



Seniors United for Nutrition

MINUTES
SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, April 20, 2023 at 12:00 p.m.
Health and Human Services Community Room
303 W. Chapel Street.; Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:05 p.m.
2	Roll Call: Members Present in Community Room: Chairperson Dan Nankee, Justin O'Brien, Doug Richter, Rita Buchholz until 2:00 pm, Kriss Marion until 2:00 pm Members Present Remotely: none Members Excused: Bob Boyle Others Present in Community Room: Valerie Hiltbrand, Cecile McManus, Melissa Weier, Dana Harcus, Nikki Mumm, Tom Slaney Others Present Remotely: none
3	Certification of compliance with open meetings law: McManus verified the meeting was properly posted on 4/14/23. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the April 20, 2023 Agenda: Motion by O'Brien and seconded by Marion to accept the agenda. Aye: 5; Nay: 0. Motion carried.
5	Approval of the March 23, 2023 Meeting Minutes: Motion by Buchholz and seconded by O'Brien to accept the meeting minutes. Aye: 5; Nay: 0. Motion carried. Approval of the April 3, 2023 Meeting Minutes: Motion by O'Brien and seconded by Buchholz to accept the meeting minutes. Aye: 5; Nay: 0. Motion carried.
6	Reports From Board Members and an Opportunity for Members of the Audience to Address the Board. No action will be taken. Discussion initiated by Marion about the Iowa County Executive Board/Finance Committee if any Lafayette members needed to be at the meeting. The consensus was no but that they would be sure to fill in the Lafayette members. O'Brien expressed concern about receiving the monies from Lafayette and not wanting to be silent and make sure they know we are thankful for the funding. Chairman Nankee mentioned the News and Views article by McManus about the sites that were closed and the struggle to get participants back.
7	Aging & Disability Resource Center & County Aging Reports: a. Lafayette County – Harcus presented. Senior Social Day May 10 at the Darlington meal site and they are providing the food. Community member donating Lucky Cow gelato to serve 100. There will be vendors, bingo and high school students on hand to help out. Outreach offering transportation to Belmont pancake breakfast and upcoming dairy breakfast in June. Senior farm market nutrition program--\$35 voucher for those in financial need to use at local foodstands/farmers markets. Runs June 1-October 31. WI Elder Abuse Day June 15, free placements available for the congregate sites. b. Iowa County – Hiltbrand presented. Volunteer appreciation luncheon organized by Nikki and Nohe. Always in need of more volunteers. Stepping On class in Hollandale. April 27 presenting with Upland Hills Health regarding advance directives. Will be helpers on-hand to assist with preparing and witnessing signatures. Aging Advocacy Day May 9. May be a regional bus available to help transport people to it.

