



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
WEDNESDAY, September 27, 2023 at 12:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:00 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle, Rita Buchholz, Justin O'Brien, Kriss Marion until 2:35 p.m., Doug Richter Members Present Remotely: none Members Excused: Others Present in Community Room: Cecile McManus, Melissa Weier, Dana Harcus, Nikki Mumm, Sheriff Michael Peterson until 12:55 p.m., Allison Leitzinger until 12:45 p.m., Chris Larson until 12:45 p.m. Others Present Remotely: none
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 9/21/23. The agenda and proposed August minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the September 27, 2023 Agenda:</u> Motion by Marion and seconded by Boyle to accept the agenda with movement of 12b to 6.5. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the August 17, 22, and 29, 2023 Meeting Minutes:</u> Motion by Boyle and seconded by O'Brien to accept the meeting minutes. Aye: 6; 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> Reminder of retirement reception Friday 2-4 p.m. O'Brien mentioned the article that is to appear in Dodgeville Chronicle featuring the SUN Program and soliciting donations. The reporter, Glindinning had suggested to reach out to TDS for a possible grant since they are coming into Mineral Point.
6.5	<u>Reports From Board Members and an Opportunity for Members of the Audience to Address the Board.</u> Leitzinger presented. The Director position ad as it appears on the ADRC page was displayed. No candidates have applied so far. Of the list of places for recruitment, Indeed has had the most interest but no applicants. Currently at around \$600 as far as advertising budget allowed. The posting went out September 14 to Indeed, Job Center Wisconsin, Handshake, Jobs that Help, Dubuque Jobs, American Nutrition Association, Dodgeville Chronicle, and Republican Journal. There is a Wisconsin job site that networks with WisJobs that may be an option for a listing, but the fee is \$175. Marion mentioned running a radio ad possibly on WDMP, WGLR, WRCO. Leitzinger mentioned billboards have previously helped that fee is about \$700 month. Boyle asked about the lack of interest. Larson said that the paper/printed application is an impediment. Leitzinger said that an Adobe fillable form could be created. Larson mentioned form-based tools that are sometimes used for surveys, they could utilize the same software for applications. All agreed that an online application would be good option. Other suggested changes were to eliminate the deadline and say applications are open until a suitable candidate is found. The ability to work from home/hybrid would be good to offer. That would be feasible part of the time per McManus. One day per week was suggested by O'Brien. Lack of interest may also come from the wage offering being low for management level position even though SUN is non-profit. McManus will see about posting the job to WAND's member list. WisJobs does a 3 platform media post including Facebook, Linked In, Twitter for \$175. Do not post to Twitter per Marion. The listing states preferred dietician but is not required. It states we are looking for degree public administration or health/human services. We may also want to consider a Business Administration degree as well, per Leitzinger. We do have catch-all for education/experience combination in the ad.

	Having a dietician for 4 hours per week per GWAAR is not required. We could consider going to a more repetitive menu to lessen a contract out dietician expense. GWAAR bases the need of each particular area on a month to month basis for a dietician. Motion by O'Brien have human resources change the ad wording to add the option of work from home, a business degree, list it with WisJobs for \$175, and proceed to prepare an online app, along with proceeding with radio ads. Seconded by Marion. Aye: 6; Nay: 0. Motion carried. It was mentioned that McManus may help fill in. Weier can work extra time as needed. Nankee is on all the bank accounts. We don't sign, but do approve checks on Bill.com. Per Mumm the approval person should not be same person as those processing payments. Marion volunteered to be other person to approve bills. Make sure that the banks, Sysco, family care etc have been changed over to Weier for contact info. There is not a definite date for McManus to turn over the building fob and access to the computer systems etc. She may be helping some, there is not a definite date yet. McManus will be paid at same currently hourly rate for continued assistance, this will be further addressed in closed session.
6a	a. Dodgeville/Linden provider change – Update Motion by Boyle and seconded by Obrien move 12a to 6 for Sheriff Peterson. Aye: 6; Nay: 0. Motion carried Per McManus, all is going well so far, the timing is good and the food is good. There was a meeting with the cooks and drivers that was really helpful. SUN had extra pans that were given to the Law Enforcement Center kitchen. Per Sheriff Peterson, they've been serving their own inmates but SUN is their first outside customer. He believes things are going well and there is good communication. Sheriff Peterson will be doing news release next week about it for good public relations. He would like to help grow our participants. Mumm requested that the press release also be put in the News and Views. Peterson consented to that. UW Platteville was great and very accommodating with the transition as well per McManus.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Marcus presented. Some farm market vouchers still available and are good until the end of the month. Medicare part D open enrollment is coming up, EBS can help. The Spark movie is showing tonight from 530-730 tonight at Johnson Darlington Library. October 5 there will be a children's program "How do I Connect with Grandma" dementia education. October 25, there will be a staff outreach program with nursing homes, ADRC, and the hospital on how to do referrals etc. to better work together. The Young at Heart Expo was attended by 70-80 people. October 19 there will be an Iowa and Lafayette County mentoring day for students with disabilities at Hidden Valley Church in Dodgeville. Businesses will be on hand to show what's available to students. b. Iowa County – Mumm presented for Hiltbrand. Additional adult protection services staff member will start on October 2. Social Services will now be handling all investigations regarding protective services. Health and Wellness Expo was held and was enjoyed by participants, 150 attended. Wellness Wednesdays coming up the first Wednesday of the month with topics like Medicare, available services and advance directives. Upcoming classes include dementia care boost your brain and a savvy caregiver class. There is a paid caregiver shortage, they will hosting a Lunch and Learn to try to recruit more help.
8	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- August 2023– Report provided. Last month's board meeting \$34,337; today \$72,928. The fact there is more money showing now is a timing thing, not due to new or increased funding per McManus. b. Financial Reports, Profit & Loss, Bill Pay- August; Year to Date 2023 – August. Final GWAAR money for Iowa County will be paid in January once December numbers are received. GWAAR funding will likely come through in June but they try to get us the money to operate sooner than that. Where does \$30,000 go or actually get paid to per Nankee. The "general fund" is considered to be CD balance. Neg was prob drawn from 2022 funds but may come up short for 2023 per Mumm.

