

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 11, 2025

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

Present by Zoom: County Administrator Michael Luckey, and Assistant Finance Director Tammy Worzalla

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, Corporation Counsel Danielle Thompson, and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Kirk 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

Attorney Thompson certified that we are in compliance.

4. ELECTION OF CHAIR

Mr. Ruehlow asked for nominations for Chair.

Mr. Wineke nominated Kirk Lund.

Mr. Racanelli seconded the nomination.

No other nominations were made.

Mr. Ruehlow made a motion to close the ballot and elect Kirk Lund as Chair.

Motion passed unanimously.

ELECTION OF VICE CHAIR

Mr. Lund asked for nominations for Vice Chair.

Mr. Wineke nominated Joan Callan.

Mr. Racanelli seconded the nomination.

No other nominations were made.

Mr. Lund made a motion to close the ballot and elect Joan Callan as Vice Chair.

Motion passed unanimously.

5. REVIEW OF NOVEMBER 11, 2025 AGENDA

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF OCTOBER 14, 2025, BOARD MINUTES

Mr. Racanelli made a motion to approve October 14, 2025 board minutes.

Ms. Callan seconded.

Motion passed unanimously.

8. COMMUNICATIONS

9. REVIEW OF THE SEPTEMBER 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the September financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$707,972. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. We are, at this point, \$57,972 favorable to the budget when the reserve is excluded.

10. DISCUSS AND APPROVE OCTOBER 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$871,450.60 (attached).
Mr. Wineke made a motion to approve the October 2025 vouchers totaling \$871,450.60.
Mr. Braugher seconded.
Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY & CSP NURSING COVERAGE)

Mr. Ruehlow reported that we have nine new service providers. (attached)
Mr. Ganser made the motion to approve the contracts listed.
Ms. Abrahamsen seconded.
Motion passed unanimously.

12. DIRECTORS REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow congratulated Mr. Lund and Ms. Callan on their new Chair positions
- Mr. Ruehlow informed the Board of a recent incident in the community involving a family receiving services through Human Services. He reported that staff were promptly notified of the situation and provided with critical incident debriefing. Additionally, a Critical Incident Debriefing was onsite the following Tuesday to provide support to staff.
- Regarding the government shutdown and SNAP benefits, Mr. Ruehlow shared that residents of Jefferson County have received their full benefits for the month of November. He noted that individuals in the renewal process or those newly applying who have not yet received benefits may still receive payment, though the timing and process are still uncertain. He also noted that the departments are conducting local food drives to help support our families as well as help restock area food pantries.

13. ADJOURN

Ms. Callan made a motion to adjourn the meeting.
Mr. Racanelli seconded.
Motion passed unanimously.
Meeting adjourned at 9:19 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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