8	<u>Monthly Reports- possible action:</u> a. <i>Cash Flow Statement & CD Review- March 2023</i> – Report provided. Last month's board meeting they had \$11,082; today \$21,943. There is still a balance in Wells Fargo but they used some to pay the credit card bills. Received \$16,000+/- from Lafayette County, participant donations and family care. Payroll is already out of these balances, no more payrolls for April. March bills will be coming out of it, they have been approved and should be paid in the next couple of days. All the figures for January-March should be done by the end of April. Applied for extra GWAAR funds, \$20,000 coming for each county. Iowa County levy of approximately \$14,000.00 should be coming in sometime in May. Payroll being done by Heartland as recommended by Nick at Numbers4 NonProfits. Now automatic payments, electronic stubs. Bob looking for better rate on First National CD. b. <i>Budget Reports, Profit & Loss- December 2022; January 2023</i> – McManus reported that Nick at Numbers4 NonProfits working on profit-loss. He will be able to do a printout/review of what is being paid. New grants for local food procurement per Marion. New website for local food access for vendors and purchasers. May not be long term due to funding. O'Brien stated that Mineral Point looking into a food co-op. c. <i>Monthly Participant Numbers- January 2023</i> – Reports provided. Participant Iowa County numbers down, especially Arena (HD down, congregated up). NOAA under 60 meals full price, monies kept separate. Numbers ahead in Lafayette. Average donations \$4.06 Iowa and \$3.91 Lafayette. Motion by Richter to put these reports on file pending amendment for Benton's donation amount; seconded by Marion. Aye: 5; Nay: 0. Motion carried. Per Harcus, gave shout out for Farrah Morrissey at Benton. She lost a participant to murder recently; Reached out to ADRC for support. Investigators ate at her site and she paid for their meals. Donated for sewer repair at site, and headed up getting other donations towards it. She also got out a lot of information regarding signs of elder abuse. Per Slaney and Nankee, send a thank you card and/or plant to show appreciation. Chairman Nankee also called out Nikki and thanked her for all the computer work.
9	<u>GWAAR Contracts/Update:</u> <i>Iowa County Concerns</i> – per Slaney. BADR (Bureau of Aging and Disability Resources) released allocations to GWAAR though still awaiting contracts. C1 Iowa up \$4,000, C2 up \$8,000. Lafayette's numbers C1 \$65,000+/- and C2 \$22,417 (total number not increase). Per Mumm, she needs SUN's profit and loss and meal counts for GWAAR. Slaney will send memo; we need to stick with correct need-by dates and timelines to have information in because it affects funding.
10	<u>Lafayette County Van:</u> Information provided by McManus. The Lafayette County van is done, fixed subframe and new tires. \$500 left over so will get new logo put on van. Per McManus, would like to meet in Darlington with van and get pictures for the paper. Van will be stored inside now.
11	<u>Staff/ Site Issues/ Reports:</u> a. <i>Dodgeville</i> – McManus reported new assistant doing ok. Mumm has been helping train her, has also had 1 SAMS training session with GWAAR. b. <i>Working Meeting: Job Descriptions</i> – 2 working meetings since last board meeting, working on job descriptions. Need to retype with changes for review. O'Brien inquired about change in Blanchardville position. Also regarding background checks, public relations/social media and other director requirements such as education and experience, 2 year degree or registered dietitian, familiarity with accounting, supervisory experience, computer skills with specific software like Microsoft and Google. McManus stated four year degree required for dietitians. Grievance form/complaint process being worked on.

	c. Iowa County Law Enforcement Center - looking to provide meals for the Dodgeville and Linden sites. Not renewing contract with current contractor due to cost; the jail will be hiring 2 ½ people. County may be ready to take on SUN meals in September. UW-Platteville contract has a 60 day "out" for either side. Have to be mindful because people may not want to eat "jail food." SUN meals will have separate food and menu.
13 (No 12)	<u>Meal Prioritization Tool</u> : Information provided by McManus. Prioritize meals based on funding. If we set up a wait list, what is the criteria, assessment. Priority 1-5 meals week, Priority 2-up to 5 per week, Priority 3 – up to 5 meals per week (bulk) may include extra meal or frozen. If unable to serve everyone, it is possible to partner with Culvers or Kwik Trip.
14	<u>Annual Appeal- Update:</u> a. Skipped for this meeting.
15	<u>Grant Update:</u> No word on Blanchardville grant. Will be submitting Sullsburg and Benton applications. Emergency food shelter grant information now out, deadline to apply is May 25+/- . This is strictly for food, \$2 per meal; must specify amount when applying. Lafayette amount \$6650 total, per Harcus. Marion will check on Community Foundation grants.
16	<u>Training Request:</u> McManus training May 3, 4 and also later in May in Georgia; McManus willing to pay own travel. Motion to pay \$500 for training and ½ of what is in travel budget for the May training travel expense. Motion by O'Brien and seconded by Marion. Aye: 5; Nay: 0. Motion carried.
7	<u>Director's Report:</u> McManus presented. Director McManus advised that payroll company will also be doing PTO tracking. There is a person interested in applying for the Blanchardville manager position. Approximately 2 hours per day; McManus working with GWAAR on this. Pick and Save donation of standing rib roasts was mentioned. Richter asked about a stand at the dairy breakfast in Arena in June. Per O'Brien, need bequeathment statement on SUN brochures.
18	<u>Chairman's Report:</u> Naukee presented. April 3 working meeting went over performance improvement sheet. SUN improvement plan to go to Iowa County executive committee. McManus will review. Also referenced 3 laptops and pay increases per O'Brien.
19	<u>Vouchers- approval:</u> No vouchers to approve.
20	<u>Wednesday, May 24, 2023:</u> Approved for the next Seniors United for Nutrition Program Board meeting at 12:00 p.m., Viking Cafe meal site, Blanchardville. Lunch at 11:30. Marion and Buchholz left the meeting. Motion by O'Brien and seconded by Richter to adjourn. Aye: 3; Nay: 0. Meeting adjourned at 2:09 p.m.
	Prepared by Melissa Weier, with edits by Cecile McManus.