

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, June 25, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 5:00 p.m. in Community Room #1101.

Conference Call: +1 309 205 3325

Meeting ID: 835 3979 1190

Zoom Meeting Link:

<https://us02web.zoom.us/j/83539791190?pwd=1UeBvXxDgN7k2N3iZBZMd6NPkJ4DLZ.1>

1. Call to Order.
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for June 25, 2024 Board meeting.
5. Approval of the Minutes of May 28, 2024 Board meeting.
6. Reports from other Board members; opportunity for members of the audience to address the Board.
7. Motion to convene Executive/Closed 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. (Executive Director candidates)
8. Motion to return to open session.
9. Possible action on closed session item.
10. Discussion and possible action on the review of the 2025 rental charges.
11. Report on Lafayette County Meal Site Manager meeting.
12. Aging & Disability Resource Center & County Aging Unit Reports (or written report)
 - a) Dana Harcus, Lafayette County Representative
 - b) Valerie Hiltbrand, Iowa County Representative
13. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – May 2024
 - b) Financial Reports, Profit & Loss –Year to Date – May 2024
 - c) Monthly Participant reports by county – May 2024
14. Budget Update – possible action.
15. Profit and loss information individual meal sites, if available – discussion, possible action.
16. Iowa County contract update – possible action.
17. Grant and Fundraising Updates.
18. Director's Report

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

19. Board Chair's Report

18. Next Meeting Date and Location & Adjournment

Date June 18, 2024 Time: 11:30 AM.

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



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
TUESDAY, May 28, 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 Members Present Remotely: None Members Excused: None. Others Present in Community Room: Andrew Hodgson, Melissa Weier, Dan Nankee, Bruce Paull, Nikki Mumm, Tom Slaney, Chris Lange, Wanda Husted, Cheryl Borge, Dianne Evans, John Meyers Others Present Remotely: Allison Leitzinger, Dana Harcus, Margaret Sutter
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 5/21/24 and the amended agenda was properly posted on 5/23/24. The agenda, amended agenda and proposed 4/30/24 minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the May 28, 2024 Agenda:</u> Motion by Gollon and seconded by Lee to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the April 30, 2024 Meeting Minutes:</u> Motion to approve the minutes of the April 30, 2024 meeting by Cockeram and seconded by Gollon. 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 – Husted, Dodgeville site manager shared that there are 49 volunteers in their pool to pull from for various tasks. She encourages the Board to talk to volunteers as they consider changes for the program. Husted notes that she will have to leave as site manager in a few months to care for family. Paull mentioned attending Aging Advocacy Day and funding issues. He suggests that the Board send a letter to our state representative to request that funding be changed to favor home delivered meals. Slaney notes that the Iowa County Board approved charging the market rate for SUN's rent. Iowa County will charge approximately \$31,000 per year for the space. A letter will be coming from the county administrator and sent to Lafayette for the proposed 2025 budget. Reilly is requesting a copy of the letter but it is not available yet.
7	<u>Motion to convene Executive/Closed 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. (Executive Director candidates)</u> Motion to move into closed session at 5:25 p.m. by Gill and seconded by Ludlum. Public dismissed. Roll call: Masters, Cockeram, Reilly, Ludlum, Lee, Gollon
8	<u>Motion to return to open session:</u> Motion to return to open session at 5:45 p.m. by Gill and seconded by Ludlum. Aye: 6; Nay: 0. Motion carried.
9	<u>Possible action on closed session item:</u> Motion by Cockeram to move forward with interviewing candidates for the Executive Director position, with Chris and Allison doing the interviews and the SUN Chair and Vice Chair attending, seconded by Gollon. Aye: 6; Nay: 0. Motion carried.
10	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. The Senior Social was May 8, SUN provided the meal. The county is working on the aging plan. There will be a seniors' farmers market voucher program again this year, it is a very well-liked program. Dementia classes are coming up. b. Iowa County – Written report in packet.
11	<u>Monthly Reports- possible action:</u>

