

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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PUBLIC NOTICE OF MEETING

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, April 25, 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. Introduction of New Board Members
5. Election of Officers
6. Approval of the Agenda for April 25, 2024 Board meeting.
7. Approval of the Minutes of March 21, 2024 Board meeting.
8. Reports from other Board members; opportunity for members of the audience to address the Board
9. Special Guest Speaker by Invitation: Paulette Glunn, Executive Director of NWDSS
 - a) Topic will focus on success as a Board member and supporting a Director/Program
10. Current By-Laws Review and Discussion- possible action
11. Aging & Disability Resource Center & County Aging Unit Reports (or written report)
 - a) Dana Harcus, Lafayette County Representative
 - b) Valerie Hiltbrand, Iowa County Representative
12. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – March 2024
 - b) Financial Reports, Profit & Loss –Year to Date – March 2024
 - c) Monthly Participant reports by county – March 2024
 - d) Projections for Iowa and updates from April 16 meeting with county administrators
13. Grant Updates (Brewers, Otto Bremer, DRA, MOWA, etc.) and Municipality per capita idea
14. Director's Report -possible action
 - a) Volunteer Appreciation
 - b) Desserts and Wait Lists
 - c) Voucher Program
 - d) Site Managers (Viking, Hi Point)
 - e) HDM Assessments
 - f) GWAAR Updates
 - g) Service Reductions
 - h) Balanced 2024 Proposed Budget
 - i) Performance Evals.
 - j) final Personnel Manual update
 - k) Other items as may arise between posting and this meeting
15. 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.

***Serving Citizens of Iowa and Lafayette Counties
SUN Program***

16. Chairman's Report

17. Next Meeting Date & Adjournment

18. A post-meeting Question and Answer Session with Paulette Glunn will be held for any interested who can spare the time.

Date April 16, 2024 Time: 11:30 AM.

The May meeting will be held at Hi Point Steakhouse for the Senior Lunch Grand Opening.

Posted by County Clerks Office on 4/16/2024, Megan Currie - Deputy

***Serving Citizens of Iowa and Lafayette Counties
SUN Program***



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, March 21, 2024 at 11:30 a.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 11:30 a.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Justin O'Brien, Rita Buchholz, Doug Richter, Bob Boyle at 11:40 a.m. until 2:30 p.m. Members Present Remotely: Kriss Marion until 1:35 Members Excused: None. Others Present in Community Room: Melissa Weier, Nikki Mumm, Andrew Hodgson, Bruce Paull, Farrah Morrissey Others Present Remotely: Michelle White
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 3/13/24. The agenda and proposed February minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the March 21, 2024 Agenda: Motion by O'Brien and seconded by Buchholz to accept the agenda. Aye: 5; Nay: 0. Motion carried.
5	Approval of the February 15, 2024 Meeting Minutes and February 15, 2024 Special Meeting Minutes: Motion to approve the minutes of the February 15, 2024 meeting by Buchholz and seconded by O'Brien. Aye: 4; Nay: 0. Motion carried. Richter abstained. Motion to approve the minutes of the February 15, 2024 special meeting by O'Brien and seconded by Nankee. Aye: 3; Nay: 0. Motion carried. Buchholz, Richter abstained.
6	Reports From Board Members and an Opportunity for Members of the Audience to Address the Board. No action will be taken. Discussion – Mumm mentioned meeting with GWAAR and the good ideas that came out of the meeting. Hodgson noted that the Sheriff has expressed concerns over the voucher meals possibly overshadowing the meals they are putting out and affect their numbers.
7	Aging & Disability Resource Center & County Aging Reports: a. Lafayette County – Marcus report was presented. Mind Over Matter virtual class to be held in Darlington. Outreach to Benton and Darlington meal sites, there will be a mailing sent to Belmont participants. Dementia Care Specialists holding March events in Shullsburg. Senior Social May 8th, SUN will be providing the meal. b. Iowa County – Hiltbrand report was presented. Work continues on EMS Fall Referral Pilot Project. Work is beginning on the Aging Unit Plan for 2025-2027, a listening session is coming up March 26. AARP tax prep appointments being held through mid-April. ADRC is offering free rides to the polls for people over 60. Care-A-Van trips upcoming in April, a new driver is scheduled to start mid-March. April is volunteer month.
8	Monthly Reports- possible action: a. Cash Flow Statement & CD Review- January 2024, February 2024– Last month's board meeting they had around \$52,000 in Farmers Savings Bank. b. Financial Reports, Profit & Loss, Bill Pay- Final 2023, February 2024. Per Hodgson, the January budget was overspent by \$1900. The overall budget is showing a negative \$22,000. February cash flow was good. We will be moving money from SUN satellite accounts to the main Farmers Savings Bank account. GWAAR allocations are showing up negative because they are being spread out monthly even though we are not receiving monies monthly. The majority of expenses fall under home delivered. 80% of funding is for congregate even though 80% of our expenses are home delivered. 1/3 of the Iowa County home delivered expenses for the year were used in 2 months per Mumm. Lafayette Manor implemented a new payment system, so we received invoices for Darlington/Argyle meals from September 2023 through February all at once.

