

UNIFIED COMMUNITY SERVICES  
PERSONNEL COMMITTEE MEETING MINUTES  
Wednesday, August 21, 2024 5:00 PM  
Iowa County Health & Human Services Building- Community Room  
303 West Chapel Street, Dodgeville, WI 53533

1. CALL TO ORDER: 5:00 PM
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. ROLL CALL: MEMBERS PRESENT: Carol Beals, Gary Ranum, Nancy Howard, Janelle Carroll, Joan Davis, Justin O'Brien, John Beinborn (Zoom), Amy Kite (Zoom). Quorum present.

MEMBERS ABSENT: None.

OTHERS PRESENT: Holly Knapp, Ben Biddick.

4. AGENDA: Justin O'Brien moved to approve the agenda for today's meeting as printed. Motion seconded by Carol Beals and passed unanimously.
5. No one sought to address the Personnel Committee.
6. Discussion and possible action regarding wage schedule changes for the following roles: Bookkeeper, Information System Support Specialist, Patient Accounts, Long Term Support Program Supervisor, Occupational Therapist.

Holly Knapp explained wage schedule hand out and position title changes. Holly Knapp advised the Carlson Dettmann wage study consulting project will not be done prior to the budget cycle so no requests were being made to change anything with regard to Unified Community Services budget. Action was still desired to streamline titles on wage schedule language for clarity.

Changed Bookkeeper to Accountant

Changed Information System Support Specialist to Administrative/Billing Support Specialist

Changed Patient Accounts to Medical Coding and Billing Specialist

Changed Long Term Support Program Supervisor to CLTS/B-3 Program Supervisor (Masters or Above)

Added CLTS/B-3 Program Supervisor (Non-Masters)

Added Occupational Therapist

Justin O'Brien made a motion to approve the changes. Motion seconded by Nancy Howard and passed unanimously.

7. Convene closed session pursuant to Wis. Stat. sec 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Carol Beals made the motion to

go into closed session. Amy Kite seconded.

It was noted that Unified Board Member Gary Ranum would also attend the closed session in addition to members of the Unified Community Services Personnel Committee.

8. Returned to open session. Janelle Carroll made the motion to return to open session. Justin O'Brien seconded.

9. Nancy Howard made a motion for approval from the Personnel Committee for Unified Community Services Agency Director to appoint Unified Community Services Medical Director, Dr. Martha Rolli. John Beinborn seconded. Passed unanimously.

10. Adjourned 5:58pm. Justin O'Brien made motion to Adjourn.