

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES December 22, 2022
Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI 53533

1. Called to Order

Dan Nankee called meeting to order at 11:30 PM, via Electronic Videoconference (Zoom) from the HHS Community Room, Dodgeville.

2. Roll Call

Members Present:

- Iowa County: Dan Nankee, Doug Richter. Via Zoom: Justin O'Brien.
- Lafayette County: Via Zoom: Kriss Marion, Bob Boyle. Rita Buchholz excused.
- Others present: Cecile McManus, Director; Tom Slaney, Director of Iowa County Social Services. Via Zoom: Dana Harcus, ADRC Manager Lafayette County; Nikki Mumm, Business Manager Iowa County DSS; Valerie Hiltbrand, ADRC Manager, Iowa County.

3. Certification of Compliance with Open Meeting Law

- McManus stated the amended agenda was posted at the HHS building on December 21, at 8:00 AM, adding the Zoom option.
- Emailed to the Dodgeville Chronicle, Lafayette Republican Journal, Iowa and Lafayette County Clerks.
- Chairmen Nankee requested the records show that the meeting was properly posted.

4. Approval of the Agenda for December 22, 2022 Board Meeting

- Motion by O'Brien to approve the Agenda; seconded by Marion.
- Motion carried.

5. Approval of the Minutes

- A motion made by Boyle to approve the November 17, 2022 minutes; seconded by O'Brien. Motion carried. Corrections need to be made: O'Brien commented that under #6, John Bartels name is misspelled. Under #9, the total is \$66,360; take out the word "around".

6. Reports from Board Members; opportunity for Members of the Audience to address the Board:

- Nankee stated that a previous Iowa County Board Supervisor, Jim Griffiths, has passed away. He was also on the SUN Board.
- Nankee commented on McManus' Iowa County December News and Views article.

7. Aging & Disability Resource Center & County Aging Unit Reports-
a) Dana Harcus, Lafayette County:

- Staff are finishing up end of year reports. ADRC is hosting AARP help with taxes in 2023. The regional Dementia Care Specialists are working on their 2023 schedule. The ADRC Manager plans to work more closely with the SUN Program in 2023, given the contract change.

b.) Val Hiltbrand, Iowa County:

- Staff are finishing up end of year items, including the Iowa County Holiday Project, which is run by Social Services. ADRC will be hosting 2023 AARP free tax prep in the HHS Building; also hosting a Dementia Listening Session on 1/20/23.

8. Monthly Reports:

a) Cash Flow & CD Reviews

1. McManus didn't realize this wasn't in the packet; it is something they print on the day of the meeting. Haakenson has resigned, with last day of December 16; she usually prints the cash flow and CD Review. McManus reported that SUN received \$67,000 from GWAAR a couple weeks ago, which allowed them to pay their bills from November. There is about \$60,000 in the main account. They have pulled the funds from the local banks and received participant donations. Mileage and stipends are not paid this month to volunteers; they are paid bi-monthly. Staff are paid monthly.
2. McManus reported on the \$35,000 CD from Farmer's Savings Bank; it is their collateral for the Line of Credit. Matt Staver, from Farmers, asked that they wait until after December 8th, when the LOC was due. He then asked to wait another week, as Feds may increase the interest rate; McManus hadn't heard back. In previous conversation, Farmer's has 30 month special at 4.25%. SUN would benefit by cashing the CD out early and putting towards new CD. Boyle commented that the 4.25% looks good and suggested they go ahead. McManus needs to look at the other two CD's as well.

b) Budget Reports

- McManus reported. Profit and Loss: did not receive any GWAAR allocations in November, so income was down; did receive in December. Haakenson made transfers that auditor suggested, and McManus believes this report reflects that. Regarding expenses: there is about \$66,000 "hanging out there" in a payroll account, but a Quickbooks expert from Wegner, the auditor, has not been able to figure it out. McManus stated they need help with that; Wegner can help with teaching tasks, but SUN staff have to be the ones to enter data, especially with all the splits. McManus thinks the \$66,000 is skewing the number. It looks like they are over on expenses by \$80,000, which cannot be correct. Mumm asked if they can split it between counties (payroll) rather than doing separate journal entries. Slaney said they will have more conversation about that. Nankee was comparing yearly total to the 11/12 column, which is where we need to be; if you compare those, we are about \$59,000 ahead in income. Slaney commented that they may have already used these funds.

c) Monthly Participation Numbers

-McManus reported, in general, they are down. Counts hit a peak during COVID. They may still be ahead of last year, but some of the sites are seeing lower counts. McManus reported on the summary page: they are down in daily attendance in both counties; up in donations in Lafayette but down in Iowa. McManus found an error on the summary page: YTD Iowa in days served says 228, with Lafayette at 248; both should be 228.

-Motion made by O'Brien to place monthly reports on file; 2nd by Boyle. Motion carried.

