

BOARD MINUTES

UNIFIED COMMUNITY SERVICES

Wednesday, February 15, 2023

Iowa County Health and Human Services, 303 W. Chapel St., Dodgeville, WI

MEMBERS PRESENT: Carol Beals by Zoom, Joan Davis (Chair), Nancy Howard, Amy Kite by Zoom, Justin O'Brien, Gary Ranum, Charles Stenner and Mike Tiber.

MEMBER EXCUSED: Judy Friar.

OTHERS PRESENT: John Meyers, Kayzia Teal, Mariah Zeier, Holly Knapp, Cheryl Knapp, Robert Keeney by Zoom, Nancy Schmitz by Zoom, Kaitlyn Winkers by Zoom, and Sydney Pennekamp by Zoom.

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 Cheryl Knapp.
3. AGENDA: Justin O'Brien moved to approve the agenda. Motion seconded by Gary Ranum and passed unanimously.
4. MINUTES: Nancy Howard moved to approve the minutes of the January 18, 2023 meeting. Motion seconded by Justin O'Brien and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: None.
6. BILLS: Gary Ranum moved approval for payment of the bills for January/February 2023 as reviewed. Motion seconded by Amy Kite and passed unanimously.
7. REPORTS:
 - a) Personnel report for January, 2023 given by Cheryl Knapp. Appreciation expressed to Nancy Schmitz, who will be retiring soon, for her 30 years of service to Unified Community Services. Board requested that future personnel reports include vacancies. Hiring procedures were discussed.
 - b) Chairman's report – none.
 - c) Holly Knapp presented the Agency Director's report as follows:
 - i. Settling into role and establishing priorities.
 - ii. Unassigned fund balance is 31%. Finance team has been recouping funds and maximizing revenue, and we are grateful to them for their efforts.
 - iii. Reviewed current staff vacancies (Human Resources Generalist, Mobile Crisis, Comprehensive Community Services (CCS) Service Facilitator, Outpatient Behavioral Health Clinician) and new positions to accommodate growth in programs (Administrative staff, Children's Long-Term Support Case Manager, CCS Service Facilitator, AODA Counselor, and Peer Support). Cost of positions are not expected to exceed budgeted personnel costs. Grant funding will be used as allowable and some positions are fully funded via reconciliation processes. Interviews and recruitment happening until positions are filled.
 - iv. Awaiting outcome of application to renew the State Opioid Response (SOR) grant funding.

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- v. Discussed space needs. A one thousand square feet space adjacent to our office in Dodgeville is available for lease to consider. This cost may be reconcilable to the CCS Program and/or by use of SOR funds. The SOR grant application asked for \$150,000 to remodel the Lancaster office and Dodgeville office to create nine additional offices. Can apply for another \$150,000 through the SOR grant in October, 2023. Will bring to the Board when we have more information. Floor plans for suggested changes requested. If approved for funding, will provide to the Board.
 - vi. Grant County Information Technology (IT) continues to provide a significant amount of IT support to Unified Community Services. Improvements will result in decreased ongoing IT costs. Working with Grant County to determine payment for the IT support they provide. Will consider discussing with Iowa County as well.
 - vii. Grant County is looking at ways to improve recruitment and employee retention. Grant County is currently proposing that new hires be provided 40 hours of vacation to use in their first year of employment. If Grant County approves this proposal, Unified Community Services will request the same.
- d) Kayzia Teal, Comprehensive Community Services (CCS) and Emergency Services Supervisor, reported on the programs she supervises. She discussed where these programs need to grow, including call volumes, caseloads, and number of referrals. She also explained that a child can be enrolled in both CCS and Children's Long Term Support simultaneously, but those programs provide different services.

Justin O'Brien moved to accept the reports and place them on file. Motion seconded by Nancy Howard and passed unanimously.

8. NEXT MEETING: March 15, 2023 at the Grant County Administration Building.

11. ADJOURNMENT: Meeting adjourned at 7:37 p.m.

Cheryl Knapp, Recorder