

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES, OCTOBER 15, 2020.

1. Meeting Called to Order at 1:01PM via Electronic Videoconference (Zoom) by Chairmen Dan Nankee, from the HHS Community room.

2. Roll Call-

Members Present: Iowa County: Dan Nankee, Justin O'Brien and Doug Richter; Lafayette County: Via Zoom: Robert Laeser, and Nancy Fisker. Absent: Carol Korn.

Others Present: Cecile McManus, Director; Jay Loop, Financial Officer. Others via Zoom: Bob Schroeder, Manager ADRC Laf; Valerie Hiltbrand, Manager Iowa ADRC. Farrah Morrissey, Manager, Benton. Nicole McGuire, Accountant, Johnson & Block.

3. Certification of Compliance with Open Meeting Law Loop stated that on October 8, 2020, the agenda was posted at the HHS building and Emailed to the Dodgeville Chronicle and Lafayette Republican Journal. Also emailed to Iowa and Lafayette County Clerks. Chairmen Nankee *requested the records show that the meeting was properly posted.*

4. Approval of the Agenda for October 15, 2020 Board Meeting- A motion was made by Laeser to approve the Agenda. Seconded by Richter. Motion carried.

5. Approval of the Minutes, September 21, 2020 Board Meeting- O'Brien made a motion to approve with the exception of Plan of Action for COVID-19. Seconded by Richter. Motion Carried.

6. Reports from Board Members; Opportunity for Members of the Audience to Address the Board-A step by step procedure at the sites will be followed if COVID-19 is found. Standard proper procedure will be followed. Nankee, reading from News & Views from Grant County: 10/23/20 Elder Fest drive thru; Farm Center 24/7 program hot line if you need help 1-800-942-2474. Flu shots are not available in Chicago; O'Brien had flu shot still available in this area. Second Harvest, Dan Nankee stated donations are available for \$5.00 thanksgiving tickets.

7. Aging & Disability Resource Center & County Aging Unit Reports- a.) Hiltbrand stated they are planning for Health and Human Services doors to be closed to the public through the end of 2020. You may still refer residents to call the office at 608-930-9835 to discuss their needs. They are able to perform many duties over the phone, by zoom, or by US mail. Medicare Part D Open Enrollment: Our ADRC sent out over 250 letters to past customers. The letters explain the process that ADRC is offering. This year, our Elder Benefit Specialist and Disability Benefit Specialist will be assisting customers over the phone, by mail or online. Parking Lot Bingo: Agrace and the ADRC are hosting another parking Lot Bingo at Hidden Valley Church parking lot on Thursday, 10/22/20.

COVID precautions will be in place; in person contact is very limited. Prevention Programs & Caregiver Programs: online programs are going well. Please refer people to our office if they may be interested. Healthy Aging in Rural Towns (HeART Coalition) The HeART Coalition continues to meet virtually. They are in the early stages of planning a gift bag of resources and activities to be distributed to participants of the SUN Program and local nursing Homes/assisted livings. **b.)** Schroeder stated that the doors continue to be open to the public and they continue to staff up to 50% of their unit capacity. The I & A's have continued to be busy with an increase in calls, functional screens and Medicaid applications. The EBS has been really busy with lots of referrals and calls, Part D starts Oct 15th. The DBS has been busy with referrals both Lafayette and Grant counties. Aging programs of note: Transportation-An increase in calls for rides to medical appts and grocery runs. APS calls/referrals, guardianships all seem to be on the increase the last few months. Virtual Aging Mastery Program beginning Sept 29 thru Oct 29-an innovative and educational 10 class health and wellness program that focuses on things that are good for older adults. A virtual BYBM Workshop is running Oct 21thru Dec 9 from 2-3:30pm. A virtual Powerful Tools for Caregivers workshop is taking place starting on Nov 2 thru Dec 7 from 2-3:30 pm. They are participating in a virtual Annual Caregiver Renewal Day on Friday, Nov 6 with Iowa and Grant counties.

