

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 13, 2026

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

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, County Administrator Michael Luckey, Resource Counseling Specialist Heather Nunez, FEC Program Manager Rhiannon Tonies 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

Ganser Absent/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Luckey certified that we are in compliance.

4. REVIEW OF JANUARY 13, 2026, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF DECEMBER 9, 2025, BOARD MINUTES

Ms. Callan made a motion to approve December 9, 2025 board minutes.

Mr. Racanelli seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF THE NOVEMBER 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the November financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$540,817. This balance includes our carryover from 2024, including \$650,000 from our reserve carryover. We are, at this point, \$109,183 favorable to the budget when the reserve is excluded. This balance has decreased steadily each of the past several months.

9. DISCUSS AND APPROVE DECEMBER 2025 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,146,096.12 (attached).

Mr. Wineke made a motion to approve the December 2025 vouchers totaling \$1,146,096.12.

Ms. Callan seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON NEW 2026 PROFESSIONAL SERVICE CONTRACTS (SHC,PC, RESPITE AND SECURED JUVENILE DETENTION)

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

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

Ms. Abrahamsen seconded.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION FOR THE CRISIS INTERVENTION TRAINING (CIT) OFFICER OF THE YEAR AWARD

Mr. Ruehlow reported that a nomination was received for the Crisis Intervention Training (CIT) Officer of the Year Award. The nomination is for Officer Hannah Neis of the Watertown Police Department.

Mr. Lund made the motion to approve the nomination of Office Hannah Neis for the CIT award.

Mr. Racanelli seconded.

Motion passed unanimously.

12. PRESENTATION ON THE FINANCIAL EMPOWERMENT CENTER

Resource Counseling Specialist Heather Nunez and Financial Empowerment Center (FEC) Program Manager Rhiannon Tonies provided a presentation on the Financial Empowerment Center. They reviewed the purpose of the program and outlined the services available to individuals who live and work in Jefferson County.

13. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow shared that the Medical Director, Dr. Haggart, will be retiring in June. Planning is underway to navigate the transition to fill the position to ensure continued services to clients. The Board will be kept informed as the process moves forward.
- Mr. Ruehlow addressed recent allegations in Minnesota regarding certified childcare centers billing the state for children who were not attending certified daycare centers. He explained the process used for the Jefferson County Shares Child Care Subsidy Program for individuals seeking daycare assistance. Economic Support verifies eligibility, after which families select a certified childcare provider. Once selected, the Department of Children and Family (DCF) monitor certified centers by reviewing rosters, attendance records, daily meal program documentation, and provider verifications. DCF continues to monitor facilities on an ongoing basis. Locally, Jefferson County contracts with 4-C to maintain an updated list of certified providers, conduct outreach and marketing, and assist individuals interested in becoming a certified in-home provider. Currently, there are no in-home daycare providers in Jefferson County.
- Every couple of years the Federal Government conducts the Children's Federal Service Review (CFSR) across each state. They look at a number of things such as timeliness of permanence, family engagement and other critical factors. In 2026, Wisconsin is scheduled to have their CFSR and the Department of Children and Family (DCF) has reached out requesting to use Jefferson County cases for this review based on demonstrating a strong historical performance in this area.

14. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Ms. Abrahamsen seconded.

Motion passed unanimously.

Meeting adjourned at 9:52 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, February 10, 2026, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103