

SENIORS UNITED FOR NUTRITION PROGRAM INC.

*Cecile McManus
Executive Director*

*303 W. Chapel St., Ste. 1400
Dodgeville, WI 53533-1396*

*Daniel Nankee
Board Chairman*

*Phone (608) 930-9845
Fax (608) 935-0359*

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, August 17, 2023 at the Linden Municipal Building, 444 Jefferson Street, Linden, 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 August 17, 2023 Board Meeting.
5. Approval of the Minutes of July 20, 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 – July 2023
 - b. Financial Reports, Profit & Loss; Bill Pay – July, Year to Date – 2023
 - c. Monthly Participant Numbers – July 2023
9. County Contracts/Update
10. Financial Discussion
 - a. Covering 2022 Deficit b. Funding Deficit of Home Delivered Meals
11. Staff/Site Issues/Reports
 - a. Dodgeville Provider Change - Update
 - b. Dodgeville Site Manager – New Hire
 - c. Darlington Site Manager: 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.
 - d. Discussion: Strategies to Increase Congregate Participation
12. Grant Update
 - a. Community Foundation of Southern Wisconsin b. Other Grants
13. Training Request
14. Director's Report
15. Chairman's Report
16. Next Meeting Date & Adjournment

Date August 11, 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, July 20, 2023 at 12:00 p.m.
Human Services Board Room
15701 County K, Suite 2; Darlington, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:03 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Justin O'Brien, Dough Richter, Bob Boyle, Rita Buchholz until 2:38 p.m., Kriss Marion until 2:10 p.m. Members Present Remotely: none Members Excused: none Others Present in Community Room: Cecile McManus, Melissa Weier, Dana Harcus, Tom Slaney, Nikki Mumm Others Present Remotely: Valerie Hiltbrand
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 7/13/23. The agenda and proposed June minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the July 20, 2023 Agenda:</u> Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the June 15, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by Buchholz to accept the meeting minutes. Aye: 4; Nay: 0. Motion carried. O'Brien and Richter 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 about promoting more congregate eating by O'Brien. Socialization would be good. Covid discussed as still being an impact. Transportation can sometimes be an issue per Boyle. Previous ADRC buses for that purpose seemed to have been under-utilized per McManus. McManus mentioned the upcoming cookout at the sites next week and music at Arena site in August. Nankee again mentioned the steak cookout at all of the sites on July 27. Marion asked about advertising budget and finding new clients. Mentioned the possibility of working with an intern to help with advertising and outreach. O'Brien mentioned needing advertising money to boost social media posts. Nankee mentioned that this year 50 year anniversary of SUN as a national program, 47 years for Iowa County SUN.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. On Senior Day at Lafayette County Fair, there was a pie and bundt cake contest. There was also music, 180 people came. There are Senior Farmers' Market vouchers still left, they are trying to distribute those. They have 2 new volunteer drivers. EBS worker doing outreach at Blanchardville today. Welcome to Medicare seminar coming on August 16. SW Transit team's 5 year plan to be completed and submitted to the state in October. Young at Heart in Belmont coming up, ADRC will participate there too. b. Iowa County – Hiltbrand presented. Senior Farmers' Market vouchers are still available and good through October 31. ADRC participated in Town Square night market event in Dodgeville. ADRC participated in the Farmers Appreciation Day parade. They handed out paper fans listing upcoming events to adults. There will be a monthly education series with Upland Hills Health coming. It will be the 1st Wednesday of month, topics to include Medicare, breast health, advanced directives. ADRC will have a booth at Iowa County Fair. Health & Wellness Expo 9-15-23 Hidden Valley Church, SUN will be providing the meal.
8	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- June 2023– Report provided. Last month's board meeting they had \$32,402; today \$29,547. CD only slight change, First National Bank total went up approximately \$300. McManus noted that First National Bank running a CD special. Motion by

