

## BOARD MINUTES

### UNIFIED COMMUNITY SERVICES

Wednesday, June 21, 2023

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

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

MEMBER ABSENT: Judy Friar.

OTHERS PRESENT: Holly Knapp, Ben Biddick, Cheryl Knapp, Kayzia Teal via Zoom, Patti Heer, Emily Smith, Jessica Munson, John Meyers via Zoom, Robert Keeney, and Penny Rasmussen via 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 Ben Biddick.
3. AGENDA: Gary Ranum moved to approve the agenda. Motion seconded by Mike Tiber and passed unanimously.
4. MINUTES: Carol Beals moved to approve the minutes of the May 17, 2023 meeting. Motion seconded by Amy Kite and passed unanimously.
5. INTRODUCTIONS AND PUBLIC COMMENTS: None.
6. BILLS: Robert Keeney reported that a new accounting program will be implemented on July 3<sup>rd</sup> that will provide additional information regarding each expense. Justin O'Brien moved approval for payment of the bills for May/June, 2023 as reviewed. Motion seconded by Elias Cox and passed unanimously.
7. REPORTS:
  - a) Holly Knapp presented the Interim Director's report as follows:
    - i. The priority of stabilizing the workforce continues. An update was given regarding the status of each departments' staffing. State Opioid Response (SOR) grant funding is currently available, but Unified Community Services is proactively implementing a plan to sustain the services if/when grant funding is no longer available. Continuing to evaluate whether to replace a vacant patient accounts position and a vacant administrative professional position. Duties continue to be shifted amongst departments and current staff. Due to increasing caseloads, an additional staff person is needed in the Comprehensive Community Services program, and in the Long-Term Support program.
    - ii. Continuing to look at short-term and long-term options for office space.
  - b) Personnel report for May/June, 2023 given by Ben Biddick. He reported on efforts in support of the priority of stabilizing the workforce, including a weekly employee gratitude video, and establishing a private room to accommodate the needs of nursing mothers. Employees were invited to complete a survey, with an employee being featured in a video, for staff to learn more about their co-workers.
  - c) Financial report as of May 31, 2023 given by Jessica Munson. Financial report currently showing \$1.3 million expenses over revenue. Revenue anticipated from several funding streams, which would put expenses over revenue at \$153,000.

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- d) Report on Personnel Committee meeting 6/21/2023 given by Carol Beals. To facilitate recruitment and retention, an addition regarding vacation was made to the Employee Handbook that allows an alternative vacation schedule based on knowledge, skills, experience, and internal equity. The hire of two additional staff persons was accepted, and will be recommended to the full Board.
- e) Chairman's report – none.
- f) Reports from other Board members – none.

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

8. ADDITIONAL STAFF: Kayzia Teal reported that the Comprehensive Community Services (CCS) program currently has 27 pending referrals, and no wait list is allowed. An additional CCS Service Facilitator position is requested.

Patti Heer and Emily Smith reported on the growing caseloads, and high acuity of client needs, in the Long-Term Support program. Caseloads are currently 53 per case manager, with a caseload of 40 being ideal. An additional Long-Term Support Case Manager position is requested.

Jessica Munson reported the fiscal impact to be \$32,434.61 for each position for five months in 2023. The cost of the CCS position would be fully reconcilable. The cost of additional positions may also be offset by not filling current vacancies in other departments.

Elias Cox moved to approve two additional positions. Motion seconded by Justin O'Brien and passed unanimously.

9. RESTRUCTURING: Robert Keeney reported that, while Grant County had explored the possibility of restructuring to Health and Human Services in Grant County- there are no changes involving Unified Community Services planned at this time.

10. STATUS OF UNIFIED COMMUNITY SERVICES: Discussion was held regarding whether Unified Community Services is a department of Grant County and a department of Iowa County, or a separate entity. The goal of the discussion was to provide clarity regarding what decisions can be made by the Unified Community Services Director, what decisions can be made by the Unified Community Services Board of Directors, and what needs approval from the Grant County and Iowa County Boards. The issue is complicated by Grant County and Iowa County being structured differently. In general, the Unified Community Services Director has authority to allocate financial resources within the approved budget. Unified Community Services Board of Directors approves any unbudgeted expenses. The County Boards approve the annual county allocation, and any extraordinary expenses that would require additional county allocation. The By-Laws of Unified Community Services Board of Directors outlines the duties of the Unified Community Services Board and the responsibilities and authority of the Director. No action taken.

11. STATUS OF INTERIM DIRECTOR DESIGNATION: Holly Knapp was hired as the Interim Director of Unified Community Services. Charles Stenner moved to change her title to Director. Motion seconded by Justin O'Brien and passed unanimously.

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12. NEXT MEETING and ADJOURNMENT: Next Unified Community Services Board meeting is scheduled for Wednesday, July 19, 2023 at 6:00 p.m., at the Grant County Administration Building. Elias Cox moved to adjourn. Motion seconded by Mike Tiber passed unanimously.

Cheryl Knapp, Recorder