

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Andrew Hodgson
Executive Director

303 W. Chapel St., Ste. 1400
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, March 21, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 11:30 a.m. Some may be attending via Zoom.

1. Call to Order
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for March 21, 2024 Board Meeting.
5. Approval of the Minutes of February 15, 2024 Meeting and the February 15, 2024 Special Meeting.
6. Reports from 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 –January 2024, February 2024
 - b) Financial Reports, Profit & Loss –Year to Date – Final 2023, Feb 24
 - c) Monthly Participant Numbers by county – February 2024, Jan 24 (corrected)
9. Personnel Manual- report from Special Board session on Feb 7 and 15 and review of proposed updates- Discussion, possible action
10. CDs, line of credit, credit cards- Discussion, updates, possible action
11. Grant Updates (UFIC, Darlington, Blanchardville, AARP, Otto Bremer, EPIC, Brewers, etc)
12. Fundraising Updates (Hidden Valley Church, Badger Hollow, Alliant Energy, Benton State Bank, Village of Benton)
13. Director's Report- Discussion, possible action
 - a) WAND Conference (May 1 and 2); approved to attend from training budget?
 - b) Report from GWAAR and Counties meeting on March 19
 - c) Oliver Trays and Packaging Systems
 - d) Contracts and Facilities Agreements
 - e) Desserts
 - f) Mileage Reimbursement to Volunteers
 - g) Suggested donation amounts
 - h) New Iowa County Substitute Manager
 - i) Voucher(s) Update
 - j) Other items as may arise between posting and this meeting

14. Evaluation of current staffing and restructure proposals: 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.
15. Chairperson's Report
16. Next Meeting Date & Adjournment

Date March 13, 2024 Time: 1:00 PM .

Posted by County Clerks Office on 3/13/2024, Megan Currie - Deputy



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, February 15, 2023 at 12:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:05 p.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle, Justin O'Brien, Rita Buchholz Members Present Remotely: none Members Excused: Doug Richter, Kriss Marion Others Present in Community Room: Melissa Weier, Nikki Mumm, Andrew Hodgson, Dana Harcus, Val Hiltbrand Others Present Remotely: Margaret Sutter
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 2/7/24. The agenda and proposed January minutes and Special Meeting February 7, 2024 proposed minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the February 15, 2024 Agenda: Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 4; Nay: 0. Motion carried.
5	Approval of the January 18, 2024 and February 7, 2024 Meeting Minutes: Motion to approve the minutes of the January 18, 2024 meeting by Buchholz and seconded by O'Brien. Aye: 4; Nay: 0. Motion carried. Motion to approve the minutes of the February 7, 2024 special meeting by Boyle and seconded by O'Brien. Aye: 4; Nay: 0. Motion carried. Per Nankee there was not a quorum but good discussion on proposed personnel manual changes.
6	Reports From Board Members and an Opportunity for Members of the Audience to Address the Board. No action will be taken. Discussion – Nankee mentioned Hodgson's article in News and Views and Dodgeville Chronicle.
7	Aging & Disability Resource Center & County Aging Reports: a. Lafayette County – Harcus presented. Welcome to Medicare is being held next week. 2 sessions are already full. Lunch and Learn with UW Extension will be coming in Lafayette County as well. The Senior Social will be May 8 in Darlington. May 15 Brewer trip. Dementia care specialists are planning on a March 14 Dementia Live presentation in Shullsburg, Boost Your Brain and Memory online class and Roller Coaster of Caregiving to be held in Green County. There is a weekly grief share group in Darlington. Also, the caregiver support group will be held in Shullsburg. b. Iowa County – Hiltbrand presented. Upcoming outreach events -- Parkinson support group, Dodgeville Women's Club. Lunch and Learn for respite providers will be February 21st. There is a respite care registry that can be consulted when people are in need. A Social Security learning presentation will be held in March. Youth in Transition Program in conjunction with Upland Hills Health is coming up. ADRC has a benefit specialist position open.
8	Monthly Reports- possible action: a. Cash Flow Statement & CD Review- January 2024– Last month's board meeting they had around \$130,000 including Wells Fargo; today around \$52,000 in Farmers Savings Bank per Hodgson. There would be \$105 penalty if we close the \$18,000, low interest CD in the Darlington bank. b. Financial Reports, Profit & Loss, Bill Pay- December; Year to Date 2023. January 2024-not available. December reports provided. There will be changes to the Viking Café bills as they are being corrected to properly allocate Hollandale expenses to Iowa County. The \$4,900 FEMA money will now be coming in for Iowa County. 2023 numbers should be available next week. The Annual

