

## BOARD MINUTES

### UNIFIED COMMUNITY SERVICES

Wednesday, January 18, 2023

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

MEMBERS PRESENT VIA Zoom: Carol Beals, Amy Kite, Justin O'Brien.

MEMBERS PRESENT: Joan Davis (Chair), Judy Friar, Nancy Howard, Gary Ranum, Charles Stenner and Mike Tiber.

OTHERS PRESENT: Holly Knapp, Jessica Munson, Cheryl Knapp, Nancy Schmitz, Miranda Updike and Robert Keeney.

OTHERS PRESENT VIA Zoom: Kayzia Teal.

1. CALL TO ORDER/ROLL CALL: 6:05 p.m.; quorum present. Zoom link difficulties.
2. OPEN MEETINGS LAW CERTIFICATION: Meeting Notice 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 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: Charles Stenner moved to approve the minutes of the December 28, 2022 meeting. Motion seconded by Nancy Howard and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: Robert Keeney announced that Karla Egan has withdrawn from the Board and that Brandon Snyder was reassigned.
6. BILLS: Gary Ranum moved approval for payment of the bills for December 2022/January 2023 as reviewed. Motion seconded by Nancy Howard and passed unanimously.
7. REPORTS:
  - a) Financial report for December, 2022 given by Jessica Munson. Shifting funds to high priority positions within current budget.
  - b) Personnel report for December, 2022 given by Cheryl Knapp. Postponed retirement until a new human resource person is hired. Struggling to fill Admin Professional vacancy in the Dodgeville office.
  - c) Chairman's report – Joan Davis reported the Iowa County Opioid Task Force has finished the needs assessment. They will be adding four more members to this committee.
  - d) Holly Knapp presented the Agency Director's report as follows:
    - i. Assessing urgent tasks: Significant growth in last few years, going through pandemic, two electronic records systems, turnover and need for shifting of job duties.
    - ii. Priorities: Electronic records efficiencies with Grant County IT, looking into electronic dictation, exploring options for office space, barriers in recruiting, working with community awareness of Unified's services, asking for a full time human resource position in place of the proposed half-time position.
    - iii. Agency needs a period of recovery during this time. Using new electronic records system

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more effectively with a dashboard to pull data and reports. Stabilize/enhance current required service provisions before exploring growth opportunities beyond required services.

- f) Reports from other Board members – The Board was in support of agency process in moving funds around within our approved budget to make changes as needed for priority positions. Robert Keeney, County Board Chairperson was in agreement with this understanding of budget process.

Charles Stenner moved to accept the reports and place them on file. Motion seconded by Mike Tiber and passed unanimously.

8. NEXT MEETING: February 15, 2023 at 6:00 p.m. Iowa County Health and Human Services building at 303 W. Chapel St., Dodgeville WI
9. ADJOURNMENT: Mike Tiber moved to adjourn at 6:54 p.m. Motion seconded by Carol Beals and passed unanimously.

Nancy Schmitz, Recorder