

BOARD MINUTES

UNIFIED COMMUNITY SERVICES

Wednesday, March 15, 2023

Grant County Administration Building, 111 S. Jefferson St., Lancaster, WI 53813

MEMBERS PRESENT: Carol Beals, 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: Mariah Zeier, Holly Knapp, Cheryl Knapp, and Robert Keeney.

1. CALL TO ORDER/ROLL CALL: 6:03 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: Mike Tiber moved to approve the agenda. Motion seconded by Justin O'Brien and passed unanimously.
4. MINUTES: Gary Ranum moved to approve the minutes of the February 15, 2023 meeting. Motion seconded by Nancy Howard and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: None.
6. BILLS: Carol Beals moved approval for payment of the bills for February/March 2023 as reviewed. Motion seconded by Gary Ranum and passed unanimously.
7. REPORTS:
 - a) Unaudited 12/31/2022 financial report given by Jessica Munson.
 - b) Personnel report for February/March, 2023 given by Cheryl Knapp.
 - c) Report on March 15, 2023 Personnel Committee meeting given by Carol Beals. The Personnel Committee recommended the following to the full Board:
 - a. Approval of a Human Resources Generalist position and a Birth to 3/CLTS Case Manager position. Both positions would be full-time. Anticipate requesting another Administrative position sometime in the future.
 - b. Due to multiple ongoing vacancies, one employee may carry an additional 30 hours of vacation into the next anniversary year, over and above the 40 hours permitted in the Employee Handbook, for a total of 70 hours.
 - c. Rehired employees may be granted credit for prior years of service at Unified Community Services for calculating vacation.Charles Stenner moved approval of the recommendations of the Personnel Committee. Motion seconded by Just O'Brien and passed unanimously.
Employee Handbook changes reviewed as approved by the Personnel Committee.
 - d) Chairman's report – none.
 - e) Holly Knapp presented the Agency Director's report as follows:
 - a. Expressed appreciation for continuing discussion regarding recruitment and retention.

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- b. Held a successful employee training day, with a speaker on the 7 Energy Levels of Leadership, followed by team building activities.
 - c. National Health Service Corps (NHSC) virtual site visit completed. NHSC participation is a recruitment and retention tool. Anticipate approval for our Lancaster office to continue to be a site where service requirements may be fulfilled for NHSC loan repayment programs. NHSC currently has our Dodgeville office inactive in the program due to a change in the calculation method for determining the number of mental health/substance use disorder providers available.
 - d. Awaiting outcome of the State Opioid Response (SOR) grant application.
 - e. Grant County requested input from department heads for possible changes to improve employee recruitment and retention. Changes approved by Grant County will be brought to the Unified Community Services Personnel Committee for approval.
 - f. Grant County will be hosting an employee recognition cookout. Board members are encouraged to attend.
 - g. Office space continues to be inadequate. Awaiting outcome of SOR grant which included funds to remodel to create more offices. Grant County IT department currently unable to support additional office location in Dodgeville.
8. OPIOID TASK FORCE: Joan Davis, Chair of Iowa County Task Force, reported that the Grant County and Iowa County Needs Assessments are very similar. The next step for the Iowa County Task Force is to review ideas presented, and develop short- and long-term plans. Robert Keeney stated the draft Needs Assessment for Grant County would be presented to the County Board, and then to the Grant County Opioid Task Force.
9. NEXT MEETING: April meeting is canceled to allow staff and Board members to attend the Tony Hoffman Story on April 19, 2023 at 5:00 p.m. at the Dodgeville High School. Next Unified Community Services Board meeting is scheduled for Wednesday, May 17, 2023 at 6:00 p.m., Iowa County location to be determined.
10. ADJOURNMENT: Carol Beals moved to adjourn, motion seconded by Nancy Howard and passed unanimously.

Cheryl Knapp, Recorder