

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES FEBRUARY 17, 2022.

1. Meeting Called to Order at 12:33PM by Chairman Dan Nankee at 210 S. Main Street Blanchardville, WI 53516.

2. Roll Call-

Members Present: Iowa County: Dan Nankee, Doug Richter and Justin O'Brien. Lafayette County: Nancy Fisker, Robert Laeser, Rita Buchholz filling in for Carol Korn. Others Present: Cecile McManus, Director; Jay Loop, Financial Officer; Valerie Hiltbrand, ADRC Iowa Manager; John Meyers, Iowa County Board Chair; Dana Harcus, ADRC Lafayette County Manager; Tom Slaney, Iowa County DSS Director.

3. Certification of Compliance with Open Meeting Law Loop stated, that on February 10, 2022 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 February 17, 2022 Board Meeting- A motion was made by Robert Laeser to approve the Agenda. Seconded by O'Brien. Motion carried.

5. Approval of the Minutes, January 20, 2022 Board Meeting-Fisker made a motion to approve minutes of January 20, 2022. O'Brien then seconded the motion. Motion carried.

6. Reports from Board Members; Opportunity for Members of the Audience to Address the Board- Nankee reported on the need for volunteers in the Dodgeville area and passed out a flyer and asked that they help hang up. Nankee highlighted the News and Views and the recent increase in suggested donation amount. Nankee said the Iowa County Board Chair has stated his commitment to continuing to support the elderly in Iowa County, even though there was a decision to close Bloomfield Healthcare and Rehab. Nankee reviewed the criteria for being eligible for meals at suggested donation price. Bloomfield will provide meals for the SUN Dining Meal until the end of March. After Bloomfield announced the closure, some emailed some board members asking what is going to happen to the elderly in this community. Nankee asked McManus to talk about: Summit Food Service Provider which supplies meals for the Iowa and Lafayette County jails. McManus is working on the menu and the details with Summit. Special emphasis on meeting nutritional requirements and quality of food. Bloomfield has requested that SUN utilize the new company starting March 28, 2022. McManus is waiting for Summit to sign off on the meal cost. McManus has requested that Summit deliver the meals to the site. Still waiting for final contracts to be signed. Iowa County is allowed to donate to a non-profit so Iowa County plans to donate some of the meal equipment to SUN Program. Diana. Dining Center. said a few words. She is the owner of the

Viking Café and recently opened the grocery store up back in town. Hollandale numbers are up. Blanchardville numbers are down. She is trying to encourage more participants. They had an active card group here years ago, but that disbanded upon the start of the pandemic. O'Brien reached out to Iowa County Employee Relations Dept. about where to advertise job postings; suggestions were Job Center of Wisconsin, Handshake, Indeed and the Telegraph Herald. Then suggested hanging up flyers so Justin created some and they are handed out today. She suggested contacting the local Chamber of Commerce but both of them require membership in order to share the jobs. Though Mineral Point Chamber offered to put it on their Facebook Page. Nankee mentioned concerns brought up at HHS Meeting. McManus asked if she can contact Bloomfield to tell staff about SUN Program open positions. Board members encouraged her to do so. McManus plans to inquire with Bloomfield staff. Meyers said Bloomfield is planning to do a job fair for their staff. Slaney explained the DSS/ADRC is going to include SUN in on the volunteer recruitment that will be taken underway. McManus mentioned the ADRC is assisting with meal delivery routes in Dodgeville. Dodgeville site is down three volunteers at this time. McManus explains that it can be challenging filling those spots. Richter suggested hiring two part time employees for the Financial Officer position vs a full time position. McManus said she could consider.

7. Aging & Disability Resource Center & County Aging Unit Report: ADRC

Reports: a.) Harcus introduced herself, has worked at the county since 2006. Recently started as the ADRC Manager. Three open positions currently. Recently hired a Disability Benefit Specialist. The Elder Benefit Specialist has started doing outreach to the meal sites again, and Medicare 101s. The Regional Office is assisting with the Upper Horizon Newsletter. Prevention: Healthy Living with Diabetes in Darlington currently going on, Boost Your Brain and Memory (Virtual), Savvy Caregivers (Virtual), advancing the Science (Virtual). They are planning to do their Senior Social May 15th. On May 15th ADRC Lafayette County will have a table at the Belmont Ambulance Pancake breakfast Fundraiser from 8-12. They will provide resources, answer questions, and have give away at the table. **b.)** Hiltbrand stated the ADRC is advertising for a Disability Benefit Specialist again. The ADRC is working closely with Bloomfield and the Relocation Team. ADRC staff is participating in weekly meetings with the team. Staff is also attending discharge planning meetings when invited. Discussions about the continuation of the Health Equipment Loan Program (Help) have also been taking place. The Prevention Coordinator has made a prevention calendar for 2022 with plans to offer some in person programming. Stepping up Your Nutrition will be held twice during the month of March. There is an important correlation between poor nutrition and falls. Virtual yoga for seniors is taking place right now and a second round will start on 3/9/22. DDS/ADRC has been assisting SUN Program with delivering meals.