	campaign helped boost 2023 figures. We will need a new secondary approver for bills due to Marion leaving the Board in April. c. Monthly Participant Numbers- January 2024 – Reports provided. There was a jump in donations for Lafayette County from 2023 to 2024. Iowa congregate numbers are up a small amount but congregate eating needs to be further encouraged in both counties. Per Hodgson, 0 diner congregate sites need to be promoted or they may need to be combined with another site. April 1st will be the date that no more carry-outs will be allowed. Motion by O'Brien to put these reports on file and seconded by Buchholz. Aye: 4; Nay: 0. Motion carried.
9	Annual Appeal Final Update: Per Hodgson the annual appeal broke records, over \$30,000 was donated. Hodgson refers to the new SUN Shine newsletter where donations were cited and broken down.
10	Personnel Manual – report from Special Board sessions on February 7, 2024 and February 15, 2024, possible action: Per Hodgson, the whole manual was reviewed, some things need to be looked into further. PTO and dress code sections were added. HR from both Iowa and Lafayette county advised on some items and proposed language. A revised version of the manual showing the changes thus far will go out to the Board for next month's meeting. Buchholz questioned the PTO, Hodgson explained there will be no negative change to employee time off amounts. Old banked sick leave will be kept separate so it is not lost. The PTO will be easier to track because it is one single classification instead of trying to track all the different types of time off.
11	The SUN Shine Newsletter: Hodgson highlights items in the newly created newsletter.
12	Farmers Savings Bank, general banking, CD's, line of credit – Discussion, updates, possible action: The paperwork has been submitted to Farmers Savings Bank to make the changes. First National Bank at Darlington is also ready to go. The other satellite banks need to be worked on yet. The new credit cards are on hold until Marion signs necessary paperwork. Once the new cards are issued, the Wells Fargo account will be closed out and funds moved to Farmers. Hodgson noted the \$7,200 IRS bill for 2020 payroll taxes that came through last week. Hodgson proposes to cash out the Farmers Savings Bank CD to pay off the line of credit and IRS bill. It was also proposed to move lower interest Darlington CD to Farmers Savings Bank. Motion by O'Brien and seconded by Boyle to close the \$35,000 Farmers Savings Bank CD to pay off the line of credit and the 2020 tax bill, and in addition close the Darlington CD with the lower interest rate and open a new CD at Farmers Savings Bank at a higher rate. Aye: 4; Nay: 0. Motion carried.
13	Grant Updates – possible action: Hodgson outlined grants that are due and need Board approval. Motion to approve grant submission to Darlington and Blanchardville by Boyle and seconded by Buchholz. Aye: 4; Nay: 0. Motion carried. Hodgson will be submitting Walmart and AARP grants. Received \$100 from Kwik Trip and Costco. Applications for grants from Milwaukee Brewers and Epic for new van or SUV are also in process. The Dubuque Racing Association grant is due in May.
14	Van and Steam Table Updates – possible action: The steam table has been scrapped. Ford Appliance has been paid. The vans have not been swapped due to issues with the Dodgeville van. It has now been fixed. In the meantime, the Darlington van had an oil change and the front and back tires were rotated. Hodgson feels we can get ninety days out of them to give us time to find grant money for different vehicles.
15	Director's Report – Discussion, possible action: a. Next staff meeting (Feb 22) Hodgson will discuss performing assessments first before we serve participants, as well as an April cut off for take-out/pick up meals. We are part of a pilot and the information is to be turned in by May 1st. He hopes to send the message that we all need to adapt together to go forward. We are working on setting up Viking Café as a voucher site. b. ServSafe Status and site visits, Nutritionist update through GWAAR Hodgson will be taking the test on March 1st and the Belmont site manager will be recertifying. The Dietician review process is in place. More information will be needed from Lafayette Manor regarding their menus. c. Volunteer Appreciation(s) April 15th is proposed date for Iowa County. A Lafayette date is yet to be determined. d. Upland Hills Health Hodgson will be meeting with representatives from Upland Hills Health.

