

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES of MARCH 19, 2020.

1. **Meeting Called to Order at 1:03 PM by Chairman, Leon Wolfe**, at the Health & Human Services Building, Dodgeville, WI.
2. **Roll Call-** Iowa County Board: Justin O'Brien, Jim Griffiths and Dan Nankee; Lafayette County Board: Leon Wolfe, John Bartels (arrived 1:15). Others Present- Cecile McManus, Executive Director; Bob Schroeder, ADRC Lafayette County (attended by phone). Absent: Carol Korn, Lafayette County(excused), Jay Loop, Financial Officer, & Valerie Hiltbrand, ADRC Iowa County.
3. **Certification of Compliance with Open Meeting Law-** McManus stated that on March 13, 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 March 19, 2020 Board Meeting-** Motion to approve the amended agenda, postponing 13.b, Evaluation of Director, was made by Griffiths; *seconded by Nankee. Motion carried.*
5. **Approval of the Minutes, February 20, 2020 Board Meeting-** Motion to approve corrected minutes, (Carol Korn present & was recording secretary), was made by Griffiths; seconded by O'Brien. Motion carried.
6. **Reports from Board Members; Opportunity for Members of the Audience to Address the Board.** Addressing the Board, there were concerns about closing congregate sites, aged and compromised volunteer drivers, recruiting drivers and a shortage of hand sanitizer, due to Covid 19. Wolfe distributed copies of the 2020 Hidden Valley Magazine.
7. **Aging & Disability Resource Center & County Aging Unit Reports-**
 - a.) **Lafayette County Updates:** Reported on the county's management team of Human Resources, Emergency Management and Public Health. As of Monday, 23rd of March, there would be two teams of I&A specialists alternating duties the next couple of weeks, limiting exposure of personnel (Home visits limited, volunteer drivers cancelled or rescheduled). Volunteer drivers and county staff were encouraged to help SUN meal deliveries and could contact the site managers of their availability.
 - b.) **Iowa County Updates:** No report.
8. **Monthly reports-possible action.**
 - a.) Cecile reported verbally that there was \$14,868.70 in the SUN account.

There were no more GWAAR funds since January; maybe April or May for the next payment. Loop, financial assistant, now has SAMS and Quickbooks on the laptop and can work from home.

b). A profit and loss summary was given for February from Quickbooks. Total income for February was \$11,813.26, total expenses were \$43,127.46, with net ordinary income negative (\$31,314.20). The CD that matured March 12, 2020, could get interest at 1.4% for 5 years; value currently is \$23,215. Griffiths made the motion to put \$15,000 into a new CD at the 1st National in Darlington, and put \$8215 toward the line of credit at Farmers Savings in Dodgeville. Bartels seconded the motion. Motion carried.

c). Monthly Participant Numbers were distributed for February, 2020, Iowa County with 2118 and Lafayette with 1818. Motion to approve all reports made by Bartels; seconded by O'Brien. Motion carried.

9. Annual Appeal Update: No change at \$6566.

10. Grant Update: McManus reported the United Fund Grant reception was scheduled for March 16, but was canceled due to Covid19; DUWI grant for Darlington reception scheduled for March 18 also canceled for same reason; checks for both will be mailed.

11. Director Report: McManus reported the audit was rescheduled to early May, from its original date of April 20th. The Covid19 virus is dominating everything; site managers are coordinating with the drivers that are delivering to the homes, ramped up sanitation as directed by McManus: gloves, hand sanitizer, disinfectant wipes. The two vans have these as well. Volunteer drivers at some sites have made a few adjustments: knock on the door, leave the meal in all disposables, see the SUN recipient come to the door. McManus discussed specifics being done at Mineral Point, Linden, Dodgeville & Highland in Iowa County, and Blanchardville, Belmont, Benton for Lafayette County.

12. Training Request: the Director reported that WAND, Wisconsin Association of Nutrition Directors was cancelled; the Dietetic Conference is scheduled for April 1-3; haven't heard yet on that.

13. Staff/Site Issues/Reports: a) Coronavirus. More discussion on this and health department & State thoughts; McManus recommended closing the congregate sites only. Bartels made a motion to close the Congregate Meal sites but keep supplying the home delivered meals as of Friday, March 20; effective March 23. This action is important to protect the at-risk seniors, meal site managers, drivers and all site volunteers. Seconded by O'Brien. Motion carried. There was discussion on the obligation to feed the homebound. SUN to get out a press release to the counties, newspapers and radio stations on the

present situation. Schroeder said to send to him, and he would get to everyone else. It was recommended to send to Emergency Management for Iowa County.

14. Chairman's Report: Chairman Wolfe was concerned about Loop, SUN's financial officer, and how much sick leave is left; in working from home, to have the best package for him and the SUN program.

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

16. Next Meeting Date & Adjournment- Next meeting date will be Thursday, April 16, 2020 at the HHS Building in Dodgeville. Motion to adjourn at 2:40 PM was made by Griffiths; seconded by O'Brien.

