

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES, November 19, 2020.

1. Meeting Called to Order at 1:04PM 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. Lafayette County: Via Zoom: Robert Laeser, Nancy Fisker and 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. Absent: Doug Richter.

3. Certification of Compliance with Open Meeting Law Loop stated that on November 13, 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 November 19, 2020 Board Meeting- A motion was made Korn to approve the Agenda. Seconded by Laeser. Motion carried.

5. Approval of the Minutes, October 15, 2020 Board Meeting- O'Brien made a motion to approve minutes of October 15, 2020. Seconded by Laeser. Motion Carried.

6. Reports from Board Members; Opportunity for Members of the Audience to Address the Board-Nankee thanked McManus for the card for his mother who passed away. Nankee commented on the Article of Donna Peterson found in the News & Views: Tips for low cost meals; less food and healthy all made at home. McManus brought up the button for giving Tuesday on Facebook to be the donation of choice. The Goal for the Annual Appeal is \$10,000, to start 12/01/2020. Doug Richter had a heart attack and needs lots of care. Nancy Fisker donated \$50 through the donation button on facebook; Loop will follow up to see if it was recorded.

7. Aging & Disability Resource Center & County Aging Unit Reports- a.) Hiltbrand stated ADRC is continuing to offer online Prevention Programs. Contact the ADRC to find out what is coming up locally. See this edition of the News and Views for a flyer introducing 1:1 intro to Zoom Sessions. Part D Annual Enrollment period ends December 7, 2020. **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. Part D is in full motion ending 12/7/2020. Transportation continues to be very busy with people making appointments.

8. Monthly reports-possible action. Loop released the following numbers:
a.)Cash Flow and CD Review-Checking account balance as of November 19,2020 was \$127,089.74. Total deposits \$29,160.35 plus beginning balance of

\$127,089.74 is \$156,250.09, less total vouchers paid \$93,722.90 leaves \$62,527.19.

b). Budget Reports- Total Income October was \$129,797.71; Total Expense for October was \$53,566.72. Net Gain for October was \$76,230.99. YTD Income was \$601,599.56, YTD Expense \$482,013.76. Increase YTD \$119,585.80.

c). Site Numbers-Total meals served Iowa Cty October 2666. Total meals served Laf Cty October 1999. Total meals YTD 23,578 Iowa. Total meals YTD 18,185 Laf Cty. A motion was made, to file the reports, by Korn. Seconded by O'Brien. Motion carried.

9. Meal Provider Contracts-All sites had small increases with Bloomfield being the largest. Lafayette Manor remained the same. Total increase for the year was \$12,402. Motion to approve the contracts was made by O'Brien. Seconded by Fisker. Motion carried.

10. 2021 Budget- McManus increased Raw Food to \$48,000 and Contract Food to \$210,000. Consumables increased to \$8700; part of the year is projected to be under COVID. GWAAR income increased by \$5,000, to reflect recent funds. 2% increase for staff wages currently.

11. Staff/Site Issues/Reports-a). a) COVID update-on 10/19 McManus stated there was a positive case in Belmont, the first for program. Positive case for drivers in Dodgeville and Benton. Arena Manor had 3 positive cases. Candy is leaving meals at the door. Man in Shullsburg spent 1 day in the hospital. Belmont had more being tested. The driver in Highland is temporally quarantined. Benton congregate site closed temporally. McManus stated we will continue to serve all with heightened sanitation procedures. **b). Highland Manager-** Nothing new to date.

12. Annual Appeal- December 1st is the day we are shooting for. O'Brien passed around the letter needing pictures. We need new volunteers and new photos for the letter. McManus has the photos and information to add.

13. Grant Update- We received \$1,000 from Upland Hills. The DUWI grant is due end of December.

14. Directors Report – McManus stated we are working on the emergency meals; there are two meals in each bag. The meals are good to the end of May. They cost around \$600.00 so far and serve to be used if the weather is bad. We've been working on Assessments by phone; should be done in the home, but because of COVID we are doing them by phone. Nankee and McManus met with the Auditor to discuss the last Audit and share the info with Loop. McManus stated she would like the staff to receive a bonus, if possible, due to the challenging year of COVID. Will be put on next month's agenda.

15. Training-None at this time.

- 16. Chairman's Report-**Dianne Evans contacted O'Brien asking that we should consider increasing the office staff. Nankee stated we could consider if budget allows. O'Brien offered support.
- 17. Vouchers- possible action-** O'Brien made a motion to approve all vouchers present; seconded by Korn. Motion carried.
- 18. Next Meeting Date & Adjournment-** Next meeting date will be Thursday, December 17, 2020. It will be a Zoom at the Health and Human Services Building. Fisker made a motion to adjourn. Seconded by O'Brien. Motion carried. Adjourn 3:03pm.