



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, August 17, 2023 at 12:00 p.m.
Linden Municipal Building
444 Jefferson Street, Linden, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:17 p.m.
2	<u>Roll Call:</u> Members Present: Chairperson Dan Nankee, Bob Boyle, Rita Buchholz, Justin O'Brien, Kriss Marion until 1:58 p.m., Doug Richter Members Present Remotely: none Members Excused: none Others Present: Cecile McManus, Melissa Weier, Dana Harcus, Nikki Mumm, Tom Slaney, Valerie Hiltbrand, Allison Leitzinger Others Present Remotely: none
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 8/11/23; amended agenda posted on the morning of 8/14/23. The agenda and proposed July minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the August 17, 2023 Agenda:</u> Motion by O'Brien and seconded by Marion to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the July 20, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by Marion to accept the meeting minutes. Aye: 6; Nay: 0. Motion carried. Noted by O'Brien to correct Richter's name typo in the July minutes. Nankee notes items from July minutes regarding intern, boost in social media and under #10, the Campbell grant due September 1.
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 - none
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. Senior Farm Market still going. The Elder Benefit Specialists will be going to the meal sites, along with doing mailings to senior housing. EBS will be holding a Welcome to Medicare, it will be the last one for this year. The 5 year transportation plan was approved at full county board last Tuesday and will be submitted to the state in October. September 20 will be the Shopping News Young at Heart Expo at the Belmont Convention Center. The Public Library in Darlington will be holding memory screening September 18, 25. They will also be showing the Spark movie September 27th from 5:30-7:30 pm. b. Iowa County – Hiltbrand presented. Senior Farm Market vouchers are available yet. Outreach events ADRC attended recently: the taxi was in the Farmers Appreciation Day parade, they were at the Night Market at the Dodgeville Town Square. ADRC will be attending the Mineral Point downtown grand re-opening on August 26 and will have a booth at the Iowa County Fair. Upland Hills Health will be holding monthly presentations on the first Wednesday of the month at 6 pm. The Health & Wellness Expo will be Sept 15 from 9-12 at Hidden Valley Church in Dodgeville. Meals can be reserved with SUN. They are currently recruiting an Adult Protection Services social worker with ADRC. It will be a new position as they are adding staff and clients.
8	<u>HR Directors, Iowa & Lafayette Counties – SUN Director Position:</u> Leitzinger inquired about helping to fill the SUN Director position. Iowa County Human Resources is offering assistance with the job description, timelines, recruitment, interviews and offers. Nankee asked what other surrounding county's wages look like. Leitzinger mentioned that many of the surrounding counties do not have a director, that they have coordinator. She noted that a dietician may be harder to hire and cost more wage-wise and that the dietician duties could be contracted out. Marion stated that she thought the professional personnel should handle filling the position, not the board. McManus

	cautioned regarding contracting out for dietician, the board should keep an eye out regarding options and fees. Lafayette County Human Resources' input is desired but thus far has not contacted Leitzinger. Informational suggestions made to job description and distributed by Leitzinger. Iowa County Social Services may assist in the process as well. Motion by Marion to receive help from the county Human Resources Departments to fine tune the recruitment, job description and hiring process of the SUN Program Director position; seconded by Richter. Aye: 6; Nay: 0. Motion carried Motion to Review and Refill the SUN Program Director position by Marion; seconded by Boyle. Aye: 6; Nay: 0. Motion carried.
9	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- July 2023– Report provided. Last month's board meeting they had \$29,547; today \$34,337. 2nd First National Bank CD has a better rate available at 5.12% if a change is desired. b. Financial Reports, Profit & Loss, Bill Pay- July; Year to Date 2023 – June and July reports distributed by McManus. A list of bills paid in July also distributed. There was a 2% increase in revenue, but expenses are also up. Consumables and meal costs are up and the Numbers4Nonprofits monthly expense is about \$2500. Numbers4Nonprofits has hired a new person with expertise in fundraising and grants. This person is available to us, but unknown what additional fee might be. With the better reports from Numbers4Nonprofits, the audit fees may decrease some but not significantly. There is -\$20,000 overall income is showing January through July 2023. How to cover the deficit was posed by Mumm. \$3700 Emergency Food and Shelter grant funds coming in per McManus that will help offset the deficit. More Food share money is also coming in due to a better system now in place. Family Care reimbursements will be coming in at \$14.30 starting in August and this will be approximately an additional \$1100 coming in per month. NOAA full cost meals need to be collected or we need to discontinue services per Mumm. c. Monthly Participant Numbers- July 2023 – Reports provided. Due to staff issues, there were no reports in July for last year to compare. Dodgeville and Mineral Point numbers are down. Lafayette remains pretty consistent. Breakfast attendance is up in Blanchardville. Summary average contribution for Lafayette \$4.51, which is slightly higher than Iowa at \$4.12. Motion by O'Brien to put these reports on file; seconded by Boyle. Aye: 6; Nay: 0. Motion carried.
10	<u>County Contracts/Update:</u> Slaney cited changes in county financial package. May be funding delays in future because of new accounting system. Mumm needs full June numbers to release funding from GWAAR.
11	<u>Financial Discussion:</u> a. Covering 2022 Deficit Per McManus. SUN will ask for more funds from Iowa County going forward. Nankee also said accountants may have some ideas for 2023 and going forward. Mumm cited these monies can't be used for covering 2022. Per Slaney, the \$30,000 from 2022 has to be covered and auditors will likely address that. 2023 needs to close at 0 or in the black, not in the red as 2022. When the books are closed out for 2022 at end of audit, the deficit will need to be met. Per Slaney, we can wait until the audit is done and see what their recommendations are and then take action. It is important to keep separation of annual expenses. b. Funding Deficit of Home Delivered Meals Per McManus explained that the funding is less for home delivered meals than congregate. She spoke with GWAAR and all counties seem to be facing the same issue. The need will get higher for home delivered meals, it is more economical than a nursing home for participants. The prioritization for meals program is an option to reduce home delivered participants and create waiting lists. It would require more detailed assessments. Service areas could also be addressed. Mumm can provide projections for future numbers for meals vs funding. A voucher program through GWAAR is also possible. We would need to establish a relationship with a local restaurant(s), and agree on a meal price with tip. A person would be allowed 22 vouchers per month. Menu items would be pre-approved with a dietician and the restaurant. At the end of the week, the restaurant would turn in their vouchers for reimbursement. There may be less stigma

