

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**June 10, 2025**

**Board Members Present in Person:** Richard Jones, Kirk Lund, Michael Wineke, Steven Ganser, Pamela Abrahamsen, and Joan Callan

**Present via Zoom:** County Administrator Michael Luckey

**Others Present:** Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, and Office Manager Kelly Witucki

- 1. CALL TO ORDER**  
Mr. Jones called the meeting to order at 4:00 p.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**  
Racanelli absent/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Mr. Ruehlow certified that we are in compliance.
- 4. REVIEW OF THE JUNE 10, 2025, AGENDA**
- 5. PUBLIC COMMENTS**  
No Comments
- 6. APPROVAL OF THE MAY 13, 2025, BOARD MINUTES**  
Mr. Lund made a motion to approve May 13, 2025 board minutes.  
Mr. Ganser seconded.  
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE APRIL 2025 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the April financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$807,544. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. This is down from last month, because of some increased hospital bills. We are, at this point \$157,544 favorable to the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE MAY 2025 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$837,357.74 (attached).  
Mr. Ganser made a motion to approve the May 2025 vouchers totaling \$837,357.74.  
Mr. Lund seconded.  
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, PSYCHOLOGICAL, AND TRANSPORTATION)**  
Mr. Ruehlow reported that we have four new service providers. (attached)  
Mr. Jones made the motion to approve the contracts listed.  
Ms. Callan seconded.  
Motion passed unanimously.

- 11. DISCUSSION AND POSSIBLE ACTION OF APPOINTMENTS OF LOU KLEIN, JOHN DONOHUE, AND MARY ROBERTS TO THE AGING AND DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**  
Mr. Wineke made a motion to approve the appointments as presented.  
Ms. Callan seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENTS OF MARY ANN ZWASKA 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 PROCLAMATION RECOGNIZING JUNE 15<sup>TH</sup> AS WORLD ELDER ABUSE AWARENESS DAY**  
Mr. Lund made a motion to approve proclamation recognizing June 15<sup>th</sup> as World Elder Abuse Awareness Day.  
Ms. Abrahamsen seconded.  
Motion passed unanimously.
- 14. DIRECTORS REPORT**  
Mr. Ruehlow reported on the following items:
  - Mr. Ruehlow provided an overview of the proposed Congress bill involving cuts to Medicaid. He discussed the potential implications of these changes on the state of Wisconsin, with particular attention to how they might impact services and funding within Jefferson County.
  - Mr. Ruehlow was asked by the Chief Justice to be on the Wisconsin Commission of Children and Families in the Courts committee. He attended the first meeting last week in Madison, where he was able to share Jefferson County's perspectives on court forms and procedures as well as hear the feedback from other counties.
  - Last year our Nutrition Program ended their contract with Feil's Catering due to ongoing issues. Mr. Ruehlow thanked the board for its continued support in the transition and shared that three additional counties have since ended their contracts as well with the same vendor.
  - Mr. Ruehlow reported on the loss of IV-E funding from the Department of Children and Families, which has resulted in a deficit across the state of Wisconsin. He expressed his optimism that Jefferson County may be able to recoup some of the lost funding in the near future by demonstrating the effectiveness of our current Evidence Based Practices.
- 15. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES**  
Mr. Jones referred to the guidelines on the Policy Statement for Funding Requests for the upcoming public hearing. Mr. Jones called recess until 5:00 p.m. for the Public Hearing at 4:52 p.m.
- 16. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2026 BUDGET**  
Mr. Jones called the public hearing to order at 5:00 p.m.
- 17. ADJOURN**  
Mr. Lund made a motion to adjourn the meeting.  
Mr. Ganser seconded.  
Motion passed unanimously.  
Meeting adjourned at 5:15 p.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, July 8, 2025, at 8:30 a.m.  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103

**Public Hearing**

**The following people registered to speak and did so at the public hearing.**

**New Beginnings**

**Suzi Schoenhof, Executive Director**

**2026 Request - \$30,000**

Ms. Schoenhof reported that New Beginnings currently serves Walworth and Southern Jefferson County. She discussed their programs and services offered. These services are free and confidential. New Beginnings is requesting a donation of \$30,000.