



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM SPECIAL BOARD MEETING

THURSDAY, February 15, 2024 at 10:00 a.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 10:08 a.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Justin O'Brien, Bob Boyle Members Present Remotely: none Members Excused: Kriss Marion, Rita Buchholz, Doug Richter Others Present in Community Room: Melissa Weier, Andrew Hodgson Others Present Remotely: none
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 2/7/24. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the February 15, 2024 10:00 a.m. Agenda: Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 3; Nay: 0. Motion carried.
5	Review and Discussion of Sections XXI Other Leaves through XXXI Dissolution Clause: Hodgson notes that a leave of absence of up to 6 months can be granted by approval of Executive Director and Board of Directors. Health insurance information is to be struck since it is not currently being offered. Section XXII will be struck. Section XXIV group term life insurance will be available to employees working 20 or more hours per week. XXV Retirement plan, the up to 5% match and immediate vesting will stand. Boyle posed exit interview language under XXIX. XXX should remain and reference the 360-degree review process under Section X.
6	Review and Discussion of Newly Added Section for Dress Code: Hodgson presented proposed dress code items.
7	Discussion of feedback and recommendations from Lafayette and Iowa County HR Departments related to Sections II, III, XI, XIII, XIV, and XVIII: Affirmative Action is ok to reference but also include "Equal Opportunity" per HR advice.
8	Review and Discussion of Section II Affirmative Action: Proposed use of Equal Opportunity wording.
9.	Review and Discussion of Section III Requirements for Employment: Per HR, the manual should state that we are a drug and alcohol-free workplace. Drug testing is not recommended as part of a performance improvement plan. Pre-employment, post-accident, reasonable suspicion drug testing can be considered.
10.	Review and Discussion of Section XI Code of Ethics: SUN will be a drug and alcohol-free workplace.
11.	Review and Discussion of Section XIII Court Ordered Payroll Deductions: Further information required.
12.	Review and Discussion of Section XIV Pay at Termination of Employment: HR advised we can set our own policy. SUN will be looking at 100% payout of PTO. The manual will need to address layoff or restructuring instances. SUN will also need to decide how to handle legacy sick leave. Hodgson suggested that it would be frozen and subject to rules in place prior, including retirement age of 59 ½ years old to be paid out.
13.	Review and Discussion of Section XVIII (new) Paid Time Off: Previously discussed. Good Friday holiday will be a workday this year. Following the school(s) schedule was posed by O'Brien.
14.	Final review and Discussion of Personnel Manual and next steps- possible action:

	More discussion of the manual is needed before going to a vote. The current draft with the proposed changes will be distributed to the Board for discussion/possible action at the March meeting.
15.	<u>Next Meeting Date & Adjournment: Full Board Meeting on February 15, 2024 at 12:00 p.m.</u> Motion to adjourn by O'Brien and seconded by Boyle. Aye: 3; Nay: 0. Meeting adjourned at 11:51 a.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.