	a. Cash Flow Statement & CD Review- March 2024– Per Hodgson. The CD balance is \$35,000 at First National Bank Darlington. b. Financial Reports, Profit & Loss, Bill Pay- March 2024. Per Hodgson, total assets are trending downward. Some budget items are overspent already for the year. c. Monthly Participant Numbers- March 2024 – Reports provided. Congregate meals have trended up which helps the budget. Participant contributions are doing well in both counties. The actual meal cost is \$14-\$15 per meal and we are averaging around \$5. Lafayette has a higher percentage of congregate meals. Darlington services Argyle, South Wayne and Gratiot and it is a 100 mile route. A no carryout policy was implemented which may account for the increase in congregate reporting. There has not been time to verify if the meals were truly congregate.
12	Budget Update. Number 4 Nonprofits recalculate 2024 numbers to date: Per Hodgson, the budget was split separately for Iowa and Lafayette Counties. Iowa County’s new proposed budget comes close to balancing but Lafayette is about \$23,000 short. If the budgets are approved, a plan has to be provided for the Lafayette shortfall. Sutter said they will approve the budget and work with SUN and utilize more levy money if needed. Hodgson refigured the allocations to make better use of funding. Serving less meals may be an option. Motion to approve the budget for each county by Lee and seconded by Cockeram. Aye: 6; Nay: 0. Motion carried.
13	Profit and loss information individual meal sites: Iowa County figures were provided, Lafayette numbers are still in the works. Gollon suggests a bigger spread between congregate and home delivered suggested contribution. SUN could charge less for congregate and more for home delivered. He suggests site by site testing to see if it works vs implementing it program wide. He also questioned meal cost based on priority. Per Hodgson, the priority levels are set up by GWAAR. A new scoring system is to be implemented by July. There are high, moderate and low priority levels. Gollon asked if sites can be treated differently based on performance or if they all need to be the same. Hodgson would need to check with GWAAR. Hodgson poses that if assessments are done consistently, these needs will be highlighted. Changes in meal cost go to PAC committee first then onto the Board. Mumm proposes a pop-up or alternate site a day or two per week in other communities on slow days for the regular sites.
14	Iowa County Contract Update: Per Slaney, applying the new cost allocations retroactive to the beginning of the year should be cost effective. Per Hodgson, SUN would incur a \$2000 expense to possibly gain \$16,000-18,000. Motion by Gollon and seconded by Lee to make cost allocations retroactive back to January. Aye: 6; Nay: 0. Motion carried.
15	Refrigerator/freezer storage: The walk-in refrigerator is basically empty. The freezer is full a couple days each month until the orders go out. Are these facilities needed as they currently are? The food stored at SUN is for the cooking sites, three sites in Lafayette and one in Iowa. There will be a tour of facility immediately after the meeting.
16	Security of food storage area: The area where the dry goods are stored with food ordered in bulk for the cooking sites may not be secure. Three of the cooking sites are in Lafayette and one in Iowa County. Paper goods and packaging are used by all of the sites. The current system works but is not optimized. Walmart is just as good on cost, so cooking site managers have been getting more of their own things there vs Sysco. Maintenance has access to the food storage area as well and doors are open to public hallways at times on some days.
17	Grant and fundraising updates: The Otto Bremer grant interview took place. SUN will find out mid-July if any or all of \$20,000 applied for will be received. Dubuque Racing Association grant was submitted for around \$27,000 for capacity building, including a paid intern position. Bugtussel will be doing a business after hours and fundraiser for SUN in October. Hodgson suggested a silent auction for this.
18	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. Per Ludlum and Cockeram, the Department Assistant can use discretion on hours needed. The rest of the Board agreed. While the Department Assistant is out of the office June 13-20, Slaney said Social Services will take SUN’s phone calls and be a point of contact. Harcus advised that the Lafayette sites can call on the ADRC office for any needs during that time as well.
19	Director’s Report: Hodgson will be doing remote work evening and weekends. He can also prepare the annual report for 2023. The Darlington site has a very long route, the van currently needs multiple repairs

	over \$1,000. Long term, the van is not an option. Hodgson poses that the current long route be split into multiple routes. Then there may not be a need for a van or a paid driver position, volunteers could be utilized. The Darlington site manager is wanting to go back to volunteer only status. When rehiring, a five day per week position would be preferable. Hodgson will still be able to help onboard the new director.
20	Board Chair's Report: Per Masters, SUN's article in the News and Views was a good one. He also thanked everyone for attending.
21	Next Meeting Date and Adjournment: Ludlum suggests having meetings at the various meal sites. Approved the next Seniors United for Nutrition Program Board meeting for June 25, 2024 at 5:00 p.m. at the HHS Building. Motion by Gollon and seconded by Cockeram to adjourn. Aye: 6; Nay: 0. Meeting adjourned at 6:46 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.

