

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 10, 2026

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

Present by Zoom: James Braughler and Assistant Finance Director Tammy Worzalla

Others Present: Director Brent Ruehlow, Administrative Services Division Manager Brian Bellford, and Administrative Specialist Bridget Schwantes

1. CALL TO ORDER

Mr. Lund 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 FEBRUARY 10, 2026, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF JANUARY 13, 2026, BOARD MINUTES

Ms. Callan made a motion to approve January 13, 2026, board minutes.

Ms. Abrahamsen seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF THE DECEMBER 2025 FINANCIAL STATEMENT

Mr. Bellford reviewed the December financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$628,045. This balance includes our carryover from 2024 of \$650,000 from our reserve. We are, at this point, \$21,955 unfavorable to the budget when the reserve is excluded. This is an improvement from last month. Next month will present our final 2025 financial statements.

9. DISCUSS AND APPROVE JANUARY 2026 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$971,688.77 (attached).

Mr. Wineke made a motion to approve the January 2026 vouchers totaling \$971,688.77.

Mr. Ganser seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON NEW 2026 PROFESSIONAL SERVICE CONTRACT (CCS REGIONAL SERVICE ARRAY)

Mr. Ruehlow reported that we have one new service provider, Serenity Mental Health Services, LLC (attached).

Mr. Ganser made the motion to approve the professional service contracts listed.

Mr. Racanelli seconded.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRY OVER REQUESTS

Mr Bellford reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2025." The carryover requests as presented will be sent to the Finance Committee and County Board for approval. (attached)

Mr. Racanelli made the motion to approve the carryover requests as presented and to be sent to the Finance Committee and County Board for approval.

Ms. Abrahamsen seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Mr. Ruehlow shared the proclamation that was started years ago recognizing April as Child Abuse Prevention month. Jefferson County participates in various activities and events to raise awareness around child abuse prevention.

Mr. Lund made a motion to recommend to the County Board that Jefferson County Board proclaims the recognition of April as Child Abuse Prevention Month.

Ms. Callan seconded.

Motion passed unanimously.

13. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow shared the article posted in the Watertown Daily Times about Memory Cafes. Pictured in the article is Tonya Runyard, Dementia Care Specialist, who spends numerous hours in the community to raise awareness. This particular article highlights the joint efforts between Jefferson and Dodge Counties as they form the Watertown Dementia Coalition.
- Mr. Ruehlow addressed an update on our Medical Director, Dr. Haggart, who will now be retiring at the end of February rather than June. We have multiple providers pitching in to fill in some gaps in preparation for Dr. Haggart's much-deserved retirement. Further planning is underway to navigate the transition to fill the position to ensure continued services to clients. The Medical Director job description is completed and will be sent to HR for posting to begin the hiring process for his replacement. The Board will be kept informed as the process moves forward.
- Mr. Ruehlow touched on last month's voting for the Crisis in Training Officer of the year. Recently the Police and Sheriff's Association Banquet was held where Officer Hannah Winchester was honored with the award. Mr. Ruehlow shared a very personal experience of Officer Winchester's own family and what a difference and impact Jefferson County Human Services makes in the lives of our community.

14. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Ganser seconded.

Motion passed unanimously.

Meeting adjourned at 9:17 a.m.

Minutes prepared by:

Bridget Schwantes
Administrative Specialist
Human Services

NEXT BOARD MEETING

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