

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

Board of Directors Meeting Minutes for January 19, 2023

Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI 53533

1. Call to Order

Chairman Dan Nankee called meeting to order at 1:05 PM, via Electronic Videoconference (Zoom) from the HHS Community Room, Dodgeville.

2. Roll Call

Members Present:

- Iowa County: Dan Nankee, Doug Richter, Justin O'Brien
- Lafayette County: Kriss Marion, Bob Boyle, Rita Buchholz (by Zoom)
- Others present: Cecile McManus, Tom Slaney, Dana Harcus, Nikki Mumm, Valerie Hiltbrand, and Farrah Morrissey (by Zoom).

3. Certification of Compliance with Open Meeting Law

McManus verified that the meeting was properly posted on 1/13/23, with Zoom link being added on 1/18/23 and reposted.

- Emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.

4. Approval of the Agenda for January 19, 2023 Board Meeting

Motion by Marion and seconded by Boyle, to accept the Agenda. O'Brien requested the addition of approval of the December 28, 2022 minutes, to Section 5, Approval of the Minutes of the December 22, 2022 Board meeting. Motion carried

5. Approval of the Minutes

Motion by O'Brien and seconded by Boyle, to approve the December 22, 2022 minutes and the December 28, 2022 minutes. Motion carried.

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

No comment.

7. Aging & Disability Resource Center & County Aging Unit Reports-

a) Dana Harcus, Lafayette County: Senior Social will be held on 5/10/23. Elderly Benefit Specialist will be doing an evidence based program called MedWise for people 55+ who take more than four medications. Regional Dementia Care Specialist doing listening sessions. Discussed the need for volunteers in Lafayette County.

b.) Val Hiltbrand, Iowa County: Regional Dementia Care Specialists have multiple presentations and workshops coming up; see Facebook or News & Views. AARP Free Tax prep will be held at the HHS Building this year. Starting

1/1/23, newly appointed Guardians will need to complete online training before being appointed. O'Brien has suggestions for edits to the SUN and/or Regional ADRC website & will communicate those to McManus or Hiltbrand.

8. Monthly Reports:

a) Cash Flow & CD Review – December 2022

McManus handed out report. Total bank balance as of 1/19/23 is \$30,031.23. Rather than being inaccurate, with no financial person, McManus didn't put all the deposits on the report. Iowa County Social Services is assisting with Family Care & IRIS billing.

b) Budget Reports – December 2022

McManus will be meeting with a representative from Farmers Savings Bank to cash in a CD and start a new one at 4.25%; is collateral for Line of Credit, so needs to stay with Farmers at this time. Nankee wants to have McManus' name on the Line of Credit as he is the only one on the account; McManus agrees. LOC is fully drawn at this time. Right now, there is not enough cash to pay outstanding bills. Mumm explained the process for ARPA contracts. No profit and loss report for the Board today – not all information is entered.

c) Monthly Participation Numbers – December 2022

McManus thanked Lafayette and Iowa Counties for their help with entering data in order to enter meal counts. Counts are down for December, but snow days and vacation days make a big difference in the numbers. Boyle brought attention to lower donations in 2021 than 2022; discussion that there are many contributing factors. Discussed donation letters. McManus noted the high donation level for Lafayette County, of \$4.72. Grand total of meals for 2022 was 50,921. Motion by Boyle, seconded by Richter, to place monthly reports on file. Motion carried.

9. GWAAR Contract: Update

Slaney spoke about the status of GWAAR contracts and County contracts with SUN. They are currently pending.

10. Staff/Site Issues/Reports

a) Dodgeville Site Manager: Nankee, Marion and McManus interviewed candidate for Dodgeville site manager, last week; offer not made yet. Marion wants to offer more money; Nankee suggested \$15.00/hr. O'Brien said that Dodgeville serves a lot more meals, so may justify increase; supports increase to be competitive. Boyle asked if program can afford this; Nankee said something will have to go in order to balance the budget. O'Brien suggested raising the suggested donation by .50. Buchholz suggested starting slightly lower, raising after a certain time. Marion said we to look at wages for all, but person needs to be hired now, and would like to move forward. Discussed the need to review wages for all employees. Nankee would like to look at job descriptions today and look at wages later. Slaney commented: don't put value on the person, but on the position; person may not be there forever. Marion reiterated going to \$15.00. Discussed more fundraising. Morrissey, Benton manager, pointed out that a catered site would make more than a cooking site manager & would be upsetting to other staff, and that it's not all about the money; hours, personal situation with children, and closeness to home matter. McManus said she

crunched some numbers: by not having a manager for the last 3 months, they have saved \$3000; also been without the financial person. Boyle moved that they increase the pay for the Dodgeville site manager to \$15.00/hr. with the understanding that they look at other site manager compensation in near future. Seconded by Marion. Discussion about when to discuss wages; 2% increase is in budget. Boyle suggested separate meeting; O'Brien asked when job descriptions will be addressed; Nankee said do job descriptions, then money. Slaney suggested special work group; O'Brien proposed work group to focus on this; Nankee is in favor. Motion carried.