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

a.)Cash Flow and CD Review-Checking account balance was \$18,338.32 as of February 17, 2022. Total deposits \$19,575.43 plus beginning balance of

\$56,230.11 is \$75,805.54 less total vouchers paid \$57,467.22 leaves \$18,338.32. Set-Aside fund was \$45,610.03. b.) **Budget Reports-** Total income was \$76,866.87; Total Expense was \$82,223.89; Total decrease for the month was \$5,357.02. Had A CD come due in February. McManus switched it to a two year with a .55 CD rate. The good news is that the CD is how the program secures their Line of Credit. Meyers asked how much the Line of Credit was; Loop reported it is for \$25,000. Nankee wanted to look at line 77509; the mileage was big in January. This year 77519 was high; budgeted \$1500 and \$1300 was used in January. It was for Annual Appeal printing. McManus mentioned that the Auditors will move appropriate expenses back to 2021. Slaney asked if their system won't allow them to do this on their own and McManus confirmed. c.) **Monthly Participation Numbers-**Loop reported on Iowa County numbers: Dodgeville was up, Mineral Point and Avoca had good months. Lafayette County: Argyle was almost 200 more than a year ago in January. Belmont is down, Benton is down, and Blanchardville is about the same as last year. Fisker asked why Hollandale wasn't separated out; Loop reported that Hollandale is in Iowa County and Blanchardville serves it so the only money separated is if participants send in money directly to the office vs paying the site. A motion was made, to file the reports, by Richter. Seconded by Laeser. Motion carried.

9. Staff/Site Issues/Reports-a.) Dodgeville Manager Position: Dodgeville position is still vacant. They have a new volunteer who is working 3 days a week. McManus is still there most days since July with exception of one month.

b.) Financial/Office Assistant: They have hired someone but quit after 3 days. Nankee reminded the board that Loop planned to be retired as of 12/31/2021. Richter suggested making these two part time positions. O'Brien explained that would require training two people. Slaney explained that DSS is not trying to take over activities but Slaney and McManus can discuss how the county can assist. Slaney said he would like to fill in the gaps. O'Brien thanked DSS/ADRC for assisting and thanked Loop for staying on. Fisker asked if McManus will advertise if second candidate is not interested; McManus agreed.

10. Annual Appeal-McManus brought thank yous with her and is asking the board to sign them after the meeting. This is the highest amount ever received. Slaney asked about donations button on the website and Facebook as he heard it wasn't working. McManus will look into. Farrah recently did a fundraiser for her dishwasher and it was automatically deposited. Total to date is \$8795 from 58 donations.

11. Grant Update- a.) Blanchardville-Hollandale Grant is due March 15, **b.)** Submitted United Fund for \$8,000 but have not heard. The Jennie Olson Grant was received and was \$8,000 to cover expenses for Dodgeville site. This donor does not want to be publicly recognized but the donation is much appreciated.

12. Training Request- Wisconsin Academy of Nutrition and Dietetics is holding a conference in person in April and McManus would like to attend as she has to keep up her CEUs. April 6 and 7 in Elkhart Lake. It's about \$300 for the conference but

approve the training request, O'Brien seconded. Motion carried.

13. Director's Report-*Bloomfield changes will be taking up quite a bit of her time between now and the end of March. Benton has secured donations for the Benton Dishwasher. They will be going through Hobart. VFW will cover the cost of any upgrades for the building. They have to show that they spent the money by June. Benton is the only commercial kitchen that they have in the program. Flyers for volunteers has been discussed. Linden took on much responsibility when they took over Highland and Avoca's meals. They are doing a great job. The Highland delivery driver has decided to Volunteer 5 days a week instead of 4 days a week.*

14. Chairman's Report- Nankee thanked SUN Staff for their hard work.

15. Vouchers-Approval-*Richter made a motion to approve the vouchers. Seconded by Laeser. Motion carried,*

16. Next Meeting Date & Adjournment-*Next meeting will be at the Arena Manor in Arena on March 17, 2022, at 343 West St, Arena 53503. Lunch 11:45 and Meeting to follow. Fisker made a motion to adjourn. Seconded by O'Brien. Motion carried. 2:25pm*