

UNIFIED COMMUNITY SERVICES  
BOARD MEETING MINUTES  
Wednesday, October 16, 2024 6:00 PM  
Grant County Administration Building County Board Room  
111 S Jefferson Street, Lancaster Wisconsin 53813

1. CALL TO ORDER: 6:00 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 (Chair), John Beinborn, Janelle Carroll, Joan Davis, Nancy Howard (via Zoom), Dawn Kendrick, Amy Kite (via Zoom), Steven Obershaw, Justin O'Brien, Gary Ranum, and Mike Tiber. Quorum present.

MEMBERS ABSENT: None.

OTHERS PRESENT: Holly Knapp, Jessica Munson, Ben Biddick, Karen O'Brien, Tonya White (Zoom), Bob Keeney.

4. AGENDA: Mike Tiber moved to approve the agenda for today's meeting as printed. Motion seconded by Steven Obershaw and passed unanimously.
5. MINUTES: Justin O'Brien moved to approve the minutes for August's meeting as published. It was noted there was no meeting in September 2024 so there were no minutes from September 2024 to approve. Motion seconded by John Beinborn and passed unanimously.
6. INTRODUCTIONS AND PUBLIC COMMENTS: None.
7. PAYMENT OF THE BILLS: Jessica Munson reviewed vouchers for August 2024 and September 2024 noting high dollar expenditures and answered questions of the board. Motion by Steven Obershaw to pay bills for August and September. Motion seconded by Dawn Kendrick and passed unanimously.

8. REPORTS:

**DIRECTORS REPORT**: Administrative and leadership team has done extensive work to present a balanced 2025 budget. Special appreciation to Jessica Munson for her work on this project and to Grant County for their support as we navigated using Tyler Munis. Unified Community Services is supporting Grant County Criminal Justice Coordinating Committee in a 3 session story boarding process facilitated by UW Extension to help identify mission and purpose statements. Unified Community Services has wrapped up SOR 3 and will begin work to present proposal and budget for SOR 4. Unified Community Services staff and Finance Director Jessica Munson have done extensive work to complete WIMCR reporting and support Grant County in completing our 2023 audit. Both projects are being wrapped up in the coming days. Grant County's request for charging \$300,000 to Unified Community Services for an In-direct Cost

Allocation for Financial, Personnel and Information Technology services discussed with team of Grant County Administration, Unified Community Services staff, Grant County and UCS Board Members and Larry Bierke, Iowa County Administrator 10/03/2024. At this time, it is our understanding that Unified Community Services is to put the charge in our operating expenses for our 2025 budget and to request \$200,000 from Grant County and \$100,000 from Iowa County in tax levy to balance which we have done. Clarity on what Unified Community Services is to do if tax levy requests are denied by either county was not provided as group sentiment was that the tax levy asks shouldn't have an issue being approved this year. As this time there is not talk of another meeting to discuss any further. We continue to work with Carlson Dettmann on this project. We have been working on recruiting staff and filling vacancies (CCS, CLTS, Medical Director, SOR, Compliance). Agency Training Day was held October 1<sup>st</sup>- We had a Carlson Dettmann JDQ presentation, CLF Asset Management, UW Extension Bev Doll - come and talk to our staff. They day was much needed and well received. Grant County- Work group met to discuss plan for space needs. Unified Community Services will use Grant County Admin Annex/BMO starting November 1<sup>st</sup> for staff overflow needs. A building use agreement will be drafted by Grant County to define the details. Iowa County- Unified Community Services is back to considering rental space options and working with Iowa County and their long term planning committee on options. Unified Community Services completed and submit the DHS Capital Projects Grant. Unfortunately Unified Community Services was not selected.

**PERSONNEL REPORT:** Personnel report for August and September provided by Ben Biddick.

**FINANCIAL REPORT:** Financial report provided by Jessica Munson.

**CHAIRPERSONS REPORT:** None.

**REPORTS FROM OTHER BOARD MEMBERS:** None.

Motion to accept the reports and place them on file by Justin O'Brien. Motion seconded by Amy Kite and passed unanimously.

9. PRESENTATION, REVIEW AND DISCUSSION ON UNIFIED COMMUNITY SERVICES BYLAW UPDATES: No action taken.

10. DISCUSSION & POSSIBLE ACTION RE: APPROVAL OF PROPOSED UNIFIED COMMUNITY SERVICES 2025 BUDGET: The board discussed the budget proposal for the upcoming year, which included new hires, wage increases, and a 10% anticipated rise in health insurance costs. A hiring freeze in Iowa County posed additional complexities, and there was debate about whether the additional \$100,000 requested for indirect costs was feasible for Iowa County. Steven Obershaw made a motion to forward the proposed Unified Community Services 2025 budget to the Iowa and Grant County boards for approval. Dawn Kendrick seconded. Joan Davis abstained. Motion passed.

11. ADJOURNMENT and NEXT MEETING: At 9:08pm John Beinborn made a motion to adjourn. Motion seconded by Steven Obershaw and passed unanimously. Adjournment pursuant to the next Unified Community Services Board meeting- November 20, 2024 at 6:00 PM- Iowa County Health and Human Services Building Community Room.

Ben Biddick, Recorder