

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

May 13, 2025

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

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Michael Luckey; Child and Family Division Manager Laura Wagner; Aging and Disability Division Manager ReBecca Schmidt; Economic Support Division Manager Jessica Lange; 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

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 MAY 13, 2025, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF APRIL 8, 2025, BOARD MINUTES

Mr. Wineke made a motion to approve April 8, 2025, board minutes.

Mr. Lund seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Mr. Ruehlow shared an article that was in the Jefferson County Daily Union, titled "Pinwheels for Prevention: Jefferson County Rallies Support for Child Abuse Awareness".

8. REVIEW OF THE MARCH 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the March financial statement (attached) and reported that we have a positive year-end fund balance of \$891,790. 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, \$241,790 favorable to the budget when the reserve is excluded.

9. DISCUSS AND APPROVE APRIL 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,137,198.37 (attached).

Mr. Racanelli made a motion to approve the April 2025 vouchers totaling \$1,137,198.37.

Mr. Ganser seconded.

Motion passed unanimously.

- 10. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MAY AS AGING AND DISABILITY RESOURCE CENTER (ADRC) MONTH**
Ms. Callan made the motion to approve proclamation recognizing May as Aging and Disability Resource Center Month.
Ms. Abrahamsen seconded.
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MAY AS FOSTER CARE MONTH**
Mr. Ganser made the motion to approve proclamation recognizing May as Foster Care Month.
Ms. Abrahamsen seconded.
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (PSP PEER SUPPORT, MEDICAL TRANSPORTATION, CCS REGIONAL SERVICE ARRAY AND CHILD ALTERNATE CARE)**
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. QUESTIONS AND ANSWERS ON THE HUMAN SERVICES 2024 ANNUAL REPORT**
Each Division Manager provided a brief overview of their respective sections in the 2024 Annual Report. Following the presentations, Board members had the opportunity to ask questions and seek clarification on various areas of the report.
- 14. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING**
- 15. DIRECTOR'S REPORT**
Mr. Ruehlow reported on the following items:
- Tomorrow is the Employee Luncheon at 11:30 AM. The event will take place at the Jefferson Fair Park Activity Center.
 - A request for an additional compliance position will be presented at the County Board meetings this evening.
- 16. ADJOURN**
Mr. Lund made a motion to adjourn the meeting. The motion was seconded by Ms. Callan. The motion passed with four votes in favor and one opposed. The meeting was adjourned at 10:29 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 10, 2025, at 4:00 p.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103