SUN Monthly Meals & Participant Numbers 2024

Month of May 2024

This includes a comparison of previous year's monthly numbers

<i>Iowa County</i> <i>Arena</i>	Year	
	2023	2024
Congregate Meals	121	197
Home Delivered /Carry Out	123	139
FC Meals	58	47
NOAA (<60)	0	0
Total Meals	302	383
Unduplicated ppts (new)	2	1
Unduplicated ppts	26	35
Contributions Received	772.00	1296.00
Average Contribution	3.16	3.86
Average Daily Attendance	14	17
# of Days Served	22	22

<i>Linden*</i>	Year	
	2023	2024
Congregate Meals	0	82
Home Delivered /Carry Out	202	99
FC Meals	19	59
NOAA (<60)	22	0
Total Meals	243	240
Unduplicated ppts (new)	2	0
Unduplicated ppts	16	13
Contributions Received	1199.00	999.00
Average Contribution	5.35	5.52
Average Daily Attendance	11	11
# of Days Served	22	22

<i>Dodgeville</i>	Year	
	2023	2024
Congregate Meals	86	122
Home Delivered /Carry Out	747	534
FC Meals	102	97
NOAA (<60)	0	0
Total Meals	935	753
Unduplicated ppts (new)	5	1
Unduplicated ppts	61	57
Contributions Received	3802.00	3386.50
Average Contribution	4.56	5.16
Average Daily Attendance	43	34
# of Days Served	22	22

<i>Mineral Point*</i>	Year	
	2023	2024
Congregate Meals	0	0
Home Delivered /Carry Out	320	255
FC Meals	0	34
NOAA (<60)	0	0
Total Meals	320	289
Unduplicated ppts (new)	0	0
Unduplicated ppts	20	17
Contributions Received	1464.00	1102.00
Average Contribution	4.58	4.32
Average Daily Attendance	15	13
# of Days Served	22	22

<i>Hollandale**</i>	Year	
	2023	2024
Congregate Meals	0	0
Home Delivered /Carry Out	78	74
FC Meals	0	0
NOAA (<60)	0	0
Total Meals	78	74
Unduplicated ppts (new)	0	0
Unduplicated ppts	5	4
Contributions Received	188.50	280.00
Average Contribution	2.42	3.78
Average Daily Attendance	4	8
# of Days Served	22	9

<i>Highland*</i>	Year	
	2023	2024
Congregate Meals	0	0
Home Delivered /Carry Out	160	128
FC Meals	0	66
NOAA (<60)	17	0
Total Meals	177	194
Unduplicated ppts (new)	1	0
Unduplicated ppts	10	10
Contributions Received	522.50	951.50
Average Contribution	2.95	7.43
Average Daily Attendance	8	9
# of Days Served	22	22

*Linden facilitates distribution of these sites

**Blanchardville facilitates distribution of this site

<i>Avoca*</i>	Year	
	2023	2024
Congregate Meals	0	0
Home Delivered /Carry Out	191	119
FC Meals	0	0
NOAA (<60)	0	22
Total Meals	191	141
Unduplicated ppts (new)	0	0
Unduplicated ppts	10	8
Contributions Received	1055.00	412.00
Average Contribution	5.52	2.92
Average Daily Attendance	9	6
# of Days Served	22	22

SUN Monthly Meals & Participant Numbers 2024

Month of May 2024

This includes a comparison of previous year's monthly numbers

<i>Lafayette County</i>	Year	
<i>Belmont</i>	2023	2024
Congregate Meals	0	57
Home Delivered /Carry Out	195	181
FC Meals	65	35
NOAA (<60)	21	0
Total Meals	281	273
Unduplicated ppts (new)	1	1
Unduplicated ppts	23	23
Contributions Received	1399.00	1750.70
Average Contribution	6.48	7.36
Average Daily Attendance	13	12
# of Days Served	22	22

