

BOARD MINUTES
UNIFIED COMMUNITY SERVICES
Wednesday, December 18, 2019
200 W. Alona Lane, Lancaster, Wisconsin

Amended #3. No closed session

MEMBERS PRESENT: Carol Beals, Judy Friar, Nancy Howard, Amy Kite, Mel Masters, Justin O'Brien, Gary Ranum, Patrick Schroeder, Charles Stenner, Mike Tiber (Chair.) and Mary Ellen Tredinnick.

OTHERS PRESENT: Jeff Lockhart, Cheryl Knapp, Jan Sudmeier 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. AGENDA: Justin O'Brien moved to approve the agenda. Motion seconded by Gary Ranum and passed unanimously.
4. MINUTES: Patrick Schroeder moved to approve the minutes of the November 20, 2019 meeting. Motion seconded by Judy Friar and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: None.
6. BILLS: Mary Ellen Tredinnick moved approval for payment of the bills for November/December, 2019 as reviewed. Motion seconded by Amy Kite and passed unanimously.
7. REPORTS:
 - a) Financial report for November, 2019 given by Jan Sudmeier.
 - b) Personnel report for November, 2019 given by Cheryl Knapp.
 - c) Chairman's report – none.
 - d) Jeff Lockhart presented the Agency Director's report as follows:
 - i. Unified's unassigned fund balance is at 20%.
 - ii. Staffing changes have included hiring Jan Sudmeier to temporarily take over as Finance Director and the return of Diana Kroeber part-time to do Intoxicated Driver Assessments.
 - iii. Unified will have four mental health counselors enrolled in Substance Abuse counselor training. There has been a shortage of counselors in our counties.
 - iv. Emergency Services will be taking over calls from Northwest Connections during office hours as of 1/2/20.
 - v. Grant County DSS is launching an endangered children program, using Unified's AODA Block Grant prevention funds.
 - vi. Unified spoke with Tellurian about the potential use of Youth Crisis Grant in hosting a regional crisis center.
8. 2020 AUDIT AGREEMENT: No action.

Charles Stenner moved to accept the reports and place them on file. Motion seconded by Mary Ellen Tredinnick and passed unanimously.

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9. CAPITAL ACQUISITION PURCHASE: Nancy Howard moved to upgrade computers to Windows 10 from Windows 7 due to security risks if we don't do upgrade. Unified also needs to purchase 13 computers which includes the new operating system. Justin O'Brien moved to approve the Windows upgrade and purchase of phone system upgrade using \$7,500 of CCOP Risk reserve funds. Mary Ellen Tredinnick made an amendment to this motion to authorize an additional \$6,500 for the phone system for a total of \$13,000 for new computers and upgrade to Windows 10. Motion seconded by Justin O'Brien. Motion passed unanimously.
10. HIRING OF PART-TIME AODA STAFF: Mary Ellen Tredinnick moved to authorize hiring a part-time staff if funds found to pay for the position and we would be able to bill. Motion seconded by Mel Masters. Motion passed unanimously.
11. NEXT MEETING: January 15, 2020 at 7:00 p.m.
12. ADJOURNMENT: Charles Stenner moved to adjourn at 8:02 p.m. Motion seconded by Mary Ellen Tredinnick and passed unanimously.

Nancy Schmitz, Recorder