

PERSONNEL COMMITTEE MEETING MINUTES
UNIFIED COMMUNITY SERVICES

Wednesday, June 21, 2023

Grant County Administration Building, 111 S. Jefferson St., Lancaster, Wisconsin

MEMBERS PRESENT: Carol Beals, Elias Cox, Nancy Howard, and Joan Davis.

MEMBERS ABSENT: Judy Friar and Amy Kite.

OTHERS PRESENT: Holly Knapp, Ben Biddick, Cheryl Knapp, Robert Keeney, Charles Stenner, Justin O'Brien, Mike Tiber, Patti Heer, Emily Smith, and Jessica Munson.

1. CALL TO ORDER/ROLL CALL: 5:45 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: Joan Davis moved to approve the agenda. Motion seconded by Nancy Howard and passed unanimously.
4. INTRODUCTIONS AND PUBLIC COMMENTS: None.
5. VACATION POLICY:
An addition to the Employee Handbook regarding vacation was proposed, stating "Any alternative vacation schedule shall be determined by the Director and Human Resources Generalist, generally not to exceed 3 weeks' vacation, based on knowledge, skills, experience, and internal equity." Elias Cox moved to accept the proposed addition. Second by Nancy Howard and passed unanimously.
6. ADDITIONAL PERSONNEL:
Holly Knapp reported that caseloads continue to increase in the Comprehensive Community Services program and the Long Term Support program, necessitating an additional staff person for each program. Administrative duties continue to be reassigned to current staff, and it is possible that two other vacancies in the agency will not be filled to help offset the cost. Elias Cox moved to accept, and recommend to move to the full Board, the proposed hire of two additional staff persons. Second by Nancy Howard and passed unanimously.
7. ADJOURNMENT: Nancy Howard moved to adjourn at 5:53p.m. Motion seconded by Joan Davis and passed unanimously.

Cheryl Knapp, Recorder