

UNIFIED COMMUNITY SERVICES  
BOARD MEETING MINUTES  
Wednesday, March 19, 2025 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 via Zoom), John Beinborn (via Zoom), Janelle Carroll, Nancy Howard (via Zoom), Dawn Kendrick, Amy Kite (via Zoom), Justin O'Brien (via Zoom), Gary Ranum. Quorum present.  
  
MEMBERS EXCUSED: Joan Davis, Steven Obershaw, Mike Tiber.  
  
MEMBERS ABSENT: None.  
  
OTHERS PRESENT: Holly Knapp, Jessica Munson (via Zoom) Ben Biddick (via Zoom), Bruce Paull (via Zoom), Larry Bierke (via Zoom), Nate Dreckman, Robert Keeney.
4. AGENDA: John Beinborn moved to approve the agenda for the meeting as printed. Motion seconded by Gary Ranum and passed unanimously.
5. MINUTES: Will edit year at the top from 2024 to 2025. Amy Kite moved to approve the minutes for January 2025 meeting as presented. Justin O'Brien advised he abstained from the vote as he was not present for the January 2025 meeting. Motion seconded by Dawn Kendrick and passed unanimously.
6. INTRODUCTIONS AND PUBLIC COMMENTS: Justin O'Brien thanked the board for a card that wished him well after the January 2025 board meeting.
7. PAYMENT OF THE BILLS: Jessica Munson provided report on the payment of the bills for January 2025 and February 2025. Motion by Nancy Howard to pay bills. Motion seconded by Dawn Kendrick and passed unanimously.

## 8. REPORTS:

**DIRECTORS REPORT:** Holly Knapp provided report.

Community Health Collective Impact Group- Has met twice and is working to foster collaboration across departments, agencies and counties to build relationships, share resources and ideas for greater impact. Mental Health, Substance Misuse and Chronic Conditions are a focus for local hospitals.

Staffing- We have been busy interviewing staff to fill vacancies and onboarding positions- this work is exciting and the agency is feeling momentum towards additional much needed stability during this time.

DHS AUDIT – Outpatient and Emergency Services programs- Was conducted 02/23/2025 and went very well- we are still awaiting final results.

2023 Fiscal Audit- We are working with Grant County to finish the audit and look forward to seeing this project come to close so we can start work on 2024's audit.

ADMIN- We had a very big push agency wide in February to focus on documentation, improved process changes, JDQs, Annual Reports and Department Goals. February is also the month this year that a majority of our staffs clinical licensure renewals and Continuing Education are due. I am extremely proud of our team leaders and staff for their work surrounding all of this while continuing to provide high quality and lifesaving services daily to our community. We have an amazing leadership team and staff that accomplishes the unimaginable and navigates staying mentally and physically healthy, innovative and forward thinking as we face the current demand with many challenges and unknowns ahead.

Carlson Dettmann- We continue to work with Carlson Dettmann on this project and make progress weekly. We have updated all of our job descriptions. Currently we are working on completing JDQs (Job Description Questionnaires) for all positions at the agency. This is a time consuming task. Once this is complete- Carlson and Dettmann will begin work on the market review. Once this is done we will begin work on the wage schedule. We are looking forward to providing formal updates as we have them.

Office Space- Unified Community Services plans to rent additional space for now and is working with Iowa Counties long term planning committee on future options.

State Opioid Response Grant- SOR4- Unified Community Services is awaiting a contract.

Provided 2022 and 2023 Unified Community Services Annual Reports for review. 2024 is in progress and will be presented in the coming months.

**PERSONNEL REPORT:** Personnel report for January-March provided by Ben Biddick.

**FINANCIAL REPORT:** Jessica Munson provided update to board on current financials/ 2023 Audit.

**CHAIRPERSONS REPORT:** None.

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

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

9. DISCUSSION AND POSSIBLE ACTION RE: UNIFIED COMMUNITY SERVICES 2025 BUDGET AND NOTIFICATION OF UNEXPECTED ATTORNEY FEES: Discussion was largely informational to ensure board members were aware of potential for out of budget spending for attorney fees. No action taken.

10. ADJOURNMENT and NEXT MEETING: At 6:50 pm, John Beinborn made a motion to adjourn. Motion seconded by Dawn Kendrick and passed unanimously.

Adjournment pursuant to the next Unified Community Services Board meeting- April 16, 2025 at 6:00 PM- Grant County Administration Building County Board Room 111 S Jefferson Street, Lancaster Wisconsin 53813

Ben Biddick, Recorder