

UNIFIED COMMUNITY SERVICES  
BOARD MEETING MINUTES  
Wednesday, January 15, 2025 6:00 PM  
Grant County Administration Building County Board Room  
111 S Jefferson Street, Lancaster Wisconsin 53813

1. CALL TO ORDER: 6:06 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), Janelle Carroll, Joan Davis, Nancy Howard (via Zoom), Dawn Kendrick, Amy Kite (via Zoom), Steven Obershaw, Gary Ranum, and Mike Tiber. Quorum present.

MEMBERS EXCUSED: John Beinborn and Justin O'Brien.

MEMBERS ABSENT: None.

OTHERS PRESENT: Holly Knapp, Ben Biddick, Bruce Paull, Larry Bierke, Mel Masters. Jessica Munson (absent).

4. AGENDA: Steven Obershaw moved to approve the agenda for today's meeting as printed. Motion seconded by Mike Tiber and passed unanimously.

5. MINUTES: Gary Ranum moved to approve the minutes for December 2024's meeting as presented with requested amendments to language and wording of the minute's section. Motion seconded by Steven Obershaw and passed unanimously.

6. INTRODUCTIONS AND PUBLIC COMMENTS: None.

7. PAYMENT OF THE BILLS: Jessica Munson was not able to attend the meeting, so Holly Knapp answered questions of the board. Motion by Dawn Kendrick to pay bills for December 2024. Motion seconded by Joan Davis and passed unanimously.

8. REPORTS:

**DIRECTORS REPORT**: Holly Knapp provides updates surrounding Unified Community Services Budget, Grant County-Indirect Cost allocation request, State Opioid response grant

funding and application process, WIMCR, 2023 Audit, Electronic Health Record, DHS audit, Carlson Dettmann project, office space.

**PERSONNEL REPORT:** Personnel report for December provided by Ben Biddick.

**FINANCIAL REPORT:** Jessica Munson was not able to attend the meeting.

**CHAIRPERSONS REPORT:** None.

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

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

9. PRESENTATION, DISCUSSION, AND POSSIBLE ACTION SURROUNDING UNIFIED COMMUNITY SERVICES POLICY PP004-10 EMPLOYEE PERFORMANCE

EVALUATION: Joan Davis requested some minor grammatical changes to the wording of the policy. Motion made by Steven Obershaw to approve the changes as recommended. Joan Davis seconded the motion and passed unanimously.

10. UPDATES, DISCUSSION AND POSSIBLE ACTION SURROUNDING LONG TERM SPACE NEEDS FOR UNIFIED COMMUNITY SERVICES: Holly Knapp provided updates surrounding office space for unified community services- no action taken.

11. UPDATES, DISCUSSION, AND POSSIBLE ACTION SURROUNDING INDIRECT COST ALLOCATION. Presentation by Larry Bierke, Iowa County Administrator.

12. ADJOURNMENT and NEXT MEETING: At 7:57 pm, Mike Tiber made a motion to adjourn. Motion seconded by Joan Davis and passed unanimously. Adjournment pursuant to the next Unified Community Services Board meeting- February 19, 2025 at 6:00 PM- Iowa County Health and Human Services Building Community Room.

Ben Biddick, Recorder