<i>Benton</i>	2023	2024
Congregate Meals	96	115
Home Delivered /Carry Out	187	198
FC Meals	21	42
NOAA (<60)	22	19
Total Meals	326	374
Unduplicated ppts (new)	3	2
Unduplicated ppts	38	29
Contributions Received	1415.00	1225.00
Average Contribution	4.64	3.69
Average Daily Attendance	15	17
# of Days Served	22	22

<i>Shullsburg</i>	2023	2024
Congregate Meals	0	53
Home Delivered /Carry Out	173	152
FC Meals	64	41
NOAA (<60)	31	21
Total Meals	268	267
Unduplicated ppts (new)	3	3
Unduplicated ppts	16	15
Contributions Received	723.50	952.00
Average Contribution	3.55	4.21
Average Daily Attendance	12	13
# of Days Served	22	21

<i>Darlington*</i>	Year	
	2023	2024
Congregate Meals	133	105
Home Delivered /Carry Out	0	0
FC Meals	0	0
NOAA (<60)	51	43
Total Meals	184	148
Unduplicated ppts (new) **	64	37
Unduplicated ppts	82	30
Contributions Received	850.50	914.36
Average Contribution	4.62	6.18
Average Daily Attendance	8	7
# of Days Served	22	22

<i>Argyle*</i>	2023	2024
Congregate Meals	0	0
Home Delivered /Carry Out	576	505
FC Meals	122	37
NOAA (<60)	3	0
Total Meals	701	542
Unduplicated ppts (new)	2	0
Unduplicated ppts	46	35
Contributions Received	3780.00	3242.50
Average Contribution	6.53	6.42
Average Daily Attendance	32	25
# of Days Served	22	22

<i>Blanchardville</i>	2023	2024
Congregate Meals	73	61
Home Delivered /Carry Out	66	120
FC Meals	13	13
NOAA (<60)	3	0
Total Meals	155	194
Unduplicated ppts (new)	11	0
Unduplicated ppts	26	20
Contributions Received	1112.50	804.00
Average Contribution	7.83	4.44
Average Daily Attendance	7	9
# of Days Served	22	22

<i>Blanchardville Breakfast</i>	2023	2024
Congregate Meals	113	119
Home Delivered /Carry Out	0	0
FC Meals	0	0
NOAA (<60)	0	1
Total Meals	113	120
Unduplicated ppts (new)	2	0
Unduplicated ppts	15	21
Contributions Received	610.50	693.00
Average Contribution	5.40	5.78
Average Daily Attendance	5	5
# of Days Served	22	22

*Darlington facilitates distribution of these sites

**Sr Social 5-8-24 served 64

SUN Monthly Meals & Participant Numbers May 2024

Month of May 2024

Lafayette County	Year	
	2023	2024
Congregate Meals	432	510
Home Delivered /Carry Out	1197	1156
NOAA Meals	131	84
FC Meals	285	168
Total Meals	2045	1918
Unduplicated ppts (new)	86	43
Unduplicated ppts	246	173
Contributions Received	9,891.00	9,581.56
Average Contributions Received	5.62	5.48
Average Daily Attendance	93	87
# of Days Served	22	22

*Darlington Sr Social incl

SUN Year to Date Meals & Participant Numbers 2024

Lafayette County	Year to Date	
	2023	2024
Congregate Meals	1627	2244
Home Delivered	5837	5223
NOAA Meals	467	392
FC Meals	1192	819
Total Meals	9123	8678
YTD Unduplicated ppts	246	206
Contributions Received YTD	34,469.80	41,870.76
Average Contributions Received	4.35	5.33
Average Daily Attendance	89	85
# of Days Served	102	105

COUNTIES TOGETHER CURRENT YEAR ONLY

Total Meals	18857
% Lafayette	46.02%
% Iowa	53.98%

Iowa County	Year	
	2023	2024
Congregate Meals	207	401
Home Delivered /Carry Out	1821	1348
NOAA Meals	39	22
FC Meals	179	303
Total Meals	2246	2074
Unduplicated ppts (new)	10	2
Unduplicated ppts	148	144
Contributions Received	9,003.00	8,427.00
Average Contributions Received	4.36	4.76
Average Daily Attendance	102	104
# of Days Served	22	20