	with eating in a restaurant. The program would require extra legwork up front but once implemented, it could be a win-win for us and the restaurant(s). Voucher meals are considered congregate meals. Carry out meals are considered home delivered. These ideas need further discussion and solutions per Nankee.
12	<u>Staff/Site Issues/Reports:</u> a. Dodgeville provider change – September 15, 2023 is now the new date for meals from the Law Enforcement Center. The contract was received yesterday per McManus. Dodgeville and Linden were verified and are both included. It will be \$7 per meal for 2023. Motion by O'Brien to move forward and approve the LEC contract with an amendment for a September, 18, 2023 start date, seconded by Boyle. Aye: 6; Nay: 0. Motion carried. b. Dodgeville Site Manager – New hire Wanda Husted was a volunteer and is working out well so far. Started last week but this week is her first full week. The volunteer schedule has been better established. c. Darlington Site Manager; Exit Questionnaire: the SUN Board shall entertain a motion to go into Executive 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. Motion to go into closed session 1:59 p.m. by O'Brien, seconded by Boyle. Roll call: Boyle, O'Brien, Buchholz, Richter, Nankee. Motion by Boyle and seconded by O'Brien to return to the open meeting at 2:35 p.m. Aye: 5; Nay: 0. Motion carried. d. Strategies to Increase Congregate Participation. Proposed ideas were music and other activities 3-4 times per year at sites. Ideas also mentioned were movement activities, Strong Bodies program, speakers, and cards. There are some outreach funds available. It is also possible to plan joint activities with ADRC.
13	<u>Grant Update:</u> a. Community Foundation of Southern Wisconsin. The \$1000 from Benton went directly to the VFW. There will be a ceremony on August 30th. Darlington's fund is coming up. b. Other grants. Per McManus, October 1, the Jennie Olson grant application is due.
14	<u>Training Request:</u> Nothing to report.
15	<u>Director's Report:</u> McManus presented. Family Care reimbursement is now up to \$14.30. Arena had music this week, it was a couple from Dodgeville. The July cookout served 75 people in Dodgeville and Darlington and went well overall. There is a new staff person specializing in grants and fundraising with Numbers4Nonprofits.
16	<u>Chairman's Report:</u> Nankee stated nothing to report.
17	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for Wednesday, September 27, 2023 at 12:00 p.m. at the Health and Human Services Building. Motion by Buchholz and seconded by Boyle to adjourn. Aye: 5; Nay: 0. Meeting adjourned at 2:58 p.m. Board meeting with Leitzinger of Iowa County Human Resources and Lange of Lafayette County Human Resources regarding Director position is set for Tuesday (or alternate date of Thursday) August 22, 2023 at 1:00 p.m. To be verified with the HR personnel. A closed session regarding personnel issue to be first on the agenda for the meeting.
	Prepared by Melissa Weier, with edits by Cecile McManus.