

UNIFIED COMMUNITY SERVICES
BOARD MINUTES
Wednesday, August 16, 2023 6:00 PM
Iowa County Health & Human Services Bldg Community Rm
303 West Chapel Street, Dodgeville, WI 53533

MEMBERS PRESENT: Carol Beals, Nancy Howard, Amy Kite by Zoom, Justin O'Brien, Gary Ranum and Mike Tiber.

MEMBER ABSENT: Joan Davis (Chair)- Excused and Janelle Carroll- Excused.

OTHERS PRESENT: Holly Knapp, Ben Biddick, Jessica Munson, Dawn Kendrick, Steve Obershaw.

1. CALL TO ORDER/ROLL CALL: 6:00 p.m.; quorum present.
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 Holly Knapp.
3. AGENDA: Justin O'Brien moved to approve the agenda as printed. Motion seconded by Mike Tiber and passed unanimously.
4. MINUTES: Gary Ranum moved to approve the minutes as published (for the July 19, 2023 meeting). Motion seconded by Nancy Howard. Justin O'Brien requested amendment to second page section (d) under Chairman's Report of word "on" September 1 to "by" September 1, 2023. Holly Knapp will make change. Motion passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: Introductions – Carol Beals advised of 4 Grant County vacancies on the Unified Community Services Board. She advised Elias Cox resigned position on Grant County Board effective 08/15/2023 in addition to three other vacancies. Grant County ran an advertisement and 3 people are interested. Janelle Carroll was appointed to fill 1 Unified Community Services Board at large vacancy at Grant County Board of Supervisors meeting 08/15/2023. Two others present at Unified Community Services Board meeting tonight (08/16/2023)- that have expressed interest but will not be officially appointment until the next Grant County Board of Supervisors meeting 10/03/2023. Steve Obershaw introduced himself- Advising he is from Platteville and has been in the human service business for 40 years and retired 5 years ago as the Permanency and Adoption Interstate Services Manager at the state. He advises he has served on various committees throughout the years, he was on the commission for aging in early 1980, wrote the first COP plan for grant county. Currently he has been on the Board of Education in Platteville for the last 34 years. Dawn Kendrick- lives in Fennimore, she and her family have lived in grant county since 2001. She has worked in the education field and owned an in home child care business. She has been teaching 3rd grade in Boscobel for 13 years. She shares she felt this was a nice fit and looking forward to helping. Others present introduced themselves. No public comments.
6. BILLS: Jessica Munson advised vouchers look different this month as they are out of our new financial system Tyler Munis. She reviewed vouchers for monthly approval and gave opportunity for discussion and clarifying questions. Gary Ranum asked if the noted "unemployment payments" were actually payments or were for unemployment insurance- Jessica advised they are actual unemployment payments. Question from Justin O'Brien asking about fees for Johnson Block auditing services- Jessica advised that fees are based on

time spent and per a contract. What we are audited on is driven by statutory requirements and is extensive. The new financial system is anticipated to increase revenue and make auditing process run smoothly. Jessica anticipates the time it takes to audit the agency will remain the same. Question asked about staff mileage- Jessica advised pay for mileage is now being paid out of payroll system and will no longer be reported on vouchers moving forward. If the board would like this information Jessica can work with the team at Grant County and the Tyler Munis system to pull that report if needed. Gary Ranum advised he requested from Grant County that their vouchers showed what department was making the charge- He requested something like this for Unified Community Services vouchers re the specific programs. Jessica will look into this. Carol Beals agreed. Tyler Munis to go live October 1st 2023. Jessica will continue to work to make changes to reports to reflect what the board would like to see in the reports moving forward. Motion for payment of the vouchers for July 2023 moved by Justin O'Brien seconded by Gary Ranum and passed unanimously.

7. REPORTS:

a) Directors report given by Holly Knapp. Handout provided. Agency projects and focus have been as follows:

RECRUITMENT AND RETENTION- Working to interview and recruit quality staff to fill vacancies. Leadership team continues to talk regularly about agency culture, retention and creating healthy communication and logical workflows. Receiving positive feedback from applicants and current staff about feeling a positive culture and morale at the agency.

OFFICE SPACE- We continue to get creative with office space. We are rearranging and repurposing spaces. We continue to have discussions about short term 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 (1000 sq. ft) in an adjacent building (USDA). Current proposal is for \$1069/month or \$28.51 per square. Will negotiate final cost. Will consider having SOR, CCS and possibly some ES staff at location to help fund/off set the rent expense. Would like Board approval- If able to move forward with project. Beginning conversations with land lord. Hoping to have update for the group by 08/16/2023.

TECHNOLOGY- Continuing to work to make our Electronic Health Record work the best for us- regular meetings and a lot of staff time and effort going into this project on many levels. Ensuring that staff have the equipment that they need to do their jobs well and efficiently.

BUDGET- Large focus on the budget process and integrating to Tyler Munis. Thanks to all our team leaders and especially Jessica Munson for her work on this project.

BOARD VACANCIES- Thankful for those who have served and will serve in this way. Grant County administrative staff taking the lead on recruitment- we thank them for their support in this area. No updates at this time.

