

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Andrew Hodgson
Executive Director (Remote/Interim)

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

Mel Masters
Board Chairman

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

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, May 28, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 5:00 p.m. in Community Room #1101.

Conference Call: +1 646 931 3860

Meeting ID: 848 9036 7079

Zoom Meeting Link: <https://us02web.zoom.us/j/84890367079>

1. Call to Order
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for May 28, 2024 Board meeting.
5. Approval of the Minutes of April 30, 2024 Board 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 (or written report)
 - a) Dana Harcus, Lafayette County Representative
 - b) Valerie Hiltbrand, Iowa County Representative
8. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – April 2024
 - b) Financial Reports, Profit & Loss –Year to Date – April 2024
 - c) Monthly Participant reports by county – April 2024
9. Budget Update. Number 4 Nonprofits recalculate 2024 numbers to date – possible action
10. Profit and loss information individual meal sites, if available – discussion, possible action.
11. Iowa County contract update – possible action
12. Refrigerator/freezer storage – discussion, possible action
13. Security of food storage area – discussion, possible action
14. Grant and Fundraising Updates (Otto Bremer, DRA, Bug Tussel/Business After Hours)
15. Clarification of hours per day for Department Assistant during interim. Establish a first point of contact in case of emergency while Department Assistant is out of office June 13-20. Discussion, possible action.
16. Director's Report
17. Board Chair's Report
17. Next Meeting Date and Location & Adjournment

Date May 21, 2024 Time: 10:00 AM

Serving Citizens of Iowa and Lafayette Counties
SUN Program



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
TUESDAY, April 30, 2024 at 5:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Masters called the meeting to order at 5:00 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Mel Masters, Dody Cockeram, David Gollon, Lee Gill, Emmett Reilly, Larry Ludlum until 630 Members Present Remotely: None Members Excused: None. Others Present in Community Room: Melissa Weier, Andrew Hodgson, Dan Nankee, Bruce Paull, John Meyers, Nikki Mumm, Tom Slaney, Dana Harcus, Val Hiltbrand, Allison Leitzinger, Larry Bierke, Cheryl Bjorge, Mary McKinley, Wanda Husted Others Present Remotely: Chris Lange, Margaret Sutter
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 4/26/24 and revised agenda properly posted on 4/29/24. The agenda, revised agenda and proposed 4/25/24 minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks. In future agenda will include zoom information and room number.
4	<u>Approval of the April 30, 2024 Agenda:</u> Motion by Ludlum and seconded by Reilly to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the April 25, 2024 Meeting Minutes:</u> Motion to approve the minutes of the April 25, 2024 meeting with the addition of Bruce Paull to attendance by Cockeram and seconded by Gill. Aye: 6; Nay: 0. Motion carried.
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 – introductions across room.
7	<u>Recap of last meeting. Needs, purpose, history and functions of the SUN Program:</u> Gollon question why carry out is home delivered not congregate. Slaney and Hodgson explain the Wisconsin funding rule. Hodgson added that GWAAR suggested a change of carry out as congregate meals but this was not approved.
8	<u>Review of personnel roster and organizational chart:</u> Hodgson explains the SUN organizational chart that was distributed to the Board. He notes that BADR decides on some things that can be implemented by SUN, while other decisions can just pass through GWAAR. GWAAR looks for both Counties to approve of items first (for their county). GWAAR funds are distributed roughly quarterly. Each site is open 5 days per week and operates independently. The Executive Director oversees the site staff. Meyers would like to know how many meals are being served at each site as compared to staff. Hodgson does express that we have more paid staff than some other programs. Linden has no congregates and is all home delivered. GWAAR advises that this may not be in the best use of funds. Meyers expresses the need to get people into the congregate sites. Hodgson points out the requirement that meals need to be served throughout the county 5 days per week, but not at every site every day. Special events like birthday parties or pasty days increase attendance for one day per month. There are roughly 40-50 volunteers program-wide each day. Hodgson notes the site rent at Benton and Arena, other sites are donated. Volunteers are not paid but can turn in mileage for reimbursement.
9	<u>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.</u>

	Motion to move into closed session and dismissing the general public at 5:28 p.m. by Reilly and seconded by Gollon. Roll call: Masters, Cockeram, Gollon, Ludlum, Reilly, Gill. Motion to return to open session at 6:10 p.m. by Gollon and seconded by Lee. Aye: 6; Nay 0. Motion carried.
10	<u>Iowa County Contract Update:</u> Motion by Cockeram and seconded by Reilly to adopt the job description, benefit and summary and to post the recruitment for a new Director for the SUN Program, with a budget of \$1000. Aye: 6; Nay: 0. Motion carried. Motion by Cockeram and seconded by Reilly to contract with the current SUN Director to start May 19, 2024, to work up to 8 hours per week for an hourly pay of \$30 per hour, up to 90 days, with no benefits. Duties to be defined by the Chair, current Director, Department Assistant and whom the Chair deems necessary. Aye: 6; Nay: 0. Motion carried. Motion by Cockeram and seconded by Lee to have the Department Assistant receive a temporary pay adjustment to \$23.50 per hour and may work up to 40 hours per week, effective May 12, 2024. Duties to be defined by the Chair, current Director, Department Assistant and whom the Chair deems necessary. Aye: 6; Nay: 0. Motion carried.
11	<u>Review of SUN financial reports previously distributed to the Board:</u> Per Meyers, there needs to be policy changes and spur congregate site attendance. Per Gollon, he would like cost per meal break down for each meal site to determine what the cost is of each site. There may need to be consolidating or cutting but the numbers need to be broken down first. Slaney would like to meet with the Director to make some recommendations in accounting practices to help maximize funding. Hodgson suggests that practices be applied for both counties for continuity. Meyers questions the high accounting charges that SUN is incurring. Per Hodgson, changing accountants may be difficult but doable. Nankee notes that there was a struggle with getting an auditor in the past. The current auditor does not appear to have signed the final audit report, this should be done per Masters. Hodgson asked to clarify if the discussion was about the N4N Financial report distributed to the Board, and if so, the monthly reports are not signed and carry a Disclaimer that they do not satisfy the government regulations for an audit.
12	<u>Evaluation of county contributions and in-kind services:</u> Hodgson notes that some facilities are donating their space. Per Slaney, Iowa County is providing services that SUN is not being charged for. Currently Iowa County only is covering these expenses. Does the county want to pursue sharing those costs between Iowa and Lafayette county? Meyers questions whether SUN needs a refrigerator and freezer. Per Hodgson, the food ordering could be done differently and be more cost effective. SUN has a volunteer that delivers groceries and charges mileage. Revisit this at the next meeting per Meyers and Masters. Hodgson is preparing a report with thoughts on processes.
13	<u>Accept the resignation of Executive Director Andrew Hodgson:</u> Motion to accept resignation of Andrew Hodgson effective May 16, 2024 by Cockeram and seconded by Gill. Aye: 5; Nay 0. Motion carried.
14	<u>Consideration of job posting of Executive Director position:</u> see motion at #10
15	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for May date to be determined 2024 at 5:00 p.m. at the HHS Building. Date to be determined by the Chair, Executive Director and Department Assistant. Per Masters, the Bylaws discussion will appear on the upcoming agenda. Motion by Gollon and seconded by Cockeram to adjourn. Aye: 5; Nay: 0. Meeting adjourned at 6:36 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.