

	Seniors Untied for Nutrition Wednesday, February 1 – 1:30 PM Zoom Video-Conference Health and Human Services Center – Room 1001 303 W. Chapel Street Dodgeville, Wisconsin	
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1	Chair Nankee called the meeting to order at 1:30 PM.
2	Roll Call. Members present: Justin O’Brien, Dan Nankee, Doug Richter, Bob Boyle, Kriss Marion, Rita Buchholz - Others Present: Cecile McManus, Tom Slaney - Others On Zoom: NA - Absent: None
3	McManus provided proof of proper posting of the agenda.
4	Meeting Agenda: Boyle <u>moved</u> , O’Brien seconded to approve the agenda for February 1, 2023. Motion carried.
5	Slaney reported that a 4-month Iowa County contract with SUN will be offered today, per the Executive Committee, instead of a year’s contract. Lafayette County will pursue their own contract with SUN. GWAAR will be contracting directly with the counties. SUN can receive funds up to 1/3 of levied money from Iowa County, per the new contract. The Executive Committee of Iowa County wants a detailed report on the steps taken to resolve issues raised, before the next contract is signed. Marion asked that the specific issues be put in writing; Slaney agreed. There is no existing MOU between the counties, as in the past. GWAAR has not been informed of this shift for Iowa County.
6	Nankee asked to have McManus’s signature added to the Line of Credit, which she agrees with. Farmer’s Savings Bank, where it is located, must have approval by the Board, in the minutes. A motion was made by Marion, seconded by O’Brien. Motion carried.
7	Consideration of Part-time Office Receptionist position: see copy of job description draft. Slaney suggested changing the title of the position to “Department Assistant” to cover more duties. McManus stated this was very preliminary and suggested the following: -4 to 5 hrs. /day; take calls and refer messages; do large mailings such as monthly statements, annual appeal. Help with volunteer recruitment, volunteer subs, and/or run a route if necessary. Work on volunteer manual. Maintain roster of participants; do data entry; assist the financial officer or director where needed.
8	Closed Session on Job Descriptions, Expectations of Staff & Volunteers; Wages for Staff. Motion to go into closed session to discuss performance of individuals in positions of Financial Officer, Catered Site Manager, Cook site manager, to determine needed changes, by O’Brien; seconded by Boyle. Motion carried at 2:22 PM.
9	Motion to return to open session made at 3:46 PM.
10	No action on any closed session items. Discussed meeting again to complete job descriptions, and wages for SUN staff, before next Board meeting on February 16.
11	A motion was made to adjourn, by Boyle, seconded by O’Brien. Motion carried. Adjournment at 4:00 PM.
Minutes by Kriss Marion	