	e. Hidden Valley Church On February 25, the church will be preparing more shelf stable meals to distribute. The church is also doing a fundraiser for SUN, as well as decorating Easter cards and bags. f. WAND conference(s) Hodgson has signed up to be a member. May 1-2 is an upcoming conference that would be beneficial to attend.
16	<u>Chairperson's Report:</u> Per Nankee, from the Executive Committee, it was suggested that Donna Peterson would be a good nutritionist contact. The Executive Committee also asked about a \$0.50 increase in home delivered meals. Hodgson noted that the Cross Plains senior meal director is from Dodgeville and would be willing to address the Board.
17	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for March 21, 2024 at 11:30 a.m. Motion by Boyle and seconded by O'Brien to adjourn. Meeting adjourned at 1:54 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM SPECIAL BOARD MEETING

WEDNESDAY, February 15, 2024 at 10:00 a.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 10:08 a.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Justin O'Brien, Bob Boyle Members Present Remotely: none Members Excused: Kriss Marion, Rita Buchholz, Doug Richter Others Present in Community Room: Melissa Weier, Andrew Hodgson Others Present Remotely: none
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 2/7/24. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the February 15, 2024 10:00 a.m. Agenda: Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 3; Nay: 0. Motion carried.
5	Review and Discussion of Sections XXI Other Leaves through XXXI Dissolution Clause: Hodgson notes that a leave of absence of up to 6 months can be granted by approval of Executive Director and Board of Directors. Health insurance information is to be struck since it is not currently being offered. Section XXII will be struck. Section XXIV group term life insurance will be available to employees working 20 or more hours per week. XXV Retirement plan, the up to 5% match and immediate vesting will stand. Boyle posed exit interview language under XXIX. XXX should remain and reference the 360-degree review process under Section X.
6	Review and Discussion of Newly Added Section for Dress Code: Hodgson presented proposed dress code items.
7	Discussion of feedback and recommendations from Lafayette and Iowa County HR Departments related to Sections II, III, XI, XIII, XIV, and XVIII: Affirmative Action is ok to reference but also include "Equal Opportunity" per HR advice.
8	Review and Discussion of Section II Affirmative Action: Proposed use of Equal Opportunity wording.
9.	Review and Discussion of Section III Requirements for Employment: Per HR, the manual should state that we are a drug and alcohol-free workplace. Drug testing is not recommended as part of a performance improvement plan. Pre-employment, post-accident, reasonable suspicion drug testing can be considered.
10.	Review and Discussion of Section XI Code of Ethics: SUN will be a drug and alcohol-free workplace.
11.	Review and Discussion of Section XIII Court Ordered Payroll Deductions: Further information required.
12.	Review and Discussion of Section XIV Pay at Termination of Employment: HR advised we can set our own policy. SUN will be looking at 100% payout of PTO. The manual will need to address layoff or restructuring instances. SUN will also need to decide how to handle legacy sick leave. Hodgson suggested that it would be frozen and subject to rules in place prior, including retirement age of 59 ½ years old to be paid out.
13.	Review and Discussion of Section XVIII (new) Paid Time Off: Previously discussed. Good Friday holiday will be a workday this year. Following the school(s) schedule was posed by O'Brien.
14.	Final review and Discussion of Personnel Manual and next steps- possible action:

	More discussion of the manual is needed before going to a vote. The current draft with the proposed changes will be distributed to the Board for discussion/possible action at the March meeting.
15.	<u>Next Meeting Date & Adjournment: Full Board Meeting on February 15, 2024 at 12:00 p.m.</u> Motion to adjourn by O'Brien and seconded by Boyle. Aye: 3; Nay: 0. Meeting adjourned at 11:51 a.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.