

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Andrew Hodgson
Executive Director

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

Mel Masters
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 Tuesday, April 30, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 5:00 p.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 April 30, 2024 Board meeting.
5. Approval of the Minutes of April 25, 2024 Board meeting.
6. Reports from other Board members; opportunity for members of the audience to address the Board.
7. Recap of last meeting. Needs, purpose, history and functions of the SUN Program.
8. Review of personnel roster and organizational chart.
9. Evaluation of personnel and SUN Executive Director Position: Discussion with HR/Employee Relations Directors from Iowa and Lafayette Counties. 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.
10. Iowa County Contract Update.
11. Review of SUN financial reports previously distributed to the Board.
12. Evaluation of county contributions and in-kind services.
13. Accept the resignation of Executive Director Andrew Hodgson.
14. Consideration of job posting of Executive Director position.
14. Next Meeting Date & Adjournment

Date April 29, 2024 Time: 9:00 AM.

Posted by County Clerks Office on 4/26/2024, Megan Currie - Deputy County Clerk

Serving Citizens of Iowa and Lafayette Counties
SUN Program



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, April 25, 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: Mel Masters, Dody Cockeram, Emmett Reilly, Larry Ludlum Members Present Remotely: Lee Gill Members Excused: Dave Gollon. Others Present in Community Room: Melissa Weier, Andrew Hodgson, Dan Nankee, Nikki Mumm, Dana H Marcus, Paulette Glunn, Val Hiltbrand, Allison Leitzinger, Chris Lange, Wanda Husted, other members of the public Others Present Remotely: Margaret Sutter
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 4/16/24, and revised agenda properly posted on 4/22/2024. The agenda, revised agenda and proposed March minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Introduction of new Board: New member self-introductions.
5	Election of Officers: Mel Masters nominated for Chairperson. Motion to close nominations and cast unanimous ballot by Reilly and seconded by Ludlum. Aye: 5; Nay 0. Motion carried. Nomination of Lee Gill for Vice Chairperson. Motion to close nomination and cast unanimous ballot by Ludlum and seconded by Cockeram. Aye: 5; Nay: 0. Motion carried. Nomination of Cockeram for Secretary. Motion to close nominations and cast unanimous ballot by Reilly, seconded by Ludlum. Aye 5; Nay 0. Motion carried. Cockeram will be secondary bill approver.
6	Approval of the April 25, 2024 Agenda: Motion by Reilly and seconded by Ludlum to accept the agenda, with the addition of 9a for Leitzinger and Larson to address the Board. Aye: 5; Nay: 0. Motion carried.
7	Approval of the March 21, 2024 Meeting Minutes: Motion to approve the minutes of the March 21, 2024 meeting by Reilly and seconded by Ludlum. Aye: 5; Nay: 0. Motion carried.
8	Reports From Board Members and an Opportunity for Members of the Audience to Address the Board. No action will be taken. Discussion – Gill expresses the importance of the program. Cockeram thanks Nankee and previous Board. Nankee notes Hodgson's article in the latest News and Views.
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 Glunn advises on the importance of the Board of Directors and their varying backgrounds and expertise. Funding for programs is difficult and programs need to be transparent on cuts, fund raising, and overall plans. Strategies and training are available for the Board to help support the program. Building relationships within the community is so important. Consider what is the best fund raiser for the program -- grants and/or events. Work with local municipal Boards as well as a source of income. Celebrate achievements so the public is aware.
9a	Leitzinger and Larson address the Board: Leitzinger and Larson express in the past that they have helped SUN previously and are willing to again. They will have closed session items.
10	Current By-Laws Review and Discussion- possible action: Hodgson cited that the By-Laws show 6 members, the Board can consider other additional members. Motion to postpone consideration of the By-Laws until the next meeting by Ludlum and seconded by Cockeram. Aye: 5; Nay: 0. Motion carried.

