



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
WEDNESDAY, October 18, 2023 at 1:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 1:01 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle at 1:17 p.m. Rita Buchholz, Justin O'Brien, Kriss Marion Members Present Remotely: none Members Excused: Doug Richter Others Present in Community Room: Melissa Weier, Dana Harcus, Nikki Mumm, Tom Slaney, Valerie Hiltbrand, Wanda Husted, Allison Leitzinger, Chris Larson Others Present Remotely: none
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 10/11/23. The amended agenda was posted on 10/16/23. The agenda and proposed September minutes, as well as the amended agenda were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the October 18, 2023 Agenda:</u> Motion by O'Brien and seconded by Marion to accept the agenda. Aye: 4; Nay: 0. Motion carried.
5	<u>Approval of the September 27, 2023 Meeting Minutes:</u> Motion by O'Brien and seconded by Buchholz to accept the meeting minutes. Aye: 4; 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> Discussion - Husted cited information about a recent incident where a participant was not answering the door, so she reached out to the emergency contact and got voicemail. She then called Dodgeville Police Department for a welfare check. The participant had fallen that morning and could not get up. She was taken to the hospital to be checked over. Another participant was not feeling well, they called that emergency contact who sent help over. This participant will be going to the nursing home. Our intervention helped get assistance in a timely fashion. O'Brien mentioned the article in Democrat about SUN Program. McManus' goodbye letter appeared in the News and Views along with the Law Enforcement Center news release about SUN meals. Per Harcus, the Upper Horizon also had the goodbye letter.
7	<u>SUN Executive Director Position: Discussion with HR/Employee Relations Directors from Iowa and Lafayette Counties on Recruitment and Hiring of new SUN Executive Director.</u> Radio ads have started per Leitzinger. 1 application was received this morning per Larson.
8	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. Medicare Part D enrollment makes things busy, they have a community volunteer to help. They will be participating in the caregiver renewal day in November. Tips on how to help caregivers will be presented. Lunch bunch yoga forthcoming. There will be a public hearing regarding the 8521 transportation grant. One of their ADRC specialists is leaving, applications have been received. b. Iowa County – Hiltbrand presented. ADRC hired an additional adult protective services person. A Benefit Specialist (disability) position is now open. Community presentations coming up with Upland Hills Health. Medicare Part D open enrollment is through December 7. 8 people attended presentation on respite care and caregiver registry to beef up caregivers. Disability mentoring day will be October 19th at Hidden Valley Church. Caregiver renewal day to be held in November.
9	<u>Monthly Reports- possible action:</u>

