, 2025, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103