

SENIORS UNITED FOR NUTRITION PROGRAM, INC.  
*Serving Iowa and Lafayette Counties, aka The SUN Program*  
BOARD OF DIRECTORS MEETING MINUTES of DECEMBER 17, 2019.

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- 1. Meeting Called to Order- at 11:11 A.M. by Chairman, Leon Wolfe,** at the Health & Human Services Building, 303 W Chapel St., Dodgeville, WI 53533.
- 2. Roll Call-** Iowa County Board: Justin O'Brien and Dan Nankee; Lafayette County Board: Leon Wolfe, John Bartels and Carol Korn. Others Present- Cecile McManus, Executive Director; Jay Loop, Financial Asst; Excused: Carol Korn, Lafayette County Board; Jim Griffiths, Iowa County Board; Bob Schroeder, Manager ADRC Lafayette County and Valerie Hiltbrand, Manager ADRC Iowa County.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on December 11, 2019, prior to the meeting, the agenda was posted at the HHS Building and via email to-Iowa County: The Dodgeville Chronicle and Deputy County Clerk. Lafayette County: The Republican Journal, County Clerk, and Deputy County Clerk. *Chairman Wolfe requested the records show that the meeting was properly posted.*
- 4. Approval of the Agenda – for the December 17, 2019 Board meeting-** Motion to approve the agenda was made by Bartels. *Seconded by O'Brien. Motion carried.*
- 5. Approval of the Minutes, Board Meeting-** Motion to approve minutes for November 21, 2019 Board Meeting was made by Nankee. Seconded by Bartels. Motion carried.
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Dan Nankee was wondering about the results from Culvers' sharing program. McManus stated we have no results yet, but expect around \$300.00. Nankee commented on several articles from the Wisconsin County Magazine, how ADRC can be a great resource, Non-profits, County Aging Services, Scam Artist, Transportation, and County Board Members. Maps are not accurate. At a meeting with Bloomfield there was a concern about the meals being hot. McManus stated the time the meals are picked up is very important. When they're picked up 2 hours before delivered, it becomes a challenge to keep them warm. McManus stated we are having some difficulty in getting the plastic trays from participants back. Bartels commented he was out making calls and received complaints from South Wayne area on the time meals are delivered.
- 7. Aging & Disability Resource Center & County Aging Unit Reports- a.)** Schroeder stated open enrollment for Medicare Part D has ended for the year with their Elder Benefits Specialist reporting having helped over 240 people over the past six weeks. Living Well with Diabetes wellness class was cancelled. On November 11 an informal meeting for the volunteer drivers was held along with SWCAP and SWRPC in Shullsburg. Roughly 20 people attended in an effort at recruitment. On November

15<sup>th</sup> the annual Caregiver Renewal event was held in Platteville to recognize the caregivers in Grant, Iowa and Lafayette counties. There was a speaker, catered breakfast, crafts and games. They're working on their transportation grant thru the state that provides the majority of their funding for this much needed service to the community. **b.)** Hilbrand stated for her Aging Goals, She and McManus need to work on inviting 10 people to the meals sites. Planning to focus MCO/IRIS Agencies, in order to showcase all the benefits of the SUN Program. Stacey Terrill did a Medicare Made Clear Presentation at the Dodgeville Public Library, well attended. Terrill with the help of a few people from the office served over 300 people during Part D Season. They're finalizing their Prevention Program Schedule for 2020.

**8. Monthly reports-possible action-a.)** Cash Flow Statement showed beginning balance as of November 21, 2019 of \$12,590.71; donations of 9,909.25, with total deposits of \$27,813.42, minus total vouchers of \$28,388.14 leaving an ending balance of \$12,015.99. CD's showed interest of \$1.52 added, making new total for Set-Aside funds of \$76,199.17, minus Line of Credit of \$25,000, leaves \$51,199.17. **b.)** Budget Reports for the month of December showed total income of \$33,400.85 and total expenses of \$44,428.15 leaving a net negative balance of (\$11,027.30). YTD shows a net decrease of \$39,351.41; we're waiting on GWAAR funds. **c.)** Monthly Participant numbers for November showed 3649, down from previous year of 3998. Total meal donations received were \$19,052.98 up from the previous year of \$13,571.69. A couple of sites showed positive signs: Arena (312) Up 21 from 2018. Highland (203) up 34 from 2018. Shullsburg showed increases from November 2018. Motion to approve report was made by Korn. Seconded by O'Brien. Motion carried.

**9. SUN & ADRC Working Agreement-Annual Review-**O'Brien made a motion to approve. Seconded by Nankee. Motion carried. All signatures will be obtained.

#### **Break for Lunch 12:15 - Meeting Resumed 12:55**

**10. 2020 Meal Provider Contracts-**All contracts have been received; Betsy's, Bloomfield and Lafayette Manor held to last year's rate. Viking and UW Platteville had a slight increase. Platteville begins on July 1<sup>st</sup>. Motion to approve all contracts was made by Nankee. Seconded by O'Brien. Motion carried.

**11. 2020 Budget-**Wolfe suggested we may see some food cost increases in 2020. O'Brien made a motion to approve 2020 Budget as presented. Seconded by Bartels. Motion carried.

**12. Annual Policy Reviews:** a.) Sick Leave X1X.G: O'Brien made a motion to leave the same as last year. Seconded by Korn. Motion carried. b.) XXV.B Motion made by O'Brien to leave it at 5% maximum match by SUN. Seconded by Korn. Motion carried.

**13. Staff/Site Issues/Reports-possible action-** a.) Mineral Point/ Linden- As of 12/26/19 the meals will be prepared by UW Platteville and delivered from Linden.

We are looking for a Tuesday Driver, and have a few details to work out, but Eunice Naeger, Linden Manager, has a very positive attitude and has been great.

**14. Fundraising Discussion-** a.) Annual Appeal- Donations to date-\$2541.00. Cost \$515. b.) Giving Tuesday-Farrah Morrissey, Benton Site Cook/Manager, set up the online account, collected \$50.00, and learned a lot for future use. c.) Culver's Share Event-Takes about 3-4 weeks to get the check. SUN is expecting around \$300.00 from the Event. McManus thanked O'Brien for all his work on the posters, table tents and brochure.

**15. Grant Update-** We received \$7,000 from Jennie Olson Grant. Hoping for \$1,000 from Biddick. We should get \$300.00 from DUWI for music in Darlington.

**16. Director's Report-** McManus thanked O'Brien for work on new Appeal letter, etc. We sent out 2019 site Surveys during December and are receiving results every day.

**17. Training Request-** None at this time.

**18. Chairman's Report-** Merry Christmas and Happy New Happy!

**19. Vouchers- possible Action-**Nankee made a motion to approve all vouchers. Seconded by Korn. Motion carried.

**20. Next Meeting Date & Adjournment-** Next meeting date will be January 23, 2020 at Dodgeville site, Hidden Valley Church , 605 N. Bennett Road, Dodgeville, WI; 11:30 lunch with meeting to follow. Adjournment was 1:59 p.m.