

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES of FEBRUARY 20, 2020.

- 1. Meeting Called to Order at 12:40 pm by Chairman, Leon Wolfe,** at the Darlington site, Municipal Building, Darlington.
- 2. Roll Call-** Iowa County Board: Justin O'Brien, Jim Griffiths and Dan Nankee; Lafayette County Board: Leon Wolfe, John Bartels; ^{Carol Kern} Others Present- Cecile McManus, Executive Director; Bob Schroeder, Manager ADRC Lafayette County. Absent: Jay Loop, Financial Officer, & Valerie Hiltbrand, ADRC Iowa County.
- 3. Certification of Compliance with Open Meeting Law- McManus** stated that on February 17, prior to the meeting, the agenda was posted at the HHS Building and via email to Iowa County: The Dodgeville Chronicle and County Clerk. Lafayette County: The Republican Journal, County Clerk. *Chairman Wolfe requested the records show that the meeting was properly posted.*
- 4. Approval of the Agenda for the February 20, 2020 Board meeting-** Motion to approve the agenda was made by Bartels; *seconded by Griffiths. Motion carried.*
- 5. Approval of the Minutes, January 23, 2019 Board Meeting-** Motion to approve minutes was made by Nankee; seconded by O'Brien. Motion carried.
- 6. Reports from Board members; opportunity for members of the audience to address the Board.** Nankee reported on McManus's report from the News & Views: March is National Nutrition month; donations as of report are \$6566 (Annual Report) with donations still coming in. Smart driver & Carfit classes offered through Upland Hill. Hub services offered for older adults & Caregivers; Kits from the library; red flags at busy intersections; high percentage of people 18 – 56 have hypertension. O'Brien & wife are taking Tai Chi class.
- 7. Aging & Disability Resource Center & County Aging Unit Reports- a.) Lafayette County Updates:** AARP tax assistance continuing through March in both Argyle & Darlington; call the ADRC at 776-4960; Stepping On class in Shullsburg at meal site March 20 – May 8, Friday afternoons, 1:00 – 3:00; Senior Expo April 9, 8:30 – 11:30 AM, Belmont Convention Center, sponsored by Shopping News; transportation available. Sip N'Swipe Café available in April; contact the ADRC. Smart driver course is Friday, April 17 at the ADRC in Darlington; call ADRC to sign up; cost is \$15 or \$20. Emergency Preparedness Activity in Argyle & Darlington, in partnership with Health Dept. and Housing Authority. Dementia educational related events by our staff & regional local EMS agencies in our county.
- b.) Iowa County Updates:** Schroeder reported for Hiltbrand: Current activities:

AARP Free tax prep at HHS on Thursdays and Tuesdays in Spring Green; huge benefit to low income households in Iowa Co. Thank you AARP. Tai Chi in HHS Building; Stand Up & Move More & Healthy Living w/Diabetes will be starting next week; still looking for members. Multi-cultural outreach ongoing. SUN/ADRC will be doing outreach with MCO's and ICA's at the Arena site 2/21 to highlight the benefits of the SUN Program. Disability advocacy day at Capitol is March 24. Expo date has been set for Friday, September 25th; already inquiries by vendors. Rural taxi is back up and running: rural Iowa County Monday and Tuesday; Mineral Point on Thursdays.

8. Monthly reports-possible action-a.) Cash Flow Statement showed beginning balance on January 23 of \$12,533.32, and ending balance on February 20 of \$38,134.51, including all vouchers. With Loop still out on medical leave, a deposit summary, printed from Quickbooks, was given to each board member. **b).** A profit & loss summary was given for January from Quickbooks. Total income for January was \$144,110.65, total expenses were 59,383.79, with net income of \$84,726.86. GWAAR contracts are late, and new claim forms required. County Levy & Lafayette Loan will carry us for next two months. McManus stated a CD is due on March 12. Nankee made a motion for McManus to check and renew CD at best rate; O'Brien seconded. Motion carried. The usual monthly participant form was not available, comparing this year to last. Totals had been done by Loop; McManus added number of days served and averages for each site. Motion to approve all reports made by Bartels; seconded by Griffiths. Motion carried.

9. Staff/Site Issues/Reports: a)Mineral Point/Linden: McManus stated all days are covered for drivers; would like to find a local driver for Fridays; current couple comes from Barneveld. Route runs 35 – 40 miles from Linden, back to Hodan, depending on the day. **b).** Schedule evaluation of director: forms should be sent out with Agenda, etc. and bring back to next meeting.

10. Fundraising Discussion & Review-a) Annual Appeal: Total is still \$6566.

11. Grant Update: McManus reported the United Fund grant was submitted; waiting for response. Received letter that we will receive DUWI grant; amount unknown. Reception for DUWI on March 18.

12. Director's Report: With Loop out, McManus got out the payroll and printed checks to pay bills. Getting out the statements is a concern. She has taken the SUN laptop, and files, to Loop in the hospital; he has been able to do some work there. IT is checking into whether SAMS & Quickbooks can be added to the laptop. O'Brien suggested we could possibly use our audit firm. McManus has applied for 4 credit cards for the cooks, in lieu of petty cash; office limit will be increased

to \$4000, with \$500 for each cook, and \$2000 for the office. A steam table was purchased for Shullsburg, with \$1000 of grant funds from the Community Foundation grant; total cost was \$1600. There will be meeting & lunch at the Arena site tomorrow (2/21) with Family Care representatives, Val Hiltbrand, Brittany Mainwaring & McManus. SUN purchased a label machine to print labels for the reusable trays. These were first purchased and tested by the Benton site; they stay on through high heat dishwasher. Purpose is to see more trays returned to the sites. It is more cost effective to use the reusable trays. Thank you Farrah Morrissey for doing all the research and testing.

13. Training Report: Wisconsin Dietetic Conference handled last week. No other major conferences coming up. Wisconsin Nutrition Directors training is end of April; both are in the budget.

14. Chairman's Report: Wolfe told McManus to take care of herself and ask for any help she needs.

15. Vouchers- possible action- Bartels made a motion to approve all vouchers; seconded by Griffiths. Motion carried.

16. Next Meeting Date & Adjournment- Next meeting date will be Thursday, March 19, 2020 at the Shullsburg site; 11:45 lunch, with meeting to follow. Motion to adjourn was made by Griffiths; seconded by Nankee. Adjournment was 1:49 PM.

Submitted by Carol Korn.