

**JEFFERSON COUNTY HUMAN SERVICES
BOARD MINUTES
August 11, 2026**

Board Members Present in Person: Kirk Lund, Joan Callan, Gino Racanelli, Pamela Abrahamsen and Francine Gies

Present by Zoom: Corporation Counsel Danielle Thompson; Economic Support Division Manager Jessica Lange

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

1. CALL TO ORDER

Mr. Lund called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Ganser and Wineke absent/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Mr. Ruehlow certified that we are in compliance.

4. REVIEW OF AUGUST 11, 2026, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF JULY 14, 2026, BOARD MINUTES

Mr. Racanelli made a motion to approve the July 14, 2026, board minutes.

Ms. Callan seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF THE JUNE 2026 FINANCIAL STATEMENT

Mr. Bellford reviewed the May financial statement (attached) and reported that we are projecting year-end fund balance of \$566,819 which is consistent. This balance includes our carryover from 2025, including \$650,000 from our reserve carryover. We are, at this point, \$83,181 unfavorable to the budget when the reserve is excluded. We have seen a positive hospitalization trend in the past three months.

9. DISCUSS AND APPROVE JULY 2026 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,049,985.44 (attached).

Ms. Callan made a motion to approve the July 2026 vouchers totaling \$1,049,985.44.

Ms. Abrahamsen seconded.

Motion passed unanimously.

10. DISCUSSION AND POSSIBLE ACTION ON RECOGNIZING SEPTEMBER AS RECOVERY MONTH IN JEFFERSON COUNTY

Ms. Callan made a motion to approve the proclamation recognizing September as Recovery Month.

Mr. Racanelli seconded the motion.

Motion passed unanimously.

11. DISCUSSION AND POSSIBLE ACTION ON THE 2027 BUDGET PRESENTATION

Mr. Bellford & Mr. Ruehlow presented the proposed 2027 Human Services budget. Mr. Bellford, Mr. Ruehlow, and Mr. Luckey identified instances where changes to the proposed 2027 will be made in conjunction with the Finance Department before the Human Services budget is presented to the Finance Committee. These changes include potential revenue for the sale of an ADRC transportation vehicle, a reduction of wages for CCS vacant positions, and a new Quality Assurance position at Economic Support that was authorized by the County Board for 2026.

Mr. Racanelli made a motion to approve the 2027 Human Services budget as presented.

Ms. Abrahamsen seconded.

Motion passed unanimously.

12. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- The CLTS and Birth to 3 programs underwent their external quality assurance reviews. The State of Wisconsin DHS contracts with MetaStar to perform these reviews. This is an interactive process, where MetaStar performed their review and issued preliminary findings to the teams. Human Services was then given the opportunity to respond to these findings before MetaStar issued their final report. CLTS received a rating of 97.1% from MetaStar. Birth to 3 received a rating of 93.75% from MetaStar.
- Mr. Ruehlow provided an update on the department's space study, which is being performed by Wold. Starting next week, Wold will be interviewing numerous leadership members throughout Human Services.
- Mr. Ruehlow reported that he and Mr. Bellford would present the Human Services 2027 budget to the Finance Committee in September.
- Mr. Racanelli asked if the Human Services Department has done anything related to staff training and continuing education, given the current budget situation. Mr. Ruehlow informed the Board that we have made the decision to no longer pay for hotel stays for staff for trainings and conferences, unless they are required by the State or fully funded through a grant.

13. ADJOURN

Ms. Callan made a motion to adjourn the meeting.

Ms. Gies seconded.

Motion passed unanimously.

Meeting adjourned at 10:09 a.m.

Minutes prepared by:

Brian Bellford

Administrative Services Division Manager

Human Services

NEXT BOARD MEETING

Tuesday, September 8, 2026, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103