

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Christopher Baird
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, August 27, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 5:00 p.m. in Community Room #1101.

Conference Call: +1 312 626 6799

Meeting ID: 817 2647 1483 Passcode: 821807

Zoom Meeting Link:

<https://us02web.zoom.us/j/81726471483?pwd=vaQDXxiadbic6JmPRqeGm26DZbO9Ek.1>

1. Call to Order.
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for August 27, 2024 Board meeting.
5. Approval of the Minutes of July 23, 2024 Board meeting.
6. Meet the new Executive Director.
7. Reports from other Board members; opportunity for members of the audience to address the Board.
8. Discussion and possible action on the review of the proposed 2025 rental charges, cooler, freezer and dry good storage.
9. Aging & Disability Resource Center & County Aging Unit Reports (or written report)
 - a) Dana Harcus, Lafayette County Representative
 - b) Valerie Hiltbrand, Iowa County Representative
10. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – July 2024
 - b) Financial Reports, Profit & Loss –Year to Date – July 2024
 - c) Monthly Participant reports by county – July 2024
11. Budget Update – possible action.
12. County contract update – possible action.
13. Darlington site staffing and route issues - possible action.
14. Grant and Fundraising Updates.
15. Director's Report
16. Board Chair's Report
18. Next Meeting Date and Location & Adjournment

Date August 20, 2024 Time: 10:30 AM

Serving Citizens of Iowa and Lafayette Counties
SUN Program

Posted by County Clerks Office on 8/20/2024, Megan Currie - Deputy County Clerk



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
TUESDAY, July 23, 2024 at 5:00 p.m.
Lafayette County Multi-Purpose Building
11974 Ames Road, Darlington, Wisconsin

Item	
1	Chairman Masters called the meeting to order at 5:00 p.m.
2	<u>Roll Call:</u> Members Present in the Multi-Purpose Building: Mel Masters, Dody Cockeram, Lee Gill, Emmett Reilly, Larry Ludlum, John Meyers (seated for Dave Gollon) Members Present Remotely: None Members Excused: Dave Gollon Others Present in Community Room: Melissa Weier, Nikki Mumm, Tom Slaney, Val Hiltbrand, Wanda Husted, Shane Schumacher, Gary Benson, Doug Weaver, Dana Harcus Others Present Remotely: Dan Nankee, Andrew Hodgson, Bruce Paull
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 7/15/24. The agenda and proposed 6/17/24, 6/25/24 and 7/11/24 minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the July 23, 2024 Agenda:</u> Motion by Ludlum and seconded by Cockeram to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the June 17, 2024, June 25, 2024, and July 11, 2024 Meeting Minutes:</u> Motion by Gill and seconded by Cockeram to approve the minutes of the June 17, 2024, June 25, 2024, and July 11, 2024, with the addition of 3:30 p.m. adjournment on the June 17, 2024 minutes. 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> Benson thanked everyone for keeping the program going.
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 5:06 p.m. by Meyers and seconded by Reilly. All may attend. Aye: 6; Nay: 0. Motion carried.
8	<u>Motion to return to open session:</u> Motion to return to open session at 5:21 p.m. by Gill and seconded by Meyers. Aye: 6; Nay: 0. Motion carried.
9	<u>Possible action on closed session item:</u> Motion by Cockeram and seconded by Gill to approve the packet and proposal presented by Hodgson. Aye: 6; Nay: 0. Motion carried. Motion by Cockeram and seconded by Ludlum for Weier to revert back to her regular pay scale August 5. Aye: 6; Nay: 0. Motion carried.
10	<u>Discussion and possible action on the review of the 2025 rental charges, cooler, freezer and dry good storage:</u> Weier notes that refrigerator is currently empty. Gill noted that Lafayette Manor could store 1 weeks' worth of food. There is a meeting on August 5th with the Manor per Harcus. Slaney advises there is no rush since the change is not until 2025. Investigation will be ongoing to come up with proposals for the counties to approve. Meyers feels the rental agreement will change drastically. He would like the cooler turned off now, he believes running both the cooler and freezer cost over \$200 per month. Per Ludlum, the original motion said Lafayette would get a recommendation from their Human Services. Benson cited that having food storage in Lafayette only makes sense. Ludlum acknowledged the need for administration and a secretary but believes there is no need to pay for food storage when they can bring it to Lafayette. Benson cites that a recommendation was made. Meyers said the current contract will be honored until the end of the year. It was noted that everyone could take care of their own goods and share administration. Schumacher will bring more information to the Finance Committee; their vote was to reject the proposed contract. Per Hodgson, the new director should weigh in on the changes regarding groceries and SUN could