	a. Cash Flow Statement & CD Review- September 2023– Report provided. Last month’s board meeting they had \$72,928; today \$40,053. Accounts still need to be switched over and out of McManus. Meeting minutes and letter from Chairman Nankee will be required by the bank. b. Financial Reports, Profit & Loss, Bill Pay- September; Year to Date 2023 – not yet available. c. Monthly Participant Numbers- September 2023 – Reports provided. Numbers down some. Shullsburg is trying to get more congregates. Per Buchholz maybe try “bring a friend” to get more people. Site managers could “advertise” it. Husted suggested a once per month drawing for a free meal if you bring new friend. Other suggestions: gratitude tree and carol sing along. Per O’Brien, ideas should be brought up at next PAC meeting as other directors may have suggestions. Virtual staff meeting with site staff should be held on how to increase congregates. Per Marcus, really great ideas were presented at the October 3 training. Suggestion for staff to meet once per month or every couple months, quarterly at a minimum. Year to date Lafayette numbers are up. A thank you from the Board to meal site directors for a job well done suggested by Slaney. Motion by Boyle to put these reports on file; seconded by Buchholz. Aye: 5; Nay: 0. Motion carried.
10	2024 Budget, County Levy Discussion: Revised proposed budget received this morning, copy provided. GWAAR monies will less for 2024 than what we received this year per Mumm. Lafayette’s new budget figures are included in proposed budget. More grant monies need to be explored, more congregates or less services. 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 put budget discussion on hold per Marion at 1:59 and go into 13b closed session regarding Executive Director position, all present may attend, seconded by Boyle. Roll call: Boyle, O’Brien, Buchholz, Nankee, Marion. Motion by Marion and seconded by Boyle to return to the open meeting at 2:20 p.m. Aye: 5; Nay: 0. Motion carried. Motion to move ahead to schedule an interview with applicant for Executive Director by O’Brien, seconded by Marion. Aye: 5; Nay: 0. Motion carried. Motion by Marion to accept McManus resignation as of September 29 and proceed with hiring process, seconded by O’Brien. Aye: 5; Nay: 0. Motion carried. Resume budget discussion: Lafayette County provided a meal cost analysis. SUN would need to cut participants or increase funding in Lafayette as well. Enhanced assessment determination pilot. It would help us see who really needs meals, there could possibly be more grants available through this. Wait list should be established. Motion by Marion to become part of GWAAR meal prioritization pilot, seconded by Boyle. Aye: 5; Nay: 0. Motion carried. Someone other than site directors should do the assessments for more objectivity. A more rigorous assessment would help counts and more funds will help budget per Marion. Voucher program should be considered as well.
11	<u>The Board shall entertain a motion to approve the transfer request of 40% of C1 (Congregate) Funds to C2 (Home Delivered) Funds on the preliminary 2024 GWAAR Budget.</u> Motion by Marion and seconded by Buchholz to approve transfer request. Aye: 5; Nay: 0. Motion carried.
12	Annual Appeal: Letters went out on the 12th, approximately 400 letters went out. Received \$422 so far in office and \$70 via PayPal. Marion inquired if all county board members received a letter. Weier responded yes, all county board, town chairs, village presidents received letters. Marion will write letter to editor reiterating need for program funds. The Meals on Wheels of America was discussed, it is a legitimate charity but no money comes to SUN. Unfortunate timing but we will take no action “clearing the air”. Per Marion, is being a member of MOWOA viable? Do we have to use their branding? What are our obligations as a member? Marcus believes we can opt out of MOWOA mailings to individuals. Weier will get more info before next meeting.

	Per Boyle, we could put a note with meals about MOWOA money not coming to us and also post it at congregate sites. Per Marion, the annual appeal should be sent to all participants with their next letter. Nankee advises that they are working towards attending a Town organization meeting to talk about SUN.
13	<u>Staff/Site Issues/Reports:</u> a. Dodgeville/Linden provider change – all is going well, the food is well liked. b. Review of volunteer assistance: 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 Marion to go into closed session, seconded by Boyle at 3:03 p.m. Roll call: Boyle, O'Brien, Buchholz, Nankee, Marion. Motion by Marion and seconded by O'Brien to return to the open meeting at 3:23 p.m. Aye: 5; Nay: 0. Motion carried. Motion by Marion and seconded by Boyle to allow the services of Evans and Laity to proceed with helping with the new assessments. Aye: 5; Nay: 0. Motion carried.
14	<u>Grant Update:</u> a. Community Foundation of Southern Wisconsin – we received \$400 for Shullsburg dishes; – Campbell Fund will be awarding \$5,000. b. Other grants. United Fund application needs to be redone. Otto Bremer grant still needs to be looked into.
14	<u>Training Request:</u> None.
15	<u>Director's Report:</u> Weier presented. Dodgeville Masons may put us on the charity list for next fall's pasty sales. Hope Lutheran Church invited SUN to speak about the program. SUN received \$1,500 from ADRC funds for a participant who was unable to pay for meals.
16	<u>Chairman's Report:</u> Nankee mentioned nice turnout for McManus' retirement party.
17	<u>Next Meeting Date and Adjournment:</u> Approved for the next Seniors United for Nutrition Program Board meeting for November 29, 2023 at 1:00 p.m. There will be a special meeting November 1, 2023 at 1:00 p.m. regarding hiring for the Executive Director position. Motion by Boyle and seconded by O'Brien to adjourn. Aye: 5; Nay: 0. Meeting adjourned at 3: 35 p.m.
	Prepared by Melissa Weier.