b.) Financial Officer/Office Assistant Position: Nankee said Iowa County Board of Supervisors has had access to the December 28 minutes that were sent out, and are aware of the concerns of the program. O'Brien has made several comments that there should be more documentation of roles, need more money and need more help. These are the three main points. Discussed the December 28 SUN Board meeting minutes further; Marion asked where these minutes are posted; McManus stated they are on the Iowa County website. McManus stated she didn't know what to expect at this meeting; not a regular Board meeting. She stated it is difficult to respond when she doesn't have all the information about complaints and they are anonymous; where, when, by whom, in what context? McManus explained the process for training volunteers; volunteers are volunteers and she has to accept and work around their availability; she is open to any help anyone wants to give. She asked about one comment in particular by Mr. Meyers, Iowa County Chairman, that "it was a mess"; when was it made and for what site? Knowing that those comments went to the entire county board bothered her. Unfair compensation of volunteers came up several times; McManus said this is not accurate; they are offered the same compensation. McManus said she is open to suggestions and improvements; these items could have been addressed easily. She did not understand Mr. Meyer's comment about a .50 reduction in cost of a meal; McManus stated that there was some money that was going back to the Sheriff's Department if SUN contracted with Summit. She also stated that whether or not the meal was \$11.50 or \$11.00/meal, it was too expensive, as UW-Platteville charging \$6.50/meal. There are many items McManus would like to discuss directly with Chairman Meyers; she invites everyone to come to a site and see how it all happens. O'Brien stated there are some things that do need to be addressed; for example, the home delivered meal nutrition assessments. Marion said she read the minutes and gathered SUN was serving people who are not eligible. McManus reported that they have gotten behind on assessments at times. Exit interviews were mentioned; was suggested that Board members take this up; O'Brien said they need to discuss how to do and what information is desired; is it just staff or volunteers; McManus thinks it is only necessary for paid staff. O'Brien asked about advertising for the financial position. Morrissey has created an ad on Handshake with Southwest Tech. Slaney suggested the Board find who why volunteers are leaving. Marion said she has sat on non-profits boards, and never done an exit interview with volunteers. She suggested a survey. Nankee said Slaney has supported the SUN program and thinks they can benefit from this feedback. Marion stated there are a lot of

unknowns; she was surprised at some things from the December 28th SUN Board meeting. The letter that was read to the board by Larry Bierke, Iowa County Administrator, of comments from Mr. Meyers, sounded more like a "he said, she said", and Marion was surprised that the minutes were distributed to the county board without approval. She said she felt blindsided by this meeting, and these should have been closed session items. Marion wants to be part of a collaboration and not party to an ambush; she feels uncomfortable with the current situation. Nankee wasn't sure how to bring Lafayette County into the conversation and the board meeting was how Chairman Nankee felt best to do it. Buchholz stated that they aren't going to get this resolved at this meeting. McManus wanted to respond to Meyers: this program has been around for 45 years. For 35 years, SUN did not use any county levy, only asking for the last 10 years. This is in response to Meyers' comment that SUN is always coming to the county for more money. In comparison, Grant County gives their nutrition program around \$135,000 in county levy. Buchholz reminded the group that with inflation, costs are going up, and with the aging population, the need will also go up. Nankee mentioned some items he'd like noted on job descriptions. Marion noted that they should consider adding fundraising and website design/maintenance to someone's job description. McManus figures if they were to hire a part time person in the office to help out the Financial officer at 3 days/week, at \$13/hr., it would be just under \$10,000/year to do counts, mailings, answer the phone, etc.

c) Increase compensation for Dodgeville Site Manager: nothing further.

11. Annual Appeal Update: Total so far is \$7912. Goal is \$10,000. Some funds came from the News & Views publication, with article on front page. Marion asked if this meeting could be more accommodating to her schedule and what the expectations of the meeting length is.

12. Grant Update

a) Community Foundation of Southern Wisconsin: nothing to report. First one will be in March for Blanchardville/Hollandale.

b) Other Grants: - Marion would like an agenda for another meeting to discuss reaching out to businesses. Nankee asked about the United Fund of Iowa County; McManus said she would discuss with him.

13. Training Request: nothing at this time.

14. Directors Report: received a memorial from a family for \$630 for Belmont. McManus shared an example of a letter to a participant who is no longer eligible for home delivered meals, with criteria listed. Marion suggested that the eligibility criteria should be posted on the website.

15. Chairman's Report: nothing to report.

16. Vouchers-Approval –

Richter made a motion to approve vouchers; seconded by Marion. Motion carried.

17. Next Meeting Date & Adjournment- Next meeting will be February 16, at 12:30 PM at the HHS Building in Dodgeville. Nankee stated they will also put out a notice for working together on job descriptions. Motion to adjourn, seconded by Marion. Motion carried.