

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

August 12, 2025

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

Present by Zoom: Corporation Counsel Danielle Thompson, ADRC Division Manager ReBecca Schmidt, and County Board Supervisor Phil Ristow

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, County Administrator Michael Luckey, and Office 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 THE AUGUST 12, 2025 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JULY 8, 2025, BOARD MINUTES

Mr. Lund made a motion to approve July 8, 2025 board minutes.

Ms. Abrahamsen seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF THE JUNE 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the June financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$817,706. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. We are, at this point, \$167,706 favorable to the budget when the reserve is excluded.

9. DISCUSS AND APPROVE JULY 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,146,667.31 (attached).

Mr. Racanelli made a motion to approve the July 2025 vouchers totaling \$1,146,667.31.

Mr. Lund seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (GUARDIANSHIP & AODA RESIDENTIAL SOBER LIVING)

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

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

Mr. Ganser seconded.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON ACCEPTING THE “IT GETS BETTER” CHANGE MAKER GRANT FUNDING AND AMENDING THE 2025 BUDGET

County Administrator Luckey presented information on the “It Gets Better” Change Maker Grant, which is intended to provide resources and support for LGBTQ+ youth in the community. The board discussed the opportunity to accept the grant.

Mr. Lund made a motion to authorize Supervisor Jones to make the motion at the County Board meeting to indefinitely postpone the “It Gets Better” Change Maker Grant resolution, while the Human Services Board commends the youth for their efforts and shares their continued support for their needs.

Mr. Racanelli seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON THE 2026 BUDGET PRESENTATION

Mr. Bellford & Mr. Ruehlow presented the proposed 2026 budget.

Mr. Lund made a motion to approve the 2026 Human Services budget as presented.

Ms. Callan seconded.

Motion passed unanimously.

13. DIRECTORS REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow reported on several upcoming staff retirements, including ADRC Supervisor Dominic Wondolkowski, Transportation Supervisor Michael Hansen, and CLTS Supervisors Mary Behm and Darci Wubben. Interviews for the CLTS Supervisor positions have been completed, and the department is working with HR to move forward with offers. Additionally, Tatiana March, who was formerly our Nutrition Program Supervisor, recently left as she took a position with the Janesville School District. Her replacement has been hired and is expected to begin in September.
- Tomorrow we are hosting our annual Youth Justice Kickball Event, brining together youth and key stakeholders for community engagement and relationship building outside the courtroom setting.

14. ADJOURN

Mr. Lund made a motion to adjourn the meeting.

Ms. Abrahamsen seconded.

Motion passed unanimously.

Meeting adjourned at 10:32 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, September 9, 2025, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103