



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM SPECIAL BOARD MEETING

TUESDAY, August 29, 2023 at 12:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 12:01 p.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle, Rita Buchholz, Justin O'Brien, Kriss Marion at 12:05 p.m., Doug Richter Members Present Remotely: none Members Excused: none Others Present in Community Room: Cecile McManus at 1:10 p.m., Melissa Weier, Dana Harcus, Nikki Mumm, Tom Slaney, Allison Leitzinger until 1:17 p.m., Christopher Lange until 1:17 p.m., Nick Curran until 1:05 p.m. Others Present Remotely: none
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 8/24/23. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the August 29, 2023 Agenda: Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 5; Nay: 0. Motion carried.
5	Reports From Board Members and an Opportunity for Members of the Audience to Address the Board. No action will be taken. Discussion - Richter 50 wedding anniversary congratulations.
6	SUN Executive Director Position: Discussion with HR/Employee Relations Directors from Iowa and Lafayette Counties on Recruitment and Hiring of new SUN Executive Director due to retirement: Per Leitzinger, the Executive Director ad and posting are ready to go. Edits to the job application were distributed. Application items were walked through by Leitzinger. Employment references are the norm, personal references are not typical anymore per Leitzinger. Decision of the Board if they want to keep that as is. Change wording of "All previous jobs", to 3 most recent previous jobs. Other typographical errors addressed. Motion by O'Brien and seconded by Richter to approve application for employment with Leitzinger edits. Aye: 6; Nay: 0. Motion carried. Job Announcement was distributed. Job description can be added to the ADRC web page. Application materials to include application, resume, and cover letter. These will go to the attention of the "Human Resources Executive Director – Recruitment". Leitzinger and Lange will review the applications. No online application form that is cross-county is available. Salary verified per Leitzinger \$27 per hour/\$56,160 per year. This is not an actual hourly rate but salary per year. The wage package also includes \$600 per month stipend for insurance. Amount of PTO/vacation time may be negotiated with the candidate. The current match for the 401k is 5% per Curran. Retirement plan deductions can begin day 1 but cannot enroll until after 3 months of employment. Personal, vacation and sick time are established in SUN Program Employee Manual (provided), as last revised in 2021. Sample job posting/ad distributed. Per Nankee, the Board needs to collaborate on benefits and get brought up to date. Marion mentioned flex time consideration/possible work from home administrative duties. Per Nankee, the Board has not previously seen the Sun Program employee manual during this process. Slaney posed that copies of the manual be distributed and potential changes to be discussed later. Also, discussion on a Company cell phone or ability to transfer calls to a personal cell phone. The Board may want to consider a stipend if a personal phone is to be used per Leitzinger. Per Slaney, the Board has to follow the current policy manual and can make changes to that going forward.

	Recruitment and job listings will cost money per Leitzinger. Many job platforms cost money to advertise on their sites.
7	<u>Numbers4NonProfits will address the Board regarding the SUN Executive Director Position:</u> Per Curran with past and current deficits, it is not clear how to fund the new position with money being so tight. The tough situation needs to be communicated with new person coming in. The candidate should have a fundraising background. COVID monies will be gone going forward, and costs are up, these things need to be considered. It is understood that advertising costs will have to be paid just to get someone regardless. Leitzinger stated that 4 hours of dietician services are needed per week per GWAAR. Upland Hills Health contracts out. The jail uses them for 2 hours per month. Sysco does provide dietician services as does Chartwells. She also noted that GWAAR did give a waiver to Richland County recently regarding a dietician. The same menu every month could also cut down on costs. The 2022 \$30,000 needs to be paid off, per Boyle. The unaccounted for 2022 deficit is currently sitting on line of credit per Curran. The Board needs to know where we are really at. Can the CDs cover what is needed? \$32,000 proposed 2023 deficit per Curran. How is the program being sustained questioned Slaney. The program is in dire straits or will cease to be—need to increase revenue or decrease expense/decrease services. What SUN does affects the other county office's GWAAR contracts. Salary to be based on qualifications per Leitzinger. Motion by Marion and seconded by Buchholz to approve the longer job description with edits. Aye: 6; Nay: 0. Motion carried. Motion to allocated \$1000 towards recruitment by O'Brien and seconded by Marion. Aye: 6; Nay: 0. Motion carried. The next SUN meeting will be September 27, 2023 at noon. Leitzinger advised they allow for a closed session to review applicants. Also consider updating the employee handbook after the new director is in place, so address that at a later meeting perhaps in December. Per O'Brien, move up annual appeal to get money in sooner instead of doing it at the end of the year. When money is received, it applies to that fiscal year per Slaney. Boyle suggested getting word out encouraging 401k giving as well.
8	<u>Dodgeville meal site van issues:</u> Boyle looked at 2 vehicles. A 2018 Ford Escape was the better deal of the two. The \$6500 van was in really bad shape. Other issues with Dodgeville van involve the steering, ball joint, and rust in addition to air conditioning. \$1500 was offered by a volunteer towards purchase of new vehicle per McManus. The Law Enforcement Center meals start September 18. A lesser vehicle could be used as less mileage and less capacity are needed. McManus pointed out the possible need for a 4 wheel drive vehicle due to the country roads or should volunteers use their own vehicle. Mileage reimbursement would likely run at a higher cost than running a company vehicle. We should save money on a vehicle for now if we can get by per Boyle. Would the offer of funds go towards repairs or just new vehicle? How would a vehicle be paid for questioned Mumm, as the 2023 funding is almost gone. The need for vehicle understood but how to fund it per Slaney. O'Brien suggests to shelf the vehicle concerns for now if we can get by. Per Nankee the Board can look into this more at the September meeting. Do we put out call for donations right now, "the reality is we need money, do we level with the public and try to get help?" per Boyle. The Iowa County budget was already submitted with a \$20,000 increase for levy money that McManus asked for. McManus and Numbers4NonProfits are working on the 2024 budget. The Campbell grant is due September 1. Per Mumm, the projection shows that 1000 home delivered meals per month will have to be cut in 2024 to balance. She cited this might be good information to put out for the annual appeal. Mumm also cited that the ADRC has money for entertainment already. Perhaps write the Campbell grant to focus on home delivered meals as enrichment and quality of life. McManus mentioned that the grant is a reimbursement based and is not funding up front. No action taken on vehicle. McManus should investigate further. Motion by O'Brien and seconded by Marion for McManus to get an estimate on diagnostic repair on Iowa County van. Aye: 6; Nay: 0. Motion carried.
9	<u>Darlington Site Manager:</u> the SUN Board shall entertain a motion to go into Executive Session, pursuant Sec. 19.85 (1) (c), consideration of employment, promotion, compensation, and performance evaluation data of any employee over which the government body has jurisdiction or exercises responsibility.

	Motion to move into closed session by Marion seconded by Boyle at 1:51 p.m. Roll call: Nankee, Marion, Buchholz, O'Brien, Richter, Boyle Motion to return to open session by Marion seconded by Richter at 2:09 p.m.
10	<u>Adjournment:</u> Motion by Boyle and seconded by Buchholz to adjourn. Aye: 6; Nay: 0. Meeting adjourned at 2:15 p.m.
	Prepared by Melissa Weier, with edits by Cecile McManus.