

BOARD MINUTES

UNIFIED COMMUNITY SERVICES

Wednesday, March 20, 2024

Location: Grant County Administration Building County Board Room 111 S Jefferson St, Lancaster, WI 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 four public locations (two offices of Unified Community Services and both County buildings). It was also posted on Grant and Iowa Counties' and Unified Community Services' websites. 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 at 6:01pm, John Beinborn (via Zoom), Janelle Carroll, Nancy Howard, Dawn Kendrick, Amy Kite (via Zoom), Steven Obershaw, Justin O'Brien, Gary Ranum, and Mike Tiber. MEMBERS ABSENT: None. OTHERS PRESENT: Holly Knapp, Jessica Munson, Ben Biddick, Ian Kendrick, Mariah Zeier (via Zoom), and Robert Keeney.
4. AGENDA: Mike Tiber moved to approve the agenda. Motion seconded by Justin O'Brien and passed unanimously.
5. MINUTES: Steven Obershaw moved to approve the minutes as published of the February 2024 board meeting. Motion seconded by John Beinborn 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 February 2024 by Janelle Carroll. Motion seconded by Amy Kite and passed unanimously.
8. REPORTS:
 - a) Holly Knapp presented the Director's Report.
 - b) Personnel report for February 2024 given by Ben Biddick. It was decided on the Personnel Report in the future the program each person participates in will be included. Holly Knapp clarified that since the Personnel Report had been forwarded to Board Members, a decision had been made to begin hiring process for Emergency Services Coordinator and Emergency Services Supervisor.
 - c) Financial Report given by Jessica Munson.
 - d) Chairman's Report – Joan Davis provided the Chair's Report.
 - e) Reports from Other Board Members: None.

Gary Ranum made a motion to receive the reports and place them on file. This was seconded by Dawn Kendrick and passed unanimously.

9. DISCUSSION AND POSSIBLE ACTION TO MOVE FORWARD WITH CARLSON DETTMANN PROJECT: Discussed proposal for project provided. Justin O'Brien made a motion to approve use of funds to move forward with project as proposed. Dawn Kendrick seconded and passed unanimously. Holly Knapp advised that a request made by Grant County for item be taken through to Grant County Executive Committee and Grant County Board of Supervisors per Grant County protocol. Grant County Board Chair

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Keeney present and noted no issues with moving forward with proposal in the meantime. Grant County Board Supervisor Gary Ranum to ensure item is on the next agendas accordingly.

10. REQUEST TO MOVE FORWARD WITH NETSMART DATA TRANSFER: Holly Knapp presented information about the need to move forward with the Netsmart Data Transfer and associated costs. Board clarified that since item was within budget spending - no action was needed by the board to move forward with the project. Board members voiced appreciation for the transparency.

11. REQUEST TO SEND UNIFIED COMMUNITY SERVICES STAFF TO OUT OF STATE TYLER MUNIS CONNECT CONFERENCE: Holly Knapp presented information about a Tyler Munis training conference and associated costs. Board clarified that since item was within budget spending - no action was needed by the board. Board members voiced appreciation for the transparency.

12. ADJOURNMENT AND NEXT MEETING: Board members unanimously agreed to adjourn at 7:05PM. Next Unified Community Services Board meeting is scheduled for Wednesday, April 17, 2024 at 6:00 PM at the Grant County Administration Building, County Board Room 111 S Jefferson Street Lancaster, Wisconsin 53813.

Ben Biddick, Recorder