9. Meal Provider Contracts

- UW-Platteville's current cost/meal is \$6.95. No indication that will change for 2023.
- Lafayette Manor will hold their cost for 2023 at \$6.00/meal.
- The Viking Café, Blanchardville, has increased their cost/meal to \$7.60; this will increase costs there about \$3000 for the year.
- Motion to approve the meal contracts made by Richter, seconded by Marion; motion carried.

10. GWAAR Contract Change - Update

- Slaney reported. He does not have an update. He can't issue a contract until he knows what the dollar amount will be. GWAAR is waiting on contracts from Department of Health Services. McManus said Slaney gave her a copy of the contract and she is reviewing it. It is similar to the contracts that SUN previously had directly with GWAAR, plus a few items.

11. Staff/Site Issues/Reports

a) Dodgeville Site Manager

- Still have vacancy; advertised for two weeks and is on the SUN Facebook page. One applicant interested in possibly both this position and/or Financial Officer. Benton site manager got us signed up with Handshake at Southwest Tech, which is a way to advertise a job to students, Alumni and others. May produce more applicants. McManus has been working at the Dodgeville site; the dishwasher is filling in two days/week to give McManus a break.
 - O'Brien asked if they should consider raising the wage for the Dodgeville Site Manager; it is the largest site which may require more tasks. Current wage is \$13.06/Hr. McManus said there are 3 routes and a lot of volunteers. Nankee asked McManus to look into how this would affect the budget and get back to the Board. Marion suggested looking at \$15.00/Hr. and asked that a table of all salaries be given to the Board for the next meeting. Slaney asked if all jobs have job descriptions; if different, would make sense that wages are different. McManus explained the difference between cooking sites and catered sites, and said all jobs have job descriptions. The Board would like to bring back next month and include as an agenda item.

b.) Financial Officer Position

- Haakenson has resigned, with two weeks notice. She has offered to assist with payroll and entering items into Quickbooks, as she is able.
 - Position has been advertised similar to Dodgeville position (above).
 - Volunteer has offered to answer phones for 3 hours/day for couple days/week when McManus is out of the office. McManus is concerned about end of year items and reports. O'Brien wanted confirmation that we are paying Haakenson; McManus said that they are. McManus wants to do an exit interview with Haakenson, but there has not been an opportunity so far.

12. Annual Policy Review

- These policies need to be reviewed annually.

a) Sick Leave XIX.G: O'Brien made a motion to approve this policy with no changes; seconded by Richter. Motion carried.

b) Retirement Plan XXV.B: Boyle made a motion to approve the policy with no

changes, seconded by Marion. O'Brien asked a question to clarify – that they will match up to 5%. McManus confirmed. Motion carried.

13. Annual Appeal Discussion

McManus appreciated the Annual Appeal letter being on the front page of the Iowa County News & Views and on inside of Lafayette County's Upper Horizon. Current amount is \$4000; some are coming from these newspapers. Letters also sent to churches, banks and past donors. Boyle asked how much raised last year; McManus reported \$9200, which is the most so far.

14. Grant Update

a) Community Foundation of Southern Wisconsin

- Nothing to report.

b) Other Grants: - Jennie Olson Fund: McManus asked for \$8000, but received \$13,000 – very grateful. This fund wants no publicity. Boyle asked McManus to look into whether or not retirees can easily donate through their 401k's.

- Slaney asked about an update on the Campbell Funds, from Bloomfield. Richter said this is going back to committee to work out details. A Dodgeville Community Fund may be created in order to be a recipient.

15. Training Request

- Nothing to request. McManus will look into getting a refund for Haakenson's training she had scheduled through Wegner, if paid.

16. Directors Report-

- PAC meeting held in Dodgeville two weeks ago. Many site closures due to weather and holidays.

- The nutrition assessment done by GWAAR every three years is in progress; visit was on Dec. 6. When complete, McManus will share with the Board.

- Working on the Meal Cost Tool, to determine full cost for 2021, for each county.

- Will apply for \$50,000 ARPA funds, when form available from GWAAR; won't get until 2023. Chairman Nankee asked how ARPA funds from Iowa County were spent. McManus stated copies of all invoices were sent to Finance Director, Jamie Gould, on Dec. 16. A report was sent by email to all Iowa County Board members in September when about half was spent. McManus is sure all was spent, including \$18,000 in mileage, electric bags, stoves and a dishwasher for Arena, new totes for Dodgeville and supplies for Iowa sites.

17. Chairman's Report

- Nankee is thinking of all the volunteers and driving in this weather, with much appreciation. Merry Christmas to all. O'Brien asked if we get regular check-ups on the SUN owned vans; McManus replied yes.

19. Vouchers-Approval –

- Richter made a motion to approve the vouchers; seconded by O'Brien. Motion carried.

20. Next Meeting Date & Adjournment- Next meeting will be January 19, at 1:00 PM at the HHS Building in Dodgeville. A special SUN Meeting will be posted for 12/28/22 at 10:00 AM at the HHS Building in Dodgeville. Marion would like Zoom option for that meeting. Motion to adjourn by Boyle; seconded by Marion.