	c. Monthly Participant Numbers- February 2024, January 2024 (corrected) – Reports provided. Correction of Benton’s congregate 2023 number on January’s report. A large “catch-up” payment received for Shullsburg was noted by Weier. Some of Iowa County numbers are up from last year even though funding is less, at same time, some Lafayette County counts are down from last year. O’Brien feels we have been getting more exposure and that congregate numbers do seem to be up a small amount. Some efforts to try to get more congregates have failed per Morrissey. O’Brien suggested putting a letter in with home delivered meals to let people know that there may be some cuts due to budget issues. Morrissey also suggested sending out a letter that sets out our qualification guidelines. Year to date donations do not keep up to costs. Motion by Boyle to put these reports on file and seconded by Richter. Aye: 6; Nay: 0. Motion carried.
9	Personnel Manual – report from Special Board session on February 7 and 15, 2024 and review of proposed updates – Discussion, possible action: Proposed changes were sent out to Board and staff per Hodgson. Morrissey states she does not like losing 2.5 days and getting 3 “non-useful” holidays without flexibility to choose her days off. Also concerned about sick time balances. Buchholz suggested a floating holiday if someone wanted to be open on a designated holiday and then they could have the ability to take a different day off. Per Hodgson this would be limited to the 3 new designated holidays only. O’Brien mentioned other wording changes. Nankee questioned would the SUN Board want lay member added to Board? Hodgson stated that would be a By-Law matter to we could look into that at another date after new Board members join. Motion by O’Brien to accept personnel manual with changes as discussed, seconded by Boyle. Aye: 6; Nay: 0. Motion carried.
10	CD’s, line of credit, credit cards – Discussion, updates, possible action: Wells Fargo credit cards are still being used for now. We will keep them until Wells Fargo balance is down low enough to be able to close the account. On March 5, the line of credit was paid off using the CD at Farmers Savings Bank, the extra \$11,000 went into cash flow. The IRS bill will be paid now, it was held until we had funds. The CD was the collateral for the line of credit so we can no longer have a line of credit without collateral. The \$15,000 Darlington First National Bank CD was closed but reopened into new one for a higher rate. O’Brien wants to see the monthly CD report reinstated now that we have access to the account.
11	Grant Updates (UFIC, Darlington, Blanchardville, AARP, Otto Bremer, EPIC, Brewers etc): Hodgson noted that the \$8,000 from the United Fund of Iowa County came in. United Fund said they would like to see SUN to do more press releases regarding grants. The Community Foundation and AARP grants were submitted. The Otto Bremer grant is being worked on for general funding. EPIC did not have funds for us at this time. A reply from the Brewers is still pending. MOWOA and Dubuque Racing grants are upcoming. Per Marion, we can perhaps ask for bigger grant amounts from the Community Foundations based on her experience.
12	Fundraising Updates (Hidden Valley Church, Badger Hollow, Alliant Energy, Benton State Bank, Village of Benton): Per Hodgson Hidden Valley Church gave approximately \$1400, Badger Hollow \$500. Alliant Energy Gifts donated \$400 from an employee retirement gift program.
13	Director’s Report – Discussion, possible action: a. WAND Conference (May 1 and 2); approved to attend from training budget? Hodgson noted schedule conflict with a school exam, so will not attend. Also suggested it is preferable to save the \$300. b. Report from GWAAR and Counties meeting on March 19. Boyle suggested presenting to the Lafayette County Board. c. Oliver Trays and Packaging Systems. There are options to purchase or lease the machine for sealing meal trays. The machine is cost effective if there are at least 30 meals being served at a site. The trays offer no spillage, microwavable, freezable, oven-safe so they would be convenient for participants. d. Contracts and Facilities Agreements. The Law Enforcement Center is the only current contract that is in place. Hodgson is working on updating others. Shullsburg’s oven went out, so Village asked us to split the cost of a new oven. These types of things will be written into the new/updated contracts.

	e. Desserts. Desserts are not required to be served by the program. Cutting desserts down to 2 days per week can save almost \$10,000. The contracts with Law Enforcement Center and Lafayette Manor have been renegotiated to reduce desserts to 2 days per week on the menu. f. Mileage Reimbursement to Volunteers. Ways to cut mileage should be considered. Serving outlying routes only on certain days of the week would help cut costs. Hodgson will research what other programs are doing. g. Suggested Donation Amounts. Potentially raise home delivered meals to \$7 but reduce congregate to \$5. The Board will take this into consideration. h. New Iowa County Substitute Manager. A new person was hired and will be starting as a sub for the Dodgeville and Linden sites. i. Voucher(s) Update. The state has not approved the voucher proposal for Hi-Point as of yet. If it is approved, it will be one site only. Any other sites will not be approved at this time and a site manager will need to be hired. j. Other items as may arise between posting and this meeting. Nothing else at this time.
14	<u>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:</u> Motion to go into closed session by O'Brien and seconded by Boyle at 1:53 p.m. Roll call: Nankee, Richter, Boyle, O'Brien, Buchholz. Motion to return to open session by Buchholz and seconded by O'Brien at 2:44 p.m. Aye: 4; Nay: 0. Motion carried. Motion to terminate the paid dishwasher position by O'Brien and seconded by Buchholz. Aye: 4; Nay: 0. Motion carried.
15	<u>Chairperson's Report:</u> Nothing per Nankee.
16	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for April 25, 2024 at 11:30 a.m. Motion by O'Brien and seconded by Richter to adjourn. Meeting adjourned at 2:49 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.

