

## BOARD MINUTES

### UNIFIED COMMUNITY SERVICES

Wednesday, December 28, 2022

Grant County Administration Building, 111 S. Jefferson St., Lancaster WI 53813

MEMBERS PRESENT VIA Zoom: Karla Egan-Dailey, and Amy Kite.

MEMBERS PRESENT: Carol Beals, Joan Davis (Chair), Judy Friar, Nancy Howard, Justin O'Brien, Gary Ranum, Charles Stenner and Mike Tiber.

MEMBER UNEXCUSED: Brandon Snyder.

OTHERS PRESENT: Jeff Lockhart, Holly Knapp, Nancy Schmitz, Miranda Updike and Mel Masters.

OTHERS PRESENT VIA Zoom: Robert Keeney and Cheryl Knapp.

1. CALL TO ORDER/ROLL CALL: 6:08 p.m.; quorum present.
2. OPEN MEETINGS LAW CERTIFICATION: Initial Meeting Notice for 12/21/22 was published in Grant County Herald Independent and posted in four public locations (two offices of Unified Community Services and both County buildings), and on Grant and Iowa Counties websites and sent to local radio stations. Notice for the Amended date 12/28/22 was posted in four public locations and on websites. Notice given that meeting will be conducted in person and via electronic videoconferencing. Verified by Nancy Schmitz.
3. AGENDA: Mike Tiber moved to approve the agenda. Motion seconded by Judy Friar and passed unanimously.
4. MINUTES: Gary Ranum moved to approve the minutes of the November 16, 2022 meeting. Motion seconded by Justin O'Brien and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: Welcome new Grant County at-large member, Karla Egan-Dailey.
6. BILLS: Gary Ranum moved approval for payment of the bills for November/December, 2022 as reviewed. Motion seconded by Nancy Howard and passed unanimously.
7. REPORTS:
  - a) Financial report for November, 2022 given by Jeff Lockhart.
  - b) Personnel report for November, 2022 given by Jeff Lockhart.
  - c) Chairman's report – Thank you to Jeff Lockhart, retiring Director. Presented Certificate of Appreciation for his 15 years of service to the agency. Thank you to the Board members for bringing snacks/treats for his reception.
  - d) Jeff Lockhart presented the Agency Director's report as follows:
    - i. Unified has an unassigned fund balance of 31%.
    - ii. New Mitel phone system is now in place.
    - iii. The Birth to 3 and Children's Waiver program referrals have surpassed what they were at this time last year. Now received 60 Children's Waiver referrals through November.
    - iv. Narcan overdose reversible medication saved 19 lives in Grant County in 2021-2022. These saves were reported by law enforcement.

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- v. Waiting time for appointment for outpatient has gone from 2 weeks up to 4 or more weeks.
- vi. Comprehensive Community Service referrals are growing.
- vii. Unified now has converted to Grant County's computer network for a more secure network.
- viii. The Southwest Regional planning committee has a draft report on use of Opioid Settlement funds.
- ix. Effective January 3, 2023 Unified has three long time employees retiring. Shelley Clifton, Cheryl Knapp and Jeff Lockhart.
- x. Jeff Lockhart presented a review of the agency's challenges and responses to the challenges since 2017, with emphasis on the contributions of all UCS staff.

f) Reports from other Board members – None.

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

- 8. INTERIM DIRECTOR: Welcome and acknowledgment to Holly Knapp as new Interim Director appointed by both county boards. Holly expressed her gratitude to the Board for being entrusted with the agency and staff.
- 9. NEXT MEETING: January 18, 2022 at 6:00. Grant County Administration Building
- 10. ADJOURNMENT: Charles Stenner moved to adjourn at 7:06 p.m. Motion seconded by Mike Tiber and passed unanimously.

Nancy Schmitz, Recorder