

BOARD MINUTES - UNIFIED COMMUNITY SERVICES

Wednesday, December 20, 2023

Location: Grant County Administration Building, County Board Room 111 S Jefferson Street, Lancaster, Wisconsin 53813

1. CALL TO ORDER: Joan Davis Unified Community Services Board Chair called the meeting to order at 6:00 PM.

2. OPEN MEETINGS LAW CERTIFICATION: Ben Biddick verified that meeting notice was sent to six newspapers including Grant County Herald Independent, and two radio stations in Grant and Iowa Counties. It was posted in two public locations (two offices of Unified Community Services). It was also posted on Unified Community Services' website. Notice was given that meeting will be conducted in person and via electronic videoconferencing.

3. ROLL CALL: 11 board members attended. MEMBERS PRESENT: Joan Davis (Chair), Carol Beals, John Beinborn, Janelle Carroll, Nancy Howard (via Zoom), Dawn Kendrick, Amy Kite (via Zoom), Steven Obershaw, Justin O'Brien (via Zoom), Gary Ranum, and Mike Tiber. MEMBERS ABSENT: None. OTHERS PRESENT: Holly Knapp, Jessica Munson, Ben Biddick, Kayzia Teal (via Zoom), Mariah Zeier (via Zoom).

4. AGENDA: Mike Tiber moved to approve the agenda. Motion seconded by John Beinborn and passed unanimously.

5. MINUTES: Gary Ranum moved to approve the minutes of the November 15, 2023 board meeting. Motion seconded by Steven Obershaw and passed unanimously.

6. INTRODUCTIONS AND PUBLIC COMMENTS: None.

7. PAYMENT OF THE BILLS: Report provided by Jessica Munson who reviewed high dollar amount items on the vouchers. Motion to accept and pay the bills for November by Carol Beals. Motion seconded by Dawn Kendrick and passed unanimously.

8. REPORTS:

a) Holly Knapp presented the Director's Report.

b) Ben Biddick presented the Personnel report for November/December 2023.

c) Jessica Munson presented the Financial Report.

d) Chairman's Report – Joan Davis reported the Unified Community Services Executive Committee met on 12.13.2023 and provided Holly Knapp Agency Director with a Performance Evaluation. It is anticipated a performance review for Unified Community Services Director will occur annually in December. Joan Davis expressed appreciation to board members who assisted and Holly Knapp for her leadership over the past year.

e) Reports from Other Board Members: None.

Nancy Howard made a motion to receive the reports and place them on file. This was seconded by Justin O'Brien and passed unanimously.

9. ADJOURNMENT AND NEXT MEETING: Mike Tiber moved to adjourn at 6:34 PM. Motion seconded by Janelle Carroll and passed unanimously. Next Unified Community Services Board meeting was scheduled for Wednesday, January 17, 2023 at 6:00 PM at the Grant County Administration Building, County Board Room 111 S Jefferson Street Lancaster, Wisconsin 53813.

Ben Biddick, Recorder