

**JEFFERSON COUNTY HUMAN SERVICES
BOARD MINUTES
June 9, 2026**

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

Present by Zoom: Corporation Counsel Danielle Thompson

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, County Administrator Michael Luckey, and Officer Manager Kelly Witucki

- 1. CALL TO ORDER**
Mr. Lund called the meeting to order at 4:00 p.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**
Abrahamsen absent/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
Mr. Ruehlow certified that we are in compliance.
- 4. REVIEW OF JUNE 9, 2026, AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF MAY 12, 2026, BOARD MINUTES**
Ms. Callan made a motion to approve May 12, 2026, board minutes.
Mr. Wineke seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
No Communications
- 8. REVIEW OF THE APRIL 2026 FINANCIAL STATEMENT**
Mr. Bellford reviewed the April financial statement (attached) and reported that we are projecting year-end fund balance of \$422,647, which is up from \$53,758 last month. This balance includes our carryover from 2025, including \$650,000 from our reserve carryover. We are, at this point, \$227,353 unfavorable to the budget when the reserve is excluded. This change from last month shows the volatility that is still present in our projections this early in the year.
- 9. DISCUSS AND APPROVE MAY 2026 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$871,533.83 (attached).
Mr. Wineke made a motion to approve the May 2026 vouchers totaling \$871,533.83.
Mr. Ganser seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING JUNE 15 AS WORLD ELDER ABUSE AWARENESS DAY**
Mr. Racanelli made the motion to approve proclamation recognizing June 15th as World Elder Abuse Awareness Day
Ms. Gies seconded.
Motion passed unanimously.

11. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- We have officially hired a Medical Director. Dr. Radue, who currently serves as a contracted psychiatrist for the CSP program, accepted the position and will begin in her new role on June 15. Mr. Ruehlow shared that he is excited to have her in this role. He noted that Dr. Radue had attended a Board meeting when she was first hired as a contracted provider and stated that if the Board is interested, he could have her attend a future meeting to share more about her background, philosophy, and goals.
- Mr. Ruehlow reported that the Matz Center recently underwent its DHS recertification review. The review occurs every two years and includes an evaluation of the facility's physical layout, security, client and employee files, staff training records, incident reports, fire drills, and other operational requirements. Mr. Ruehlow, Deputy Director Brian Belford, Behavioral Health Division Manager Holly Pagel, and Crisis Manager Kim Propp participated in the review process. Mr. Ruehlow shared that the Matz Center received a very positive review and was recertified for an additional two years. He also expressed his appreciation to Wisconsin Community Services (WCS) staff for their efforts in maintaining compliance and organization.
- Mr. Ruehlow shared an update regarding the recent Kindness and Caring Awards. He reminded the Board that nominations were reviewed a couple of months ago and the Board Members selected two recipients to receive that award. He shared that the Employee Appreciation Luncheon was held last month and included recognition of the nominees and award recipients. Following the luncheon, a CSP staff member contacted Mr. Ruehlow regarding their nomination for a CSP staff member, Brooke Kysely that was not read during the recognition ceremony. Mr. Ruehlow explained that the omission was an oversight on his part and expressed his sincere apology. He shared that he met with Brooke personally to apologize. Mr. Ruehlow shared the nomination with Board Members and stated that the nomination will be included in next year's Kindness and Caring Award process and that he will also be recognizing Brooke at his department meeting tomorrow.
- Last month, Supervisor Callan raised a question regarding whether there was anything the Board could do to assist with staffing challenges. Mr. Ruehlow shared that the agency currently has seven open positions, including an Administrative Assistant in the ADRC due to an internal promotion, two Psychotherapist positions, a Compliance position (a new 2026 position), a Children's Long-Term Support Waiver position (new in 2026), a CCS Facilitator I position, a part-time Nutrition Site Manager position, and a Registered Nurse position in CSP. He also noted that employee referral bonuses have been implemented countywide and that exit interviews and stay interviews continue to be used as part of the agency's recruitment and retention efforts.

12. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Mr. Lund referred to the guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.

13. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2027 BUDGET

The public hearing on the Human Services Department 2027 Budget began at 5:00 p.m.

Mr. Ganser made a motion to close the public hearing.

Mr. Racanelli seconded.

Motion passed unanimously.

14. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Ms. Callan seconded.

Motion passed unanimously.

Meeting adjourned at 5:27 p.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

NEXT BOARD MEETING

Tuesday, July 14, 2026, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103

Public Hearing

The following people registered to speak and did so at the public hearing.

New Beginnings

Suzi Schoenhof, Executive Director

2027 Request - \$30,000

Ms. Schoenhof reported that New Beginnings currently serves Walworth and Southern Jefferson County. She discussed their programs and services offered. These services are free and confidential. New Beginnings is requesting a donation of \$30,000.