

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Cecile McManus
Executive Director

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Dodgeville, WI 53533-1396

Daniel Nankee
Board Chairman

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AGENDA

Pursuant to Sec. 19.84, Wisconsin Statutes, notice is hereby given to the public that a Board of Directors meeting of the Seniors United for Nutrition Program, Inc., of Iowa and Lafayette Counties will be held on Thursday, July 20, 2023 at the Lafayette County Building, Human Services Board Room, 15701 County K, Suite 2, Darlington, WI, at 12:00 Noon.

1. Call to Order
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for July 20, 2023 Board Meeting.
5. Approval of the Minutes of June 15, 2023 Meeting.
6. Reports from other Board members; opportunity for members of the audience to address the Board
7. Aging & Disability Resource Center & County Aging Unit Reports
 - a) Valerie Hiltbrand, Iowa County Representative
 - b) Dana Harcus, Lafayette County Representative
8. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – June 2023
 - b) Financial Reports, Profit & Loss; Bill Pay – June, Year to Date – 2023
 - c) Monthly Participant Numbers – June 2023
9. County Contracts/Update
10. Grant Update
 - a) Community Foundation of Southern Wisconsin
 - b) Other Grants
11. Training Request
12. Director's Report
13. Staff/Site Issues/Reports
 - a. Dodgeville Provider Change - Update
 - b. Arena Increase in Rent
 - c. Complaint Form/Procedure
 - d. Job Descriptions – Review/Approve
 - e. Evaluation of Director: the SUN Board shall entertain a motion to go into Executive Session, pursuant Sec. 19.85 (1) (c), consideration of employment, promotion, compensation, and performance evaluation data of any employee over which the government body has jurisdiction or exercises responsibility.
14. Chairman's Report
- 15 Next Meeting Date & Adjournment

Date July 13, 2023 Time: 5:00 PM.

Serving Citizens of Iowa and Lafayette Counties
SUN Program



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, June 15, 2023 at 12:00 p.m.
Health and Human Services Community Room
303 W. Chapel Street., Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:20 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Mel Masters at 12:30, Bob Boyle, Rita Buchholz Members Present Remotely: none Members Excused: Kriss Marion, Justin O'Brien Members Absent: Doug Richter Others Present in Community Room: Cecile McManus, Melissa Weier, Dana Harcus, Tom Slaney at 1:35 Others Present Remotely: none
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 6/9/23. The agenda and proposed May minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the June 15, 2023 Agenda:</u> Motion by Boyle and seconded by Buchholz to accept the amended agenda removing item 13d Evaluation of Director. Aye: 3; Nay: 0. Motion carried.
5	<u>Approval of the May 23, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by Buchholz to accept the meeting minutes. Aye: 3; Nay: 0. Motion carried. Masters abstained. <u>Approval of the April 10, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by Buchholz to accept the meeting minutes. Aye: 3; Nay: 0. Motion carried. Masters abstained.
6	<u>Reports From Board Members and an Opportunity for Members of the Audience to Address the Board.</u> <u>No action will be taken.</u> Discussion that Lafayette County has broken ground for new hospital. Lafayette Dairy Breakfast went well. Iowa Dairy Breakfast was held at the Arena Cheese plant. The nutritional benefit of strawberries from News and Views article was discussed. The Tri County residential guide by Veteran's Office is a good informational resource.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. The ADRC booth at the Dairy Breakfast had 250 people stop by. World Elder Abuse Awareness Day today. ADRC also had a booth at Canoe Fest, about 50 people stopped by. Senior Day at fair July 14, there will be a pie and bundt cake contest. Senior farmers market will have 90 booklets available. Memory screening coming up July 28. b. Iowa County – Harcus presented for Hiltbrand. June ADRC new board members Kari Wunderlin and Dawn Kabot. Iowa County's pinwheel display will have 118 pinwheels, each represents a case of elder abuse in 2022. This number is up from 2021 of 73 cases. Town Square Night Market coming up June 19 in Dodgeville.
8	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- April/May 2023– Report provided. Last month's board meeting they had \$89,200; today \$32,402. \$27,460 unpaid bills. Approximately \$11,000 for second June payroll coming. GWAAR monies should be coming from Lafayette County early July. CD review-- changed First National Bank CD to get better rate, the rate will now be 4.45%. Boyle posed whether money market accounts would be possible to get better return. b. Budget Reports, Profit & Loss, Bill Pay- May; Year to Date 2023 – Home delivered meals Iowa County are showing -\$19,000 and Lafayette -\$17,000. Overall -\$5,000 per the Numbers 4 Nonprofits report. McManus explained the larger negative numbers are due to how our funding