8. Audit Report- Johnson & Block Representative- Nicole McGuire said all went well with the Audit overall. Net assets were up from 2018 \$142,121 vs \$174,083. Revenue was \$632,167 vs \$583,978, basically due to GWAAR funds. Family Care funds took a huge hit compared to the year before. There was some discussion on the procedures for signing checks. Year End Journal Entries were not reconciled. Ending balances for inventory, accounts receivable, prepaid expense, accounts payable, accrued payroll, and compensation absences were not adjusted as of December 31, 2019 prior to the audit. Bank reconciliations need to be complete at year end. Petty Cash accounts should be zeroed out.

9. Monthly reports-possible action. Loop released the following numbers:

a.)Cash Flow and CD Review-Checking account balance as of September 21, 2020 was \$15,193.36 . Balance as of October 15th is \$127,089.74. Total deposits \$121,750.57 plus beginning balance of \$15,193.36 is \$136,943.93, less total vouchers paid \$53,648.35 leaves \$127,089.74. Fisker had questions about the cash flow statement and the vouchers. All were answered to her satisfaction. Set-Aside showed ending balance for \$45,468.08. The Board voted to pay the Line of Credit for \$24,553.69, making the new balance \$70,021.77.

b). Budget Reports- Total Income September was \$19,134.20; Total Expense for September was \$40,287.43. Net Loss for September was \$21,153.23. YTD Income was \$463,566.22, YTD Expense \$421,077.96. Increase YTD \$42,488.26.

c). Site Numbers-Total meals served Iowa Cty September 2423. Total meals served Laf Cty September 1966. Total meals YTD 20,742 Iowa. Total meals YTD 16,351 Laf Cty. A motion was made, to file the reports, by Fisker. Seconded by

O'Brien. Motion carried.

10. Budget Discussion- McManus stated small increases were made in Personnel wages to reflect a 2% increase. Also workman's comp. insurance to reflect last year's increase. Raw Food was raised by almost \$7,000 to reflect the cost from last year. GWAAR and NSIP were increased \$28,000 to reflect the increases from last year. We are waiting on the meal contracts to come from the providers before the final budget.

11. Staff/Site Issues/Reports-a). a.)Highland-Hiring of Manager-McManus stated there was no real luck in hiring for Highland. Hope to get someone before the end of the year. **b). Reopening Sites-** High School closed at Benton. All seems to be going well at the site. No intention of opening additional congregated sites. O'Brien stated caution is the word; we had the first death in Iowa County.

12. Annual Appeal-O'Brien commented on the Donation button on Facebook, the money goes directly to Wells Fargo Bank. December 1st is the day we are shooting for and O'Brien is in. The new Board Members were asked to talk to potential donors about being added to the list of potential donors. We need new volunteers and new photos for the letter. We help people deal with isolation. McManus will send out the list of potential donors. Fisker will contact foundations in the area. O'Brien will send out a draft of the letter before the next meeting. Fisker will check on printers in the area.

12. Grant Update- The Jennie Olson Grant was due on October 1st. McManus did again apply for Dodgeville. Farrah Morrissey will check out buying coolers locally, from the Benton Community grant.

13. Directors Report – McManus stated training & meeting was great, on 10/09. It was the first time we got together since COVID-19 started. Jeff Lockhart (Unified Services) and Hiltbrand did a great job telling what they offer. Hiltbrand provided the staff with bags of useful items they can take back to their sites. After lunch Rob Bell (National Speaker) talked on, "How it takes a team to make the dream." A volunteer has been found who will make calls to check on people. November, we will put together 2 emergency meals/person to be distributed, in case of inclement weather.

14. Training-None at this time.

15. Chairman's Report-None at this time.

16. Vouchers- possible action- Laeser made a motion to approve all vouchers present; seconded by Fisker. Motion carried.

17. Next Meeting Date & Adjournment- Next meeting date will be Thursday, November 19, 2020. Fisker to check on using the Darlington multipurpose room. Fisker made a motion to adjourn. Seconded by Laeser. Motion carried. Adjourn 3:24pm.