



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, FEBRUARY 23, 2023 at 12:30 p.m.
Health and Human Services Community Room
303 W. Chapel Street.; Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:36 p.m.
2	<u>Roll Call:</u> Members Present in Community Room: Chairperson Dan Nankee, Justin O'Brien, Doug Richter, Members Present Remotely: Bob Boyle, Rita Buchholz Members Excused: Kriss Marion Others Present in Community Room: Tom Slaney, Nikki Mumm, Cecile McManus Others Present Remotely: Valerie Hiltbrand, Dana Harcus
3	<u>Certification of compliance with open meetings law:</u> McManus verified the meeting was properly posted on 2/17/23. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the February 23, 2023 Agenda:</u> Motion by Boyle and seconded by O'Brien to accept the agenda. Nankee asked for an amendment to the agenda to move 12 c. Financial Position/Accounting up on the agenda to follow Approval of the Minutes. Motion by O'Brien to approve the agenda and seconded by Richter. Aye: 0; Nay: 5. Motion not carried. Motion by Boyle and seconded by O'Brien to approve the amended agenda. Aye: 5; Nay: 0. Motion carried.
5	<u>Approval of the January 19, 2023 and February 1, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by Buchholz to accept the meeting minutes. Aye: 5; Nay: 0. Motion carried.
12	<u>c. Financial Position/Accounting</u> – Info. The SUN Board shall entertain a motion to go into Executive Session, pursuant State Statute section 19.85 (1)(e), Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session. Motion by Richter and seconded by O'Brien to go into Executive Session with the board members and SUN Director. Aye: 5; Nay: 0. Motion carried.
13	<u>Motion to return to open session:</u> Motion by O'Brien and seconded by Buchholz to return to open session. Aye: 5; Nay: 0. Motion carried.
14	<u>Possible action on any closed session items:</u> Motion by O'Brien and seconded by Buchholz to hire Numbers4Nonprofits at \$2,600/month. Aye: 5; Nay: 0. Motion carried. Motion by O'Brien and seconded by Richter to increase the suggested donation for home delivered meals by 50 cents and leave the congregate suggested donation as is. Aye: 5; Nay: 0. Motion carried.
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> Boyle commented that he has contacted Lafayette County Highway Department to have the SUN vehicle stored inside during the winter months, and they have agreed. Nankee commented on Iowa County and Grant County's monthly News and Views publications.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. Lafayette County will be able to participate in Senior Farmers Market Vouchers starting this year, which improves access to fresh, locally grown foods. Disability Advocacy and Aging Advocacy Days will be held this spring. They are also planning other outreach events, such as the Senior Social on May 10. b. Iowa County – Hiltbrand presented. Much of the same events as Lafayette County. In addition, there will be a viewing of the movie "SPARK" at the Iowa County HHS Building on 2/28/23. Over 25 community members have registered. Have been working on the SUN and regional ADRC website; PayPal is working on the website. The donate button on Facebook also works.