	works. Marcus mentioned that the home delivered meal bill is being voted on today at the state. McManus explained with the COVID era that we have been able to move funding dollars from congregate to home delivered but that will be changing. She also explained that we are looking into voucher system to explore restaurant meals 1 day per week for congregate meals to attract more people. The Bill.com bills paid listing was provided for informational purposes. c. <i>Monthly Participant Numbers-May 2023</i> – Reports provided. March and April revisions provided. Iowa County numbers down a bit. Lafayette doing ok, Darlington numbers up due to Senior Social. Argyle has a large number of participants. Average contribution per meal is over \$4. Motion by Boyle to put these reports on file; seconded by Buchholz. Aye: 4; Nay: 0. Motion carried.
9	<u>County Contracts/Update:</u> <i>Iowa County Concerns</i> – Per McManus GWAAR funds came in for Iowa County, funds from Lafayette County should arrive in early July. The Lafayette claim form for GWAAR has been turned in.
10	<u>Grant Update:</u> a. Community Foundation of Southern Wisconsin. Per McManus, we received \$300 for new dishes, silverware and glassware for Shullsburg. We did not receive anything from Mineral Point. We had asked for money for mileage since all of Mineral Point's meals are delivered. Benton \$1000 grant is coming for repairs at VFW site. b. Other grants. Per McManus, Emergency Food and Shelter grants are being worked on. Marcus reported that she has some documents to review/approve regarding the grant funds. We should be receiving \$8,000 but are eligible for just over \$21,000 total considering all the current funding phases. McManus will be looking into applying for Otto Bremmer Trust grant.
11	<u>Training Request:</u> Weier and Mumm will be getting New Nutrition Director training by GWAAR. Date has not yet been determined.
12	<u>Director's Report:</u> McManus presented. McManus reported that she will be doing sanitation inspections at the meal sites, except for the commercial kitchen sites. Surveys will be mailed out in July to find out about transportation needs; if a restaurant site would be desired and supported; age range demographics; and how often they eat at our site(s). America's Health Rankings, WI is #11 in the country for good senior health. WI did not rank well with fruit and vegetable consumption but good with exercise. Also, state numbers were up in drug related deaths, flu vaccines and poverty. New facility agreement for \$75 per month rent proposed and will be voted on by Arena Manor board. Walgreens fundraiser mentioned.
13	<u>Staff/Site Issues/Reports:</u> a. Dodgeville provider change – per McManus, the county is working on hiring. Sheriff still believes September 1st will be a start date. UWP needs 60 day cancellation notice (July 1). There will need to be a contract with the county for the meals. Motion by Buchholz to authorize McManus to cancel UWP meals, seconded by Boyle. Aye: 4; Nay: 0. Motion carried. b. Job descriptions – Brief discussion on the different positions. Will add to July agenda for approval. c. Complaint Procedure/Form: Will table until July for approval. d. Evaluation of Director: Will table until July.
14	<u>Chairman's Report:</u> Nanke presented. He mentioned concerns about getting money in timely fashion from the meal site banks brought over to our main account.
15	<u>Next Meeting Date and Adjournment:</u> Approved for the next Seniors United for Nutrition Program Board meeting July 20, 2023 at 12:00 p.m. at Lafayette County multi-purpose room. Motion by Masters and seconded by Buchholz to adjourn. Aye: 4; Nay: 0. Meeting adjourned at 1:55 p.m.
	Prepared by Melissa Weier, with edits by Cecile McManus.