

**JEFFERSON COUNTY HUMAN SERVICES
BOARD MINUTES
July 14, 2026**

Board Members Present in Person: Kirk Lund, Joan Callan, Michael Wineke, Gino Racanelli, Pamela Abrahamsen 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 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. Ruehlow certified that we are in compliance.
4. **REVIEW OF JULY 14, 2026, AGENDA**
5. **PUBLIC COMMENTS**
No Comments
6. **APPROVAL OF JUNE 9, 2026, BOARD MINUTES**
Mr. Wineke made a motion to approve June 9, 2026, board minutes.
Ms. Gies seconded.
Motion passed unanimously.
7. **COMMUNICATIONS**
No Communications
8. **REVIEW OF THE MAY 2026 FINANCIAL STATEMENT**
Mr. Bellford reviewed the May financial statement (attached) and reported that we are projecting year-end fund balance of \$590,845, which is up from \$422,647 last month. This balance includes our carryover from 2025, including \$650,000 from our reserve carryover. We are, at this point, \$59,155 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 JUNE 2026 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$847,707.96 (attached).
Mr. Racanelli made a motion to approve the June 2026 vouchers totaling \$847,707.96.
Ms. Callan seconded.
Motion passed unanimously.
10. **DISCUSSION AND POSSIBLE ACTION ON APPOINTMENTS OF FRANCINE GIES, MELISSA DRAEGER, SANDI BUDEWITZ, AND KAYLA LOEBER TO THE AGING & DISABILITY RESOURCE CENTER (ADRC) ADVISORY COMMITTEE**
Mr. Wineke made a motion to approve the appointment as presented.
Mr. Racanelli seconded.
Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM THE PUBLIC HEARING

Mr. Wineke made a motion to incorporate the amount of \$30,000 for the 2027 Budget for New Beginnings.

Ms. Callan seconded.

Motion passed unanimously.

12. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- Mr. Ruehlow will be presenting the 2025 Annual Report at the County Board tonight.
- Mr. Ruehlow discussed how there is always sharing staff movement within the department and noted that while it is always difficult to lose valued employees, it is rewarding to see staff grow professionally and pursue opportunities within Jefferson County. He announced that the Human Services Office Manager, Kelly Witucki, will be leaving Human Services as she has accepted a position with the Human Resources Department at the Courthouse. Mr. Ruehlow thanked Ms. Witucki for her contributions to Human Services and stated that she will be difficult to replace.
- Mr. Ruehlow provided an update on the department's space study, which officially kicked off the previous day with our vendor Wold. He explained that Wold provided a detailed overview of the approximately 22-week evaluation process, which will include staff surveys, tours of comparable facilities, tours of Human Services facilities, and interviews with department leadership, supervisors, managers, and staff. Wold will also present its findings and recommendations to the Human Services Board as the project progresses. Mr. Ruehlow stated that the department is excited to begin addressing our current space needs.
- Mr. Ruehlow reported that next month there will hopefully be a new Quality Assurance position coming forward for approval through the Human Resources Committee, Finance Committee, and ultimately County Board. This position is related to FoodShare within the Economic Support Division and is part of a statewide initiative approved by the Legislature to add Quality Assurance positions across each consortium. The positions will be fully funded with state dollars and will not require any tax levy funding. Southern Consortium includes Jefferson, Rock, Lafayette, Crawford, Iowa, Grant, and Green Counties. Under the proposed structure, there would be one Quality Assurance Supervisor position hosted by Rock County. Jefferson County would receive one Quality Assurance Specialist position, Crawford County would receive one Quality Assurance Specialist position, and Rock County would receive three Quality Assurance Specialist positions. Mr. Ruehlow stated that this is still pending approval through the various committees and County Board. He noted that this will be a benefit both locally and statewide. Mr. Luckey is supportive of the position, and a job description has been developed and will be almost identical to the other Quality Assurance positions across the counties. Mr. Ruehlow is working on the resolution and will bring it forward through the appropriate committees and County Board next month.

13. 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, August 11, 2026, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103

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