	Marion and seconded by O'Brien to have McManus check on rates with First National Bank CD. Aye: 6, Nay 0. Motion carried. Slaney posed the question of how the deficit was handled last year. Consider that before investing long-term. Consult with Numbers 4 Non-Profits and have further discussion next meeting. b. Financial Reports, Profit & Loss, Bill Pay- June; Year to Date 2023 – Per McManus Numbers 4 NonProfits do not have June figures ready. Numbers through May provided. Iowa County balances out. Lafayette County is at more of a deficit due to more expenses and less allocations for funds due to population and other demographics. Food and supply costs are also high. c. Monthly Participant Numbers- June 2023 – Reports provided. Arena will have a bit of a new increase coming. Hollandale and Blanchardville are down. Year to date Iowa County meals and contributions down, Lafayette County numbers are up. Mumm expressed that the state would like to do away with carry-outs and encourage congregate. Per Mumm and Slaney we will need to raise money or cut services to balance in the future. A strategy to counteract deficit and sustainability will need to be developed per Boyle. ARPA ends September 2024. O'Brien asked about possible loss of HD sites in 2024, Mumm explained there will less funds coming in that could impact that. A voucher system is an option to get more people to eat congregate by cooperating with local restaurants. This discussion on strategy should be on August agenda as well per Nankee. Motion by O'Brien to put these reports on file; seconded by Marion. Aye: 6; Nay: 0. Motion carried.
9	County Contracts/Update: Per Slaney. Allocations raise questions for viability, the percentage of meals does not match the funding allocations of congregate vs home delivered.
10	Grant Update: a. Community Foundation of Southern Wisconsin. Shullsburg grant came in for \$300. Benton monies to repair the sewer system still coming. McManus applied to all municipalities where we have a site. No response from Mineral Point for mileage assistance. Argyle does give a donation of \$150 each month. McManus will look into Blanchardville assistance. b. Other grants. Per McManus the Campbell grant funds are not ready to be put out to the public for applications yet. The Jenny Olson grant applications are due October 1st.
11	Training Request: none
12	Director's Report: McManus presented. Weier passed probation July 3. The accountants are pleased with information flow. SUN audit is scheduled for August. Numbers 4 Non Profits will be able to help with what they have been involved with and with Quickbooks figures. The State disaster declaration currently does allow the ability to move congregate funds to home delivery for now. Surveys to the participants will go out in August. Data from these will need to be submitted by January. There will be music by Folklore Village at the Arena site in August. McManus provided copies of the revised "Welcome" letter providing general information for new participants. A schedule for home delivery assessments is being worked on. It shows who is due each month and is being sent to the site managers.
13	Staff/Site Issues/Reports: a. Dodgeville provider change – September 1st is still the target date for the Law Enforcement Center to take over meals. They asked about having Cecile go over law enforcement center meal plans until they hire a dietician. McManus does not have extra time to do so. Slaney suggested that could be contracted out like other counties in the area. The Dodgeville Site Manager resigned on Monday. McManus has asked Hagen from the Linden site to help 1 day a week and will also ask Knutson, the current dishwasher to see if he may step up to help in the interim because of his restaurant experience. b. Arena Increase in Rent. The Arena Manor accepted the \$75 per month instead of \$100. They also purchased a large commercial fan for the kitchen in lieu of air conditioning. c. Complaint Form/Procedure: Form for staff complaints provided. How are they made available to the staff and who do they turn them into was questioned by O'Brien. O'Brien also proposed to add a statement on the form that their privacy will be protected and the complaint will be handled discreetly. Complaints will be handled by Board in closed session. Make sure the forms are designated as a "complaint/grievance". The form should be placed on the ADRC website to be

	printed off, hard copies could also be made available. Completed forms then should be sent to the SUN office attention: grievance committee. d. Job Descriptions – These will at some point be presented to executive committee per Nankee. 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. Motion by Marion and seconded by Boyle to go into closed session for evaluation at 1:50 p.m. Aye: 6; Nay: 0. Motion carried. Roll call: Boyle, O'Brien, Marion, Buchholz, Richter, Nankee. Motion by Richter and seconded by Boyle to return to the open meeting at 2:55 p.m. Aye: 4; Nay: 0. Motion carried.
14	<u>Chairman's Report:</u> Nankee presented nothing further.
15	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting August 17, 2023 at 12:00 p.m. at the Linden meal site. Lunch will be served at 11:30 a.m. before the meeting. Motion by Boyle and seconded by O'Brien to adjourn. Aye: 4; Nay: 0. Meeting adjourned at 2:59 p.m.
	Prepared by Melissa Weier, with edits by Cecile McManus.