	Auditors have not given their report per McManus. How to handle and put the money where it needs to go to cover 2022 shortage will be up to the accountants once we receive audit report. Lafayette County Sutter has questions on Numbers4Nonprofits figures. This will be worked out. Iowa Co has paid out all grant claims through August. McManus would like all levy monies up front to help cash flow. Iowa County has been fronting the money to us even though have not been reimbursed by GWAAR yet. No GWAAR grant money has been received since June. Iowa County will continue to pay SUN monthly. Levy monies are also needed per McManus. Board allowed that the Numbers4Nonprofits report can be shared at the next executive committee meeting as requested by Mumm. c. Monthly Participant Numbers- August 2023 – Reports provided. Iowa County- Arena had some new people with their music event. The increased cost in family care meals will yield approximately an additional \$1,100 each month. Can shortages be covered by other agencies per Richter? Generally no other agencies kick in other than foodshare. We are allowed to say that the meals aren't free but we cannot make them pay. August counts are down in both counties but donations are up. Year to date Lafayette is up about 500 meals, while Iowa is down. We are looking at pretty good averages for meal contributions. Motion by Boyle to put these reports on file; seconded by Richter. Aye: 6; Nay: 0. Motion carried.
9	<u>2024 Budget Discussion; County Levy:</u> Proposed meal cost analysis by Mumm was distributed. The analysis sets out the projected meal cost, levy and number of meals that can be accommodated. Iowa County wants us to be able to keep going but needs us to raise more funds. If we can increase congregate participants, we could utilize more of the GWAAR monies available. Lafayette approved \$15,000 additional levy money for 2024. With a total of \$81,000. We had asked for an additional \$10,000, but the committee approved \$15,000. Preliminary 2024 budget was distributed by McManus and is based on 2023 numbers. There will be no ARPA money in 2024 but GWAAR allocations should be similar per Mumm. Lafayette Manor is struggling so they may have to increase the meal costs per Buchholz. The Law Enforcement Center meals are \$7 currently and for 2024 will be \$7.25. UW Platteville was \$7.50 as of July. Is there any negotiation room in the meal costs inquired by Marion. Consumable costs are up, we try to keep these costs down with reusable trays per McManus. McManus would like to work on the Otto Bremmer grant for Lafayette County operating funds. Annual Appeal—we are looking for information on any potential donors we have not reached out to. Also looking into Kwik Trip, Vortex, TDS. What about also Alliant and Bugtussel, per Marion.
10	<u>Annual Report for 2022 – Hand out:</u> Ended 2022 with just over 50,000 meals. Age range percentages for meals was provided by GWAAR last time but 2022 figures not received yet so figures showing currently are from 2021. The report provides good overall info of the program.
11	<u>Annual Appeal:</u> O'Brien put flyer together. Similar to the old ones but new information in the headline stating we really need the money. Marion suggest change in line "What do we ask of the participant". . .to state that the true cost of those meals is Upcoming Township meeting-- can the annual appeal be presented there as well per Mumm. Per Marion, put the letter on the ADRC site, so people can donate online. Also add a QR code to direct them easily. Boyle also made suggestion to include a RMD language (retirement account annual required minimum distribution). Overall everyone was very happy with the draft flyer. Appointing an interim director should be considered per Marion.
12	<u>Staff/Site Issues/Reports:</u> b. Executive Director Retirement – transition questions c. Review of Applications for Executive Director; Darlington Site Manager: 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 by O'Brien and seconded by Boyle to go into closed session at 2:23 p.m. Aye: 6; Nay: 0. Roll call: Boyle, O'Brien, Buchholz, Richter, Nankee, Marion. Motion by Boyle and seconded by Richter to return to the open meeting at 2:50 p.m. Aye: 5; Nay: 0. Motion carried. Motion by Boyle and seconded by Buchholz to name Weier as interim director at \$23.50 per hour effective October 2, 2023. Aye: 5; Nay: 0. Motion carried.
13	<u>Grant Update:</u> <i>a.</i> Community Foundation of Southern Wisconsin – Campbell Fund. The Campbell fund is on the Health and Human Services agenda per Mumm. <i>b.</i> Other grants. Per McManus, the Jennie Olson grant application was submitted, she asked for \$8,500 to cover mileage and supplies. Funds usually come in December. O'Brien urged checking into the TDS grant. McManus is also working on the United Fund grant, but it is not due until January.
14	<u>Training Request:</u> Nothing to request.
15	<u>Director's Report:</u> McManus presented. SUN made \$100 on the Walgreens promotion per an email she received. Law Enforcement Center meals savings each month through the end of the year should be around \$1,000. A recent advocacy newsletter sets out cost effectiveness of home delivered meal programs. Home Delivered Meals are well liked and enjoyed and the interaction with drivers is helpful. McManus thanked the Board for allowing her to serve as Director.
16	<u>Chairman's Report:</u> Nankee presented. He stated that the executive committee update provided by Mumm was helpful.
17	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for October 18, 2023 at 1:00 p.m. Motion by Boyle and seconded by O'Brien to adjourn. Aye: 5; Nay: 0. Meeting adjourned at 305 p.m.
	Prepared by Melissa Weier.