8	<u>Monthly Reports- possible action:</u> a. <i>Cash Flow Statement & CD Review- January 2023</i>– Report provided. CD Review was sent out in the packet, but McManus did not do a cash flow statement. McManus is working with Farmers Savings Bank on cashing in a CD and taking it back out at a higher rate. They have to keep it there for now because it is collateral for the line of credit. b. <i>Budget Reports, Profit & Loss- December 2022; January 2023</i> – McManus reported that she is still working on a profit and loss report, so was not able to send one out. Mumm has been helping McManus with that document. c. <i>Monthly Participant Numbers- January 2023</i> – Reports provided. Mumm has assisted with this report. This report has been updated to reflect that Linden is producing the meals for three additional towns. Motion by Richter to put these reports on file and seconded by Boyle. Aye: 5; Nay: 0. Motion carried.
9	<u>Nutrition Program Assessment from GWAAR:</u> Report provided by email prior to the meeting. McManus commented on the review by GWAAR. She read the cover letter from Jean Lynch, GWAAR, which included a very positive visit to the Dodgeville site on December 6, as well as other highlights of the nutrition program. McManus commented on the corrective action plan, which was also emailed out to the board, for those items that were out of compliance. This assessment is done every three years.
10	<u>GWAAR Contracts/Update:</u> a. <i>Iowa County Concerns</i> – Slaney shared Performance Improvement Plan with the Board; board members not present will receive this by email. Slaney stated that there are many good things being done by the program. Slaney and Mumm have been assisting SUN to help the program succeed. Some items on the Performance Improvement Plan have been or are currently being addressed. Slaney offered to go through the list, of which there are 24 different points. The items were some of the issues that GWAAR had brought to the attention of Iowa County, during the contract change. Slaney would like to work collaboratively with the SUN Program in getting these items straightened out. Chairperson Nankee explained that he needs to report to the Executive Committee and asked what should be reported. Slaney suggested taking the Assessment by GWAAR and the progress on the Performance Improvement Plan. Social Services will be purchasing three laptops for Iowa County sites in order to receive meal count information quicker. McManus commented on maintaining a reserve; McManus said they only have about a month's worth of reserve right now. Slaney said they have to raise revenue or reduce services. O'Brien commented that they are raising the suggested donation for home delivered meals by 50 cents asap. Richter said that initially, they are going to lose some people. McManus does not think that there is a large number of people receiving home delivered meals that aren't eligible, so cutting home delivered meals will lose them as a customer versus enticing them to go to a congregate site. Discussed needing to establish a waiting list.
11	<u>Lafayette County Van:</u> Information provided by McManus. The Lafayette County van has 170,000 miles on it. There were some basic maintenance issues to attend to, but a hole was found in the bottom of the sub frame and the van needs new tires. McManus would like to discuss whether or not the van is worth fixing or if it's better to purchase a different vehicle. McManus has spoken to sales; she thinks they would need a medium sized SUV vs a large van. The van is about 10 years old; they put on about 15,000 miles a year. Harcus explained that Schumacher is looking in to see if Lafayette County has any used vehicles at a good price. Buchholz suggested checking with Schumacher. Slaney suggested they look into Southern Wisconsin Community Fund. Boyle will inquire about this. Boyle suggested Buchholz ask the Economic Development Board in Lafayette County.
12	<u>Staff/Site Issues/Reports:</u> a. <i>Dodgeville</i> – McManus reported that a new manager started on 1/23/23, Kayla Mayne. They also have a back-up for this position. Now looking for someone to fill a 2-hour dishwashing position. O'Brien suggested requesting money from the Campbell fund for the entertainment of Seniors to encourage attendance at the congregate sites. This fund came from Bloomfield and was designated for this purpose. A new fund from the Southern Wisconsin Community Foundation is being set up for the Campbell funds.

	b. Working Meeting: Job Descriptions, Staff Compensation – The meeting scheduled for this morning was cancelled, and will be rescheduled for another time.
15	<u>Audit Contract- Wegner CPAs:</u> Information provided by McManus. Wegner and Associates sent her a letter in December with a proposal. The proposal for this year; \$9,900 for the audit, plus \$1,700 for taxes (\$500 increase for special leasing that is required). McManus asked Wegner if hiring Numbers4Nonprofits would help with the cost; Wegner said possibly, but not much. They have worked with Numbers4Nonprofits with other clients successfully. Motion by O'Brien to move ahead with the Wegner contract for a total of \$11,600 and seconded by Richter. Aye: 5; Nay: 0. Motion carried. Boyle had left the meeting.
16	<u>Annual Appeal- Update:</u> Info provided in the board packet. Total is \$8,462.
17	<u>Grant Update:</u> <i>Community Foundation of Southern Wisconsin</i> – Next grant will be in March for Blanchardville/Hollandale. <i>Other Grants</i> – Nothing to report.
18	<u>Training Request:</u> Nothing to report.
19	<u>Director's Report:</u> McManus presented. McManus said a participant was contacted by the National Meals on Wheels and donated, thinking it was coming to the SUN Program, but it wasn't. The Chronicle reported that the meals are free but a donation was encouraged. This is not correct and McManus would like to clarify; she has also reached out to the Chronicle. Nankee mentioned the Save the Sun Program articles, which indicated that the meals are provided at no cost. A participant had sent in a comment when paying, that the program should not be free. McManus asked the board what the policy should be for home delivery eligibility for locations where there is no congregate site? Slaney asked what the purpose of keeping Avoca, Mineral Point and Highland as sites. Mumm thinks it might be advantageous to consider Linden the site and "close" the Avoca, Mineral Point and Highland sites. Will table this discussion to next month.
20	<u>Chairman's Report:</u> Nankee presented. The Iowa County Executive Committee is taking a good look at the SUN Program; mentions the article from the Chronicle. The Iowa County Executive Committee will receive progress reports in March and April. McManus commented that it doesn't seem that the volunteers are aging out, as commented in the Chronicle; they have always been mostly retired people. Slaney commented that he understood that comment to be the older generation volunteered more than the younger generation.
21	<u>Vouchers- approval:</u> No vouchers to approve.
22	<u>Thursday, March 23, 2023:</u> Approved for the next Seniors United for Nutrition Program Board meeting at 12:30 p.m., HHS Center, Community Room, Dodgeville. Motion by Richter and seconded by Buchholz to adjourn. Aye: 4, Nay: 0. Meeting adjourned at 3:40 p.m.
	Prepared by Valerie Hiltbrand, with edits by Cecile McManus.