Iowa County	Year to Date	
	2023	2024
Congregate Meals	908	1518
Home Delivered	8375	7350
NOAA Meals	125	26
FC Meals	725	1285
Total Meals	10133	10179
YTD Unduplicated ppts	148	164
Contributions Received YTD	37,707.40	43,217.50
Average Contributions Received	4.01	4.86
Average Daily Attendance	103	102
# of Days Served	98	99

COUNTIES TOGETHER CURRENT YEAR ONLY

Total Congregate Meals	3762	23.03%
Home Delivered, Title III	12573	76.97%
Total Meals, Title III	16335	



Seniors United for Nutrition Board Meeting

ADRC Manager Report

Lafayette County: Dana Harcus

- Upcoming Dementia events:
 - June 21st is the Longest Day- Wear Purple to outshine the darkness of Alzheimer's
 - June 26th- Memory Screens from 9-12 and Dementia Live from 2-5 at the ADRC in Darlington
 - July 22nd through September 23rd from 10:00 to 11:30 – Caregiver Stress Busting in Darlington or Virtual
 - Wisconsin Dementia Plan for 2024-2028 can be viewed at: [2024–2028 Wisconsin State Dementia Plan](#)
- Mind Over Matter (MOM) virtual class is being held in-person in May and June in Darlington. This will be led by Green County Wellness & Prevention Specialist Laura Steiner. The class was full with 15 people.
- We are partnering with UW Extension for Walk with Ease prevention class. This started June 6th and will continue weekly.
- We are partnering with UW Extension for Aging Mastery Program. It will be July 10th through September 11th from 5:30 pm to 7:00 pm via zoom.
- Lafayette County and Iowa County VSO are planning a trip on July 19th to the WI Veterans Museum. They will be taking a bus.
- EBS worker, Kay Schulte's, meal site or town outreach for May is:
 - June 20th in Darlington
- EBS worker Kay Schulte is having a Welcome to Medicare training on June 19th at the ADRC building
- Cindy Crist will be starting as our new ADRC Specialist on June 17th.
- We are working on Senior Day at the fair which will be July 12th. There will be a pie and cheesecake judging contest and music from the Larry Busch Orchestra.
- We started handing out the Senior's Farmer's Market Vouchers. We will be partnering with UW Extension for education and some cooking demonstrations.
- We continue working on our 2025-2027 Aging Plans

Iowa County: Valerie Hiltbrand

We are happy to have all our ADRC positions filled.

We continue to work on our 2025-2027 Aging Unit Plan. Goals will be written in the areas of Transportation, Family Caregiving, Senior Nutrition, and Health Promotion. Paper and online surveys are available for Iowa County residents to fill out.

4/11-5/23: We recently wrapped up Stepping On (a falls prevention workshop) which was held at Stonefield Apartments in Dodgeville on Thursdays at 1:30. According Wisconsin Institute for Healthy Aging, "Stepping On has been researched and proven to decrease falls by 31%.

During the month of May, we celebrated ADRC and Older Americans Month.

6/1/24: Our office has Senior Farmers Market Vouchers available for eligible Iowa County participants.

June is Elder Abuse Awareness Month. We have organized some events, put information on our Facebook page and website, sent a letter to the editor and put out our Pinwheel display outside of our building. There are 119 pinwheels; each one represents a report of Elder Abuse in Iowa county, during 2023.

6/12/24: In collaboration with the Elder Abuse Prevention Interdisciplinary Team, our office hosted a Scam Prevention workshop. Fifteen people from the public attended.

6/19/24: The Regional Dementia Care Specialists will host Free Memory Screens and Dementia Live simulation experience at the Health and Human Service Building.

6/26/24: In collaboration with Upland Hills Hospital, we will host a FREE Advance Directive workshop at the Health and Human Service Building. Participants will leave with a complete Power of Attorney for Healthcare.

6/27/24: Our Benefit Specialists will host a Medicare 101 at the Mineral Point Library.

"Mug Club for Caregivers" meets on the third Tuesday of the month from 10:30-11:30, hosted by our Caregiver Coordinator and the regional Dementia Care Specialist. They are currently offering a hybrid meeting so attendees can choose Zoom or n-person.

Advocacy:

The Regional ADRC Board will be holding their June board meeting in Dodgeville at the Health and Human Services Building on Friday, June 28th. Invites are going out to legislators that serve southwest Wisconsin.