

BOARD MINUTES  
UNIFIED COMMUNITY SERVICES  
Wednesday, May 19, 2021  
200 W. Alona Lane, Lancaster, Wisconsin

MEMBERS PRESENT VIA Zoom: Carol Beals, Joan Davis, Judy Friar, Nancy Howard, Amy Kite, Justin O'Brien, Gary Ranum (Chair.), Patrick Schroeder, and Mike Tiber.

MEMBERS PRESENT VIA Zoom in office: Charles Stenner and Mary Ellen Tredinnick.

OTHERS PRESENT VIA Zoom: Jeff Lockhart, Jan Sudmeier, Cheryl Knapp, Jessica Munson, Becky Manning and Nancy Schmitz.

1. CALL TO ORDER/ROLL CALL: 6:00 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. Notice given that meeting will be conducted via electronic videoconferencing. Verified by Nancy Schmitz.
3. AGENDA: Justin O'Brien moved to approve the agenda. Motion seconded by Patrick Schroeder and passed unanimously.
4. MINUTES: Joan Davis moved to approve the minutes of the April 21, 2021 meeting. Motion seconded by Mike Tiber and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: Robert Keeney present.
6. BILLS: Joan Davis moved approval for payment of the bills for April/May, 2021 as reviewed. Motion seconded by Judy Friar and passed unanimously.
7. REPORTS:
  - a) Financial reports for April, 2021 given by Jan Sudmeier.
  - b) Personnel report for April, 2021 given by Cheryl Knapp.
  - c) Chairman's report – None.
  - d) Team Leader report given by Becky Manning, APNP. Becky supervises the Community Support program and agency nursing staff. The program helps keep people in the community versus an institution. There are 3 staff members: 1 nurse, 1 therapist and 1 case manager, all three carry caseloads. The 39 clients vary in age with a variety of mental illnesses. They assist with managing benefits, housing, employment as well as a social skills group for men, and a wellness group for women. The program is primarily funded by Medicaid.
  - e) Jeff Lockhart presented the Agency Director's report as follows:
    - i. Unified has an unassigned fund balance of 17%.
    - ii. The electronic health records (EHR) committee continues evaluating EHR's to replace existing system. Plan to have 2-3 top candidates soon. We are losing money due to our present inadequate system.
    - iii. Unified received two-year recertifications for Emergency Services, AODA Prevention and the Comprehensive Community Services programs.
    - iv. Appointment time wait was at two weeks, now we are waiting six weeks to get a new client an appointment. We also still have a vacancy for a Behavioral Health Clinician.

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

8. FUNDS FOR ELECTRIC HEALTH RECORD: Patrick Schroeder moved to give Unified permission to look within current budget and reallocate funds this year and not wait to purchase a new system. Motion seconded by Joan Davis and passed unanimously.
9. NEXT MEETING: June 16, 2021 at 6:00 p.m. via zoom.
10. ADJOURNMENT: Nancy Howard moved to adjourn at 7:30 p.m. Motion seconded by Charles Stenner and passed unanimously.

Nancy Schmitz, Recorder