11	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. May 8th Senior Social, there will be 30 different vendors. SUN will be providing the meal. Brewer trip coming up. Currently working on Aging Plan. b. Iowa County – Hiltbrand presented. Aging Plan is being worked on in Iowa County also. Senior Farmers Market vouchers coming up again this year.
12	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- March 2024– Per Hodgson there are 2 CD's left, both are at First National in Darlington. The cash flow balance in the bank can be deceptive, as it's based on levy receipts and bills going out. b. Financial Reports, Profit & Loss, Bill Pay- March 2024. Per Hodgson Numbers 4 NonProfits came on early 2023 to clean up the books. He highlights the bills paid list at the end of the report. Iowa County averages 100-105 meals per day between congregate and home delivered. c. Monthly Participant Numbers- March 2024 – Reports provided. SUN's funding is 80% for group meals and 20% of funding goes to home delivered meals. Our actual numbers are the flip of that, and we are restricted in moving funding dollars. d. Projections for Iowa and updates from April 16 meeting with county administrators. SUN is currently outspending home delivered meal funding and underspending the congregate meal funding. That money then goes back to the state. Ludlum cites how great it is to get people to eat congregate. Motion by Ludlum to put these reports on file and seconded by Reilly. Aye: 5; Nay: 0. Motion carried.
13	<u>Grant Updates (Brewers, Otto Bremer, DRA, MOWA, etc.) and Municipality per capita idea:</u> Per Hodgson, the Brewers grant was denied. The Bremer grant is pending. Dubuque Racing grants open for submissions on May 6. MOWA grants are available only by invitation and SUN did not receive invitations to apply for any. Darlington and Blanchardville Community Funds will both be giving around \$1,000. Hodgson has a meeting May 2 with UW-Madison to try to get another intern to help with grant writing. EFSP Phase 41 will be coming out soon per Harcus.
14	<u>Director's Report – Discussion, possible action:</u> a. Volunteer Appreciation 27-30 SUN attendees. Cards made by Dodgeville Elementary students were handed out. b. Desserts and Wait Lists The dessert article appearing in News and Views will also be in the Upper Horizon. 2 desserts per week will be offered to save money. Iowa County has implemented a temporary wait list, a Lafayette wait list will likely be coming. c. Voucher Program May 15 is slated opening for Hi Point. SUN may want a staff person there instead of vouchers. d. Site Managers (Viking, Hi Point) Viking person is retiring at the end of May. e. HDM Assessments All home delivery people are being assessed and scored based on need. f. GWAAR Updates SUN's oversight agency, they work with us through the counties. g. Service Reductions 100 service days is all we have funding for in Iowa County at the current home delivered meal program scale. There are 250 service days in the year. h. Balanced 2024 Proposed Budget We will look at this at the next meeting. SUN started this year with a deficit, monies to run out in July was projected. Both counties need budgets in by May 31 per Mumm. i. Performance Evals. Hodgson will go over with staff. Staff was told to expect changes. j. Personnel Manual Update The manual was updated to use current best practices.
15	<u>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 move into closed session with the general public being dismissed at 12:50 p.m. by Ludlum and seconded by Reilly. Roll call: Masters, Cockeram, Ludlum, Reilly, Gill. Motion to return to open session at 1:18 by Cockeram and seconded by Gill. Aye: 5; Nay 0. Motion carried.
16	<u>Chairperson's Report:</u> The Board needs to focus on meals getting out and looking at finances on how to do so.

17	Next Meeting Date and Adjournment: Approved the next Seniors United for Nutrition Program Board meeting for April 30, 2024 at 5:00 p.m. at HHS Building. Motion by Gill and seconded by Ludlum to adjourn. Aye: 5; Nay: 0. Meeting adjourned at 1:33 p.m.
18	<u>A post-meeting Question and Answer Session with Paulette Glunn was held for any interested person.</u>
	Prepared by Melissa Weier. Edits by Andrew Hodgson.