OPIOID TASK FORCES- Meeting regularly to identify processes for organizations to request funds from the settlements. Good conversations, connections and progress being made in both counties. Questions and discussion re how Iowa County and Grant County are planning to use the funds.

STAFF RECOGNITION/PRAISE- Thanks to the work of Susan Mahaney our Prevention Specialist we have secured our first NARCAN affiliate agreement with a school- Dodgeville High School. We thank Dodgeville High School for their leadership, bravery and partnership as we save lives in this way for our community. Carol Beals seconded the praise and the importance of the project. She also shared UW Platteville campus and residence halls also have NARCAN available to students on campus. Steve

Obershaw asked if Susan Mahaney is working with other schools- advised she was working with CESA and schools in the district to start conversations and is at varying stages in progress with those conversations.

COMMUNITY CLOSET- Unified Community Services has a community closet that provides much needed supplies to our consumers and community. Items include clothing, food, various household goods etc. This project is COMPLETELY donation based and staff funded. A special thanks for Katie Glanville (SOR RN CASE MANAGER) and April Nicholas (PATIENT ACCOUNTS) for leading and organizing this project for the agency and our community and all of our staff who provide donations and support.

- b) Personnel report given by Holly Knapp. Separation: Sheryl Brokopp (Peer Support Specialist) and Carter Schmitz (Emergency Services Mobil Crisis). Addition: Madeline Hawes was brought on as a contracted speech therapist to primarily serve in Iowa County for our CLTS/B-3 Programs. Gratitude from staff shared with the board members.

- c) Financial report for July 2023 given by Jessica Munson.
Revenue: Still working to finalize and confirm revenue as money is still coming in at this time. We are 58% through the budget year. Operating revenue received in July is at \$97,000 which is an increase- as money has come in from back billing. Due to issues with data entry and our electronic health record CCS has not received revenue from March 2023 to date- team is working to fix billing issues to collect revenue timely. Contracts, Revenue and Public Support balancing out. Received check from the state for June being applied in July 2023 for \$327,091.00.
Expenses: 57% overall and running on target for time of year and as budgeted.
Contracted Expenses: Has increased as we have expanded CCS and will adjust as we reconcile at the end of year.
Currently at \$1,005,000.00 deficit with the \$327,091.00 check to post to June- \$678,000 with expenses over revenue. Unspecified fund balance is 27%. By then end of the year this will balance out.
Received approval to make journal entries from Johnson Block auditors allowing us to recalculate end of year for 2022 resulting in \$342,000 - revenue over expense. That puts our general fund at \$2,178,000. Looking forward to revenue to continue to come in and balancing out. 2022 WIMCR was \$317,000 looking for the allocation to increase for 2023. We budgeted \$300,000. July 2022 our year to date operating revenue was \$492,000. Currently for July 2023 we are a \$493,000 and we still have revenue coming in. Last year at this point- we had received \$400,000 more dollars from the state and we have yet to receive this as well.
Justin O'Brien asked how many individuals the Winnebago Mental Health charges reflect- Jessica advised we have that information but it really varies by case/person- daily cost for 1 person to be at WMHI is \$1,300.00. Gary Ranum asked for clarification on what the vendor reports file provided in the packets were- Jessica advised it is a break-down of each program where they are at budget wise. Expenses running right at budget but the vendor reports are not showing that- Jessica will look into the reports to ensure accuracy moving forward.

- d) Chairman's report – none.
- e) Reports from other Board members – none.

Motion to accept the reports and place them on file by Mike Tiber. Motion seconded by Amy Kite and passed unanimously.

- 8. Updates, discussion and possible action on Unified Community Services renting additional space next to our Dodgeville location. Holly Knapp advised rate negotiation was made to be equivalent to the space

we currently rent in our Lancaster location. However- as we continue to evaluate needs- we do not feel that the space rented will be enough to warrant a long term expense at this time and will be delaying any decisions for the time being to ensure we have exhausted all other options first. Utilizing remote work, working collaboratively with Grant and Iowa Counties and/or partnering with Southwest Wisconsin Regional Planning Committee to create a strategic plan that is well rounded and sustainable short term and long term. Currently we have 28 offices in Lancaster and 12 in Dodgeville- ideally we would need 48 in Lancaster and 23 in Dodgeville. Renting the space in Dodgeville will get us an additional 4-5 work spaces. We want to make sure that we are being fiscally responsible and making good use of funds. Discussion: Justin O'Brien asked if we would hire Southwest Regional Planning Committee to support a project- Holly Knapp advised she just recently learned a lot about the Southwest Regional Planning Committee and from what she understands as that this ask would be above and beyond what they currently offer and provide for the counties and would be for an additional fee. Discussion: Mike Tiber asked if Iowa County Social Services ever did anything with the space they built upstairs- advising when they built it- it was supposed to be for Unified Community Services but was too small. Members were unsure.

9. NEXT MEETING and ADJOURNMENT: Next Unified Community Services Board meeting is scheduled for Wednesday, September 20, 2023 at 6:00 p.m., at the Grant County Administration Building. Mike Tiber moved to adjourn. Motion seconded by Amy Kite and passed unanimously.

Holly Knapp, Recorder