

BOARD MINUTES

UNIFIED COMMUNITY SERVICES

Wednesday, July 19, 2023

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

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

MEMBER EXCUSED: Elias Cox.

MEMBER ABSENT: N/A.

OTHERS PRESENT: Holly Knapp, Ben Biddick, Kayzia Teal, Jessica Munson, Robert Keeney.

1. CALL TO ORDER/ROLL CALL: 6:00 p.m.; quorum present. During roll call Joan Davis advised that Judy Friar had resigned as a UCS Board Member.
2. OPEN MEETINGS LAW CERTIFICATION: Meeting Notice was sent to six newspapers, including Grant County Herald Independent, and two radio stations in Grant and Iowa Counties; posted in four public locations (two offices of Unified Community Services and both County buildings), and on Grant and Iowa Counties, and Unified Community Services' websites. Notice given that meeting will be conducted in person and via electronic videoconferencing. Verified by Ben Biddick.
3. AGENDA: Mike Tiber moved to approve the agenda. Motion seconded by Justin O'Brien and passed unanimously.
4. MINUTES: Gary Ranum moved to approve the minutes of the June 21, 2023 meeting. Motion seconded by Nancy Howard and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: None.
6. BILLS: Jessica Munson reported that UCS Finance is in the process of a financial audit with Johnson Block. There are some significant journal entries that need to be made for 2022 expenses and revenue recorded in 2023. These journal entries will affect the 2023 financials and because of this, Jessica will report on the financials after the audit is complete at the August 2023 board meeting. Charles Stenner moved approval for payment of the bills for June 2023. Motion seconded by Justin O'Brien and passed unanimously.
7. REPORTS:
 - a) Holly Knapp presented the Director's Report as follows:
 - i. Recruitment and Retention: Leadership Team is working to interview and recruit quality staff to fill vacancies. Leadership team talks regularly about agency culture and retention.
 - ii. Opioid Task Forces: Meeting regularly to identify processes for organizations to request funds from the settlements. Good conversations, connections, and progress is being made in both counties.
 - iii. Internet: Dodgeville UCS office is being connected to fiber by MHTC on 7/21/2023. Install funded by MHTC and Iowa County Broadband Fund (\$6671.20). We thank MHTC and Larry Bierke, Iowa County Administrator for their support in making this project possible for UCS.
 - iv. Office Space: We continue to get creative with office space. We're rearranging and repurposing spaces. We continue to discuss short and long term options. Current landlords at both locations, Larry Bierke, Bob Keeney, Garry Pluemer, Alesha Erdenberger, and others are being very supportive – we thank them! Getting a second reliable ISP/Fiber at our Dodgeville location will allow us to consider renting additional space in adjacent USDA building. Will negotiate cost. Will consider

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having SOR, CCS, and possibly some ES staff at location to help fund/off set the rent expense. Would like Board's approval – if able to move forward with project.

v. CLTS/APS Swap: Working with Grant and Iowa County to finalize MOUs that will allow us to move forward/continue the project. Great communication/conversations happening. Iowa County Social Services and UCS will be hiring to support the project in Iowa County.

vi. Public Participation Hearing: Open hearings to obtain advice and comments from the residents of Iowa County on the services provided by Unified Community Services and the Iowa County Department of Social Services to assist in planning for their 2023 programs and budgets.

Grant County Social Services 7/19/2023 5:00 PM CSB Lobby Conference Room

Iowa County Social Services 7/26/2023 5:00 PM ICSS Community Room

b) Personnel report for June/July 2023 given by Ben Biddick. Recounted a client contact, while ensuring HIPAA privacy, where UCS staff members went above and beyond. Shared a statement by a UCS employee who expressed feeling immensely valued as a result of Holly's efforts to create a supportive workplace for new, working Moms at UCS. Shared the most recent Friday Gratitude Video so Board members could experience what is happening between employees each Friday as a result of Board Member support of UCS and leadership's efforts to create a positive culture. Familiarized Board Members with 2 new staff members at UCS and updated them with quantitative personnel figures.

c) Financial Report given by Jessica Munson. Provided details about larger expenses on the list of vouchers. Clarified purposes of various expenses for Board Members. Reiterated that UCS Finance is in the process of a financial audit with Johnson Block. Jessica advised she will report on the financials after the audit is complete at the August 2023 board meeting.

d) Chairman's Report – Joan Davis advised that with recent board resignations there are three total openings on the Unified Community Services Board that need to be filled. Also, there is going to be Opioid Settlement money available so groups can soon apply for settlement money. There is a goal of having applications be due by September 1, 2023.

e) Reports from Other Board Members:

i. Charles Stenner resigned his position as of 7/19/2023. He stated gratitude to everyone, advised he was stepping down, and reported he believed Holly would do a great job as Director. Justin O'Brien made a motion to receive the reports and place them on file. This was seconded by Mike Tiber and passed unanimously.

8. Discussion of possible action of Unified Community Services renting additional office space in adjacent building to Dodgeville location. Justin O'Brien made a motion for UCS to explore this matter further. Discussion followed where members requested clarification of a concept in the motion before it could be seconded. Nancy Howard made a motion to give the board's approval to Unified to pursue this matter further, negotiate a lease, and bring back detailed information about the potential arrangement so the board could evaluate and authorize approval or denial at August board meeting. This was seconded by Carol Beals and passed unanimously.
9. NEXT MEETING: Next Unified Community Services Board meeting is scheduled for Wednesday, August 16, 2023 at 6:00 p.m., at the Iowa County Health and Human Services Building Community Room 303 West Chapel Street Dodgeville, WI 53533.
10. ADJOURNMENT: Charles Stenner moved to adjourn at 7:02p.m., motion seconded by Mike Tiber and passed unanimously.

Ben Biddick, Recorder