

**JEFFERSON COUNTY HUMAN SERVICES
BOARD MINUTES
May 12, 2026**

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

Present by Zoom: Gino Racanelli, County Administrator Michael Luckey, Assistant Finance Director Tammy Worzalla, and Watertown Daily Times Reporter James Kuckkan

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, Child and Family Division Manager Laura Wagner, Aging and Disability Division Manager ReBecca Schmidt, Economic Support Division Manager Jessica Lange, Resource Counseling Specialist Heather Nunez, County Board Supervisor Francine Gies, and Officer Manager Kelly Witucki

1. CALL TO ORDER

Mr. Ruehlow 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. Braughler certified that we are in compliance.

4. REVIEW OF MAY 12, 2026, AGENDA

5. ELECTIONS OF BOARD OFFICERS – CHAIR AND VICE CHAIR

Mr. Ruehlow asked for nominations for Chair.

Mr. Braughler nominated Kirk Lund.

Ms. Callan seconded the nomination.

No other nominations were made.

Motion passed unanimously.

Mr. Lund asked for nominations for Vice Chair.

Mr. Wineke nominated Joan Callan.

Mr. Braughler seconded the nomination.

No other nominations were made.

Motion passed unanimously.

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF APRIL 14, 2026, BOARD MINUTES

Mr. Braughler made a motion to approve April 14, 2026, board minutes.

Ms. Callan seconded.

Motion passed unanimously.

8. COMMUNICATIONS

No Communications

9. REVIEW OF THE MARCH 2026 FINANCIAL STATEMENT

Mr. Bellford reviewed the March financial statement (attached) and reported that we are projecting year-end fund balance of \$53,758. This balance includes our carryover from 2025, including \$650,000 from our reserve carryover. We are, at this point, \$596,242 unfavorable to the budget when the reserve is excluded. This is consistent with last month.

10. DISCUSS AND APPROVE APRIL 2026 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$987,489.13 (attached).

Ms. Callan made a motion to approve the April 2026 vouchers totaling \$987,489.13.

Mr. Wineke seconded.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MAY AS OLDER AMERICANS MONTH

Mr. Wineke made the motion to approve proclamation recognizing May as Older Americans Month.

Mr. Lund seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MAY AS FOSTER CARE MONTH

Mr. Braughler made the motion to approve proclamation recognizing May as Foster Care Month.

Ms. Abrahamsen seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON NEW 2026 PROFESSIONAL SERVICE CONTRACT (CCS REGIONAL SERVICE ARRAY, CRISIS STABILIZATION, AND LAWN CARE & PLOWING)

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

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

Ms. Callan seconded.

Motion passed unanimously.

14. QUESTIONS AND ANSWERS ON THE HUMAN SERVICES 2025 ANNUAL REPORT

Each Division Manager provided a brief overview of their respective sections in the 2025 Annual Report. Following the presentations, Board members had the opportunity to ask questions and seek clarification on various areas of the report.

15. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING

16. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow shared that several articles appeared in the Watertown Daily Times and Jefferson County Daily Union recognizing Human Services staff member Andrea Szwec for receiving the statewide Putting Families First Award from Governor Evers.
- Mr. Ruehlow reminded board members that the Employee Luncheon will be held on May 20th at the Jefferson County Fair Park and invited everyone to attend and enjoy the food and activities.

17. ADJOURN

Mr. Braughler made a motion to adjourn the meeting.

Mr. Racanelli seconded.

Motion passed unanimously.

Meeting adjourned at 10:26 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

NEXT BOARD MEETING

Tuesday, June 9, 2026, at 4:00 p.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103