	also move to a smaller office if storage is reduced, which could also reduce rent fees. The Board agrees to continue to research changes then bring the ideas to the Board.
11	<u>Aging & Disability Resource Center & County Aging Reports:</u> Written report provided. <i>a. Lafayette County</i> – Harcus presented. Senior Day at the fair was well attended. About 90 people attended the pie contest. Upcoming dementia events include Memory Café, Caregiver Stress Busting and Support Group. Upcoming Lunch Bunch presentations. <i>b. Iowa County</i> – Hiltbrand presented. SUN will be providing the meal at the Health and Wellness Expo in September. Senior Farmers Market vouchers are still available. Stepping On class will be coming to Arena in September. Hodgson noted that all participants have been rescored pursuant to pilot project enhanced assessments. The best practice is that less people do the assessments, if one person does them all they are better able to pinpoint concerns and consistently score everyone. Andrew will do data analysis and present it to the new Director. It will have to be decided by the counties how many meals each level will get. Per Hodgson, the enhanced determination has extra questions that could lead to other offerings, weekend meals, grocery/transportation assistance, and other resources.
12	<u>Monthly Reports- possible action:</u> <i>a. Cash Flow Statement & CD Review- June 2024</i>– Per Hodgson, Weier is currently working on changing the satellite banks to get signers updated so that funds can be moved over to the main account. \$68,000 current cash flow, with \$18,000 Lafayette levy money recently received (7/12 of the levy for the year have been pulled). June expenses were a bit lower, the Lafayette Manor bill has not yet been received for June meals. SUN is saving approximately \$8,000 per month with not having a director in place, which should continue through July and is a silver lining. <i>b. Financial Reports, Profit & Loss, Bill Pay- June 2024.</i> Per Hodgson, all allocations are done, the accounting is being handled differently to be able to use more congregate monies. <i>c. Monthly Participant Numbers- June 2024</i> – Reports provided. Per Weier, no actual congregates were noted in Belmont for 2023 as questioned at the previous meeting. Per Slaney and Mumm, we will not know until August or September if our request to transfer funds (20% of GWAAR congregate funds) to home delivered meals was approved. Hodgson noted that 34 congregates ate in at the Dodgeville site on July 3. Per Nankee, participant numbers appear to be down but donations are up.
13	<u>Budget Update:</u> Per Hodgson, no major updates at this time. Masters inquired if we were to run really short of funds, when would it be? Hodgson stated November. Under the old allocations, we would have run out of home delivered funds already. Per Mumm, 2/3 of the Iowa County levy is gone and 2/3 of the home delivered money is also used up. Only congregate funds will be received until the third part of the year. The County budgets are due in August, they will go with the same requested amounts as last year per Slaney. The cash flow prediction from Mumm, the 3rd part of the year starts in September, so no check will be issued until October, other than congregate monies. Mumm cited that some 3B funds were also requested as a one-time thing to assist and would yield \$5,000-10,000. August will be tight, but SUN did receive a \$10,000 grant per Hodgson.
14	<u>County Contract Update:</u> Nothing further per Masters. Hodgson will sign and return the Lafayette County contract.
15	<u>Grant and fundraising updates:</u> Hodgson noted no news yet from Dubuque Racing Association. Otto Bremer awarded us \$10,000 to be applied for whatever we need as general funding. The Lafayette County EFSP grant was requested at a little over \$7000. Masters inquires if a thank you card is appropriate regarding these grants. Per Hodgson, many like a particular press release and an accounting of what you did with the funds. He will prepare a list for the new Director. Hodgson listed a job with the UW for an internship for grant writing, it will allow for a \$1500 stipend for 120 hours of work September through November. The intern will make a grant and fundraising plan and assist with the silent auction in October with BugTussel. Hodgson also suggested that SUN pays the Grant Advance Solutions \$2500 fee to help find more private grants.

16	<u>Director's Report:</u> Per Hodgson, he will work with Baird on payroll. He approved the Lafayette van to receive just under \$1000 or work for air conditioning and brakes. It will need 2 new tires as well. No further work should be put into this vehicle, the new Director should find other solutions.
17	<u>Board Chair's Report:</u> Per Masters, we have to make the program work. Solid direction will create stability in our organization.
18	<u>Next Meeting Date, Location and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for August 27, 2024 at 5:00 p.m. at the Dodgeville HHS Building. Motion by Cockeram and seconded by Meyers to adjourn. Aye: 6; Nay: 0. Meeting adjourned at 6:17 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.

