

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

April 8, 2025

Board Members Present in Person: Richard Jones, Kirk Lund, Steve Ganer, and Pamela Abrahamsen

Board Members Present via Zoom: Gino Racanelli

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County Administrator Michael Luckey, Child and Family Division Manager Laura Wagner, Social Worker Maggie Messler, Social Worker Jennifer Witt, Supervisor Joan Callan, and Officer 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

Wineke Absent/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Ruehlow certified that we are in compliance.

4. REVIEW OF APRIL 8, 2025, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF MARCH 11, 2025, BOARD MINUTES

Mr. Ganer made a motion to approve March 11, 2025, board minutes.

Mr. Racanelli seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF THE FEBRUARY 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the February financial statement (attached) and reported that we have a positive year-end fund balance of \$833,058. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. This early in the year, most projected are still weighted toward the budget, and very volatile. Because most everything is weighted towards the budget, we are, at this point, \$233,058 favorable to the budget when the reserve is excluded.

9. DISCUSS AND APPROVE MARCH 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,552,122.03 (attached).

Mr. Ganer made a motion to approve the March 2025 vouchers totaling \$1,552,122.03.

Mr. Abrahamsen seconded.

Motion passed unanimously.

10. PRESENTATION ON CHILD ABUSE PREVENTION (CAP) MONTH AWARENESS ACTIVITIES

Child and Family Division Manager Laura Wagner and Child Protective Services (CPS) Case Managers Jenny Witt and Maggie Messler provided the board with information regarding the upcoming Child Abuse Prevention (CAP) activities scheduled throughout the month of April. These activities are designed to raise funds for the Child Abuse Prevention Fund. The funds

raised will be used to support children and families in meeting their needs to ensure safety and well-being.

11. NOMINATIONS AND ELECTION OF VICE CHAIR OF HUMAN SERVICES BOARD

Mr. Racanelli nominated Mr. Lund for the position of Vice Chair of the Human Services Board. No other nominations were made. A vote was held, and it was unanimously decided that Mr. Lund would be elected as the Vice Chair of the Human Services Board.

Mr. Racanelli made the motion to approve Mr. Lund as the elected Vice Chair.

Ms. Abrahamsen seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, STAFF PSYCHIATRIST, AND CLEANING SERVICES)

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

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

Mr. Lund seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON KINDNESS AND CARING ACTION AWARD

Mr. Ruehlow reported that there were eight nominations for the Kindness and Caring in Action Award. After careful consideration, it was expressed that the board desired to award three recipients with a plaque and \$500 each, rather than the typical two recipients.

The recipients are as follows:

- Kenny Strege, Housing Specialist/Psychosocial Rehab Worker
- Terry Bolger, Intake Worker
- Carol Herold, Community Support Professional

Mr. Jones made a motion to approve the recipients: Kenny Strege, Terry Bolger, and with the approval of additional funding from an outside donor, Carol Herold would also receive the Kindness and Caring in Action Award.

Mr. Ganser seconded.

Motion passed unanimously.

14. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- He invited the board members to attend the Employee Luncheon, which will be held on May 14 at 11:30 AM. The event will take place at the Jefferson Fair Park Activity Center.
- This month, the request for an additional compliance position will be presented at both the Human Resources and Finance board meetings for approval.
- An onsite peer review was conducted for the clinic. The review team stated that we did an A+ job and that we are in good shape, with only a few small adjustments needed.
- CSP had a review by DHS, and there were no negative findings.
- Mr. Ruehlow and Child and Family Division Manager Laura Wagner attended Lobby Day at the Capitol on March 27. During this event they requested for the full funding of CSP, additional funding for the underfunded Birth to Three program, and an increase in the Governor's budget for Human Services aids, including the child welfare allocation, basic allocation and youth aids allocation.
- Mr. Luckey shared information about the Financial Empowerment Center program, which will be offered in collaboration with the Community Action Coalition. The program provides free, one-on-one professional financial counseling to all Jefferson County residents and

employees of Jefferson County businesses. The counseling covers areas such as banking, savings, credit, debt, and legacy planning. The county has received a \$150,000 grant to be used over two years to support this initiative. The position was added as part of the Human Services budget and will be integrated with the Economic Support Division. This will allow the position to utilize other resources at Human Services that would benefit residents.

15. ADJOURN

Mr. Lund made a motion to adjourn the meeting.

Ms. Abrahamsen seconded.

Motion passed unanimously.

Meeting adjourned at 9:39 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, May 13, 2025, at 8:30 a.m.

Jefferson County Workforce Development Center
874 Collins Road, Room 103