

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 9, 2025**

**Board Members Present in Person:** Kirk Lund, Joan Callan, Michael Wineke, Gino Racanalli, Steve Ganser, and Pamela Abrahamsen

**Present by Zoom:** Administrative Services Division Manager Brian Bellford

**Others Present:** Director Brent Ruehlow, County Administrator Michael Luckey, 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**

Braughler Absent/Quorum was established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Mr. Ruehlow certified that we are in compliance.

**4. REVIEW OF DECEMBER 9, 2025, AGENDA**

Mr. Racanelli made a motion to approve December 9, 2025 agenda.

Ms. Abrahamsen seconded.

Motion passed unanimously.

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF NOVEMBER 11, 2025, BOARD MINUTES**

Mr. Wineke made a motion to approve November 11, 2025 board minutes.

Mr. Racanelli seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

**8. REVIEW OF THE OCTOBER 2025 FINANCIAL STATEMENT**

Mr. Bellford reviewed the October financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$665,470. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. We are, at this point, \$15,470 favorable to the budget when the reserve is excluded. This balance has decreased steadily each of the past several months.

**9. DISCUSS AND APPROVE NOVEMBER 2025 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,002,462.38 (attached).

Mr. Racanelli made a motion to approve the November 2025 vouchers totaling \$1,002,462.38.

Mr. Ganser seconded.

Motion passed unanimously.

**10. DISCUSSION AND POSSIBLE ACTION ON NEW 2025 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY)**

Mr. Ruehlow reported that we have a new service provider. (attached)

Ms. Callan made the motion to approve the contract listed.

Mr. Wineke seconded.

Motion passed unanimously.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2026 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, SHELTER CARE, AND CSP NURSING COVERAGE)**

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

Ms. Abrahamsen made the motion to approve the contracts listed.

Mr. Racanelli seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON 2026 BILLING RATES**

Mr. Bellford reviewed the 2026 billing rates. (attached)

Mr. Ganser made a motion to approve the billing rates as listed.

Ms. Abrahamsen seconded.

Motion passed unanimously.

**13. DISCUSS NOMINATIONS AND POSSIBLE ACTION FOR THE CRISIS INTERVENTION TRAINING (CIT) OFFICER OF THE YEAR AWARD**

Mr. Ruehlow reported that no nominations have been received to date for the Crisis Intervention Training (CIT) Officer of the Year Award. He stated that he will contact the local police and sheriff's departments again to request any potential nominations. If nominations are submitted, he will distribute them to the Board via email for review and voting.

**14. DIRECTOR'S REPORT**

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow provided an update on operations at the Matz Center, which opened in 2024.
  - In 2024, the Center averaged 1 youth per day in January and 2 youth per day in March, and by the end of the year was averaging 2 youth per day.
  - For 2025, the Center averaged 3.5 youth per day in January and February, 4.5 youth per day in July, 3.5 youth per day in August, and 4 youth per day in October.
  - He also reviewed cost savings associated with utilizing the Matz Center rather than placing youth at Winnebago.
    - In 2024, there were 49 Jefferson County youth stays, totaling 367 days. The daily rate at the Matz Center was \$850, compared to \$1,600 at Winnebago, resulting in total savings of \$275,250.
    - In 2025, there were 65 youth stays, totaling 428 days. The daily rate at the Matz Center was \$955, compared to \$1,800 at Winnebago, resulting in a savings of \$361,660.
- With the Big Beautiful Bill, the State/County will have to fund 75% of the SNAP program versus 25% previously. New penalties have been imposed based on the state's error rates in the FoodShare program. If the error rate exceeds 6%, the state will be required to pay 5% of the benefit amount. For error rates between 8% and 9.9%, the state's share will increase to 10%, and if the error rate reaches 10% or higher, the state will be responsible for 15%.

Given the increased risk and upcoming changes to federal funding structures, the agency has submitted a request to the Governor for \$69.2 million in General Purpose Revenue (GPR). This funding would support the addition of a Quality Control position

for the consortium across the state and help offset the anticipated reduction in federal support for the FoodShare program.

**15. ADJOURN**

Ms. Callan made a motion to adjourn the meeting.

Mr. Racanelli seconded.

Motion passed unanimously.

Meeting adjourned at 9:18 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, January 13, 2026, at 8:30 a.m.

Jefferson County Workforce Development Center  
874 Collins Road, Room 103