

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

March 11, 2025

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

**Board Members Present via Zoom:** Dick Jones

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, and Interim County Administrator Michael Luckey

**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 MARCH 11, 2025, AGENDA**

**5. PUBLIC COMMENTS**

Vice Chair, Russell Kutz, shared that this will be his last meeting, as he is moving to a different part of the city, which unfortunately places him outside of the district.

**6. APPROVAL OF FEBRUARY 11, 2025, BOARD MINUTES**

Mr. Wineke made a motion to approve February 11, 2025, board minutes.

Mr. Ganser seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Mr. Ruehlow reviewed a letter (attached) from Administrator John Elliot of the Department of Children and Families, recognizing the Human Services department for their successful efforts in completing and documenting caseworker contacts for children in out-of-home care. The letter commended Jefferson County as one of the highest-performing counties statewide, achieving an exceptional performance rate of 100% for FFY 2024.

Mr. Ruehlow also shared a poem (attached) that was received from a youth who had stayed at the Matz Center.

**8. REVIEW OF THE FINAL 2024 FINANCIAL STATEMENT**

Mr. Bellford reviewed the December financial statement (attached) and reported that we have a positive year-end fund balance of \$1,734,841. This balance includes our prepaid adjustments (purchases made in 2024 that we have to expense in 2025 of \$361,177), leaving \$1,373,664 of unreserved fund balance. Our carryover request was \$1,355,321, leaving approximately \$18,343 to lapse.

**9. DISCUSS AND APPROVE FEBRUARY 2025 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$926,467.06 (attached).

Mr. Kutz made a motion to approve the February 2025 vouchers totaling \$926,467.06.

Mr. Lund seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (TEAM FACILITATING & COACHING AND CCS REGIONAL SERVICE ARRAY)**

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

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

Mr. Ganser seconded.

Motion passed unanimously.

**11. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Expressed gratitude to the Vice Chair for his years of service on the Human Services Board.
- Congratulated Michael Luckey on accepting the position of County Administrator.
- Reviewed the proposed Governor's Budget, highlighting key points.
- Provided an update on Medicaid, sharing the current number of children who receive Medicaid. Mr. Ruehlow also discussed the potential local impact if Medicaid funding were to be reduced.

**16. ADJOURN**

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:12 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, April 8, 2025, at 8:30 a.m.

Jefferson County Workforce Development Center  
874 Collins Road, Room 103