

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
July 8, 2025

Board Members Present in Person: Kirk Lund, Gino Racanelli, Steven Ganser, Pamela Abrahamsen, and Joan Callan

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, County Administrator Michael Luckey, Aging and Disability Resource Division Manager ReBecca Schmidt, and Office Manager Kelly Witucki

- 1. CALL TO ORDER**
Mr. Lund called the meeting to order at 8:30 a.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**
Jones, 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 THE JULY 8, 2025, AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE JUNE 10, 2025, BOARD MINUTES**
Ms. Lund made a motion to approve June 10, 2025 board minutes.
Ms. Abrahamsen seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE MAY 2025 FINANCIAL STATEMENT**
Mr. Bellford reviewed the May financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$820,799. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. We are, at this point, \$170,799 favorable to the budget when the reserve is excluded.
- 9. DISCUSS AND APPROVE JUNE 2025 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$872,626.22 (attached).
Mr. Ganser made a motion to approve the June 2025 vouchers totaling \$872,626.22.
Ms. Abrahamsen seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, AND CAREGIVER TRAINING)**
Mr. Ruehlow reported that we have two new service providers. (attached)
Mr. Racanelli made the motion to approve the contracts listed.
Mr. Ganser seconded.
Motion passed unanimously.
- 11. PRESENTATION ON NUTRITION PROGRAM**
ReBecca Schmidt, ADRC Division Manager, gave a presentation on the Nutrition Program. She discussed the program's current financial status, highlighting the unfavorable budget balance and

explaining the factors contributing to it. Ms. Schmidt also shared ideas on what changes could be made to improve it.

12. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM THE PUBLIC HEARING

Mr. Ganser made a motion to incorporate the amount of \$30,000 for the 2026 Budget for New Beginnings.

Ms. Abrahamsen seconded.

Motion passed unanimously.

13. DIRECTORS REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow shared insight into proposed changes being considered for the front lobby, with a focus on improving staff safety. As part of the front desk remodel, additional modifications are anticipated that would help address current space limitations and create a more functional workspace to accommodate the growing staff. He stated there are floor plans that could be shared with the board members.
- Regarding the federal budget, Mr. Ruehlow reported that there are no additional funds allocated for Human Services. At the state level, there was an effort to secure full funding for the Community Support Program (CSP) and Emergency Mental Health (EMH) services. Although this funding was not included in the 2026 budget, we plan to continue advocating for that in the future. What was included in the 2026 budget is additional funding for Income Maintenance and the Aging & Disability Resource Center (ADRC), along with possible county transportation funds. However, the exact amounts are still unknown and are expected to be minimal.
- Last month at the County Board Mr. Ruehlow gave our annual report presentation. He gave an overview of our spending and shared how we were able to give money back to the county. Mr. Ruehlow talked about the “beautiful struggle” and the work that the staff do here at human services. where he read through a true life-like example of child abuse & neglect family that entered our system and what that looked like. To let the board know what the families go through as well as staff.

14. ADJOURN

Mr. Ganser made a motion to adjourn the meeting.

Ms. Callan seconded.

Motion passed unanimously.

Meeting adjourned at 9:52 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, August 12, 2025, at 8:30 a.m.

Jefferson County Workforce Development Center
874 Collins Road, Room 103