

BOARD MINUTES
UNIFIED COMMUNITY SERVICES
Wednesday, December 19, 2018
200 W. Alona Lane, Lancaster, Wisconsin

MEMBERS PRESENT: Ron Coppernoll, Judy Friar, Nancy Howard, Amy Kite, Mel Masters, Justin O'Brien, Gary Ranum, Charles Stenner, and Mike Tiber (Chair.)

MEMBERS EXCUSED: Mary Ellen Tredinnick and Carol Beals.

OTHERS PRESENT: Jeff Lockhart, Zack Armstrong, Cheryl Knapp and Nancy Schmitz.

1. CALL TO ORDER/ROLL CALL: 7:00 p.m.; quorum present.
2. OPEN MEETINGS LAW CERTIFICATION: A notice was published in the Herald Independent, stating the date, time and place of the Unified Community Services Board meeting. Notice was also posted in four public locations, on Grant and Iowa Counties websites and sent to local radio stations. Verified by Nancy Schmitz.
3. CONSENT CALENDAR: Gary Ranum moved to approve the agenda and to approve the minutes of the October 17, 2018 Board meeting. Motion seconded by Ron Coppernoll and passed unanimously.
4. BILLS: Charles Stenner moved approval for payment of the bills for October/November/December 2018 as reviewed. Motion seconded by Justin O'Brien and passed unanimously.
5. REPORTS:
 - a) Financial report for October and November, 2018 given by Zack Armstrong.
 - b) Personnel report for October and November, 2018 given by Cheryl Knapp.
 - c) Chairman's report – Thank you to Jerry and Janelle Carroll for the Christmas treats for the Board.
 - d) Jeff Lockhart presented the Agency Director's report as follows:
 - i. Current unassigned fund balance is at 20%.
 - ii. Erin Spadafore, new hire, will start in the Community Support Program in January.
 - iii. Unified Community Services was 1 of 16 counties to receive a MAT (Medication assisted treatment) grant from the State of Wisconsin. This grant will cover the cost of an injection to help prevent a relapse of persons released from jail before their return to the community.
 - iv. Unified has accepted an intern to provide mental health services.
 - v. Unified has contracted with Dr. Fulton as a child psychiatrist. Dr. Fulton will be providing psychiatric services 1 day per month in each office.
 - vi. Our Mental Health Psychotherapist in the Dodgeville office has retired.
 - vii. Contracted with Ted Izydor to provide training for Licensed Professional Counselors, Licensed Marriage and Family Therapists, and Licensed Clinical Social Workers to provide AODA counseling.
 - viii. 2018 Primary Prevention Block Grant Funds (approximately \$19,000) was granted to the Iowa County Substance Abuse Coalition to aid in the establishment of a local chapter of the Alliance for Wisconsin Youth (AWY).
 - ix. Scheduled a Personnel Committee meeting for January 16, 2019 at 6:45 p.m.

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Amy Kite moved to accept the reports and place them on file. Motion seconded by Justin O'Brien and passed unanimously.

6. INTRODUCTIONS AND PUBLIC COMMENTS: None.
7. AGREEMENT FOR 2018 AUDIT: Zack Armstrong reviewed terms of letter of engagement from Johnson Block for the 2018 audit. This is a 3% increase from last year, for a cost of \$11,275.00 plus incidentals. Gary Ranum moved to accept the letter of engagement for the 2018 audit from Johnson Block for \$11,275.00. Motion seconded by Judy Friar and passed unanimously.
8. CREDIT CARD LIMIT: Zack Armstrong discussed the need to increase the credit card limit for the bookkeeper who makes multiple purchases for our Children's COP and Children's Waiver programs. She has maxed out her limit several times and the Finance Director then has to make those purchases for her. The Board suggested increasing this limit to \$10,000. Justin O'Brien moved to approve a credit limit increase to \$10,000. Motion seconded by Gary Ranum and passed unanimously.
7. ADJOURNMENT: Charles Stenner moved to adjourn at 7:39 p.m. Motion seconded by Mel Masters and passed unanimously. Next meeting date is January 16, 2019.

Nancy Schmitz, Recorder