

SENIORS UNITED FOR NUTRITION PROGRAM INC.

Andrew Hodgson
Executive Director

303 W. Chapel St., Ste. 1400
Dodgeville, WI 53533-1396

Daniel Nankee
Board Chairman

Phone (608) 930-9845
Fax (608) 935-0359

AGENDA

Pursuant to Sec. 19.84, Wisconsin Statutes, notice is hereby given to the public that a Board of Directors meeting of the Seniors United for Nutrition Program, Inc., of Iowa and Lafayette Counties will be held on Thursday, January 18, 2024 at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, at 1:00 p.m. Some may be attending via Zoom.

1. Call to Order
2. Roll Call.
3. Certification of compliance with open meetings law.
4. Approval of the Agenda for January 18, 2024 Board Meeting.
5. Approval of the Minutes of December 21, 2023 Meeting.
6. Reports from Board members; opportunity for members of the audience to address the Board.
7. Aging & Disability Resource Center & County Aging Unit Reports
 - a) Valerie Hiltbrand, Iowa County Representative
 - b) Dana Harcus, Lafayette County Representative
8. Monthly Reports – possible action
 - a) Cash Flow Statement & CD Review – December 2023
 - b) Financial Reports, Profit & Loss –December, Year to Date – 2023
 - c) Monthly Participant Numbers by county – December 2023
 - d) Year to Date Numbers Corrections for January through November
9. Annual Appeal Update
10. Iowa County GWAAR Distributions Update
11. Farmer's Bank (and general banking)- Discussion, possible action
 - a) Who should be an authorized signer? How many signers needed?
 - b) Line of credit options
 - c) Credit Cards: switching from Wells Fargo to Farmers
12. Grant Updates
 - a) United Fund of Iowa County, MOWA, Otto Bremer, FEMA, etc.
13. Van and Steam Table Updates
14. Director's Report- Discussion, possible action
 - a) Personnel Manual Updates
 - b) Volunteer Appreciation, SUNny Days Ahead, "The Tour de SUN"
 - c) FoodSafe Exam, Dietitian MOU, WAND membership/Conference, Advocacy Day
15. Chairperson's Report
17. Next Meeting Date & Adjournment

Date January 10, 2024 Time: 1:00 PM .

Serving Citizens of Iowa and Lafayette Counties
SUN Program



Seniors United for Nutrition

PROPOSED MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, December 21, 2023 at 1:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 1:02 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle, Justin O'Brien, Doug Richter Members Present Remotely: Rita Buchholz until 2:58, Kriss Marion Members Excused: none Others Present in Community Room: Melissa Weier, Nikki Mumm, Andrew Hodgson, Dana Harcus, Tom Slaney, Bruce Paull Others Present Remotely: Mike Tschanz, Evelyn Kirner, Margaret Sutter
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 12/13/23. The amended agenda was properly posted on 12/18/23. The agenda, amended agenda and proposed November minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the December 21, 2023 Agenda and Amended Agenda:</u> Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the November 29, 2023 Meeting Minutes:</u> Motion to approve the minutes of November 29, 2023 meeting by Richter and seconded by O'Brien. Aye: 6; Nay: 0. Motion carried. Correction to add Richter to roll call.
6	<u>Reports From Board Members and an Opportunity for Members of the Audience to Address the Board.</u> <u>No action will be taken.</u> Discussion – per O'Brien, SUN seems to be having greater visibility as of late due to Facebook posts by Andrew and he has had several people approach him about SUN. Slaney mentioned the transportation project to recruit drivers for Lyft and SUN. They will be leaving some pamphlets at the local DMV. 25 years of ADRC was pointed out by Nankee. Paull mentioned Facebook comments and keeping our posts fresher is good. Hodgson noted our posts have been averaging about 250 views.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. ADRC tax appointments coming up. Lafayette ADRC has 2 job openings. b. Iowa County – Harcus presented for Hiltbrand. Investigations for at risk adults are now being done by Iowa County ADRC. A new benefit specialist was hired but still recruiting for an ADS specialist. Medicare open enrollment ended December 7. EMS referral project for falls in the home. ADRC tax appointments coming up.
8	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- September 2023– Report provided. Last month's board meeting they had \$49,846; today \$80,800. Submitting monthly reports has made things go smoother. NSIP funds were higher than previous months as well per Tschanz. We are currently on time with bills per Hodgson. The Wegner CPA audit bill will still be coming in for about \$10,000, they were being sent to wrong person. The Law Enforcement Center meals of about \$11,000 are due to be paid yet. Regarding the Ford Appliance bill, the table was serviced 3 times, the story from Ford does not match what we were told in office. Per Ford, the site manager was told she was incorrectly using the appliance. They will take us to small claims if we do not pay it. The final bill is \$1122. Hodgson recommends that we pay it. Per Nankee regarding the line of credit, he spoke to Carrie at the bank today. There is approximately \$450 due currently. \$25,361.11 is the current total of loan. He would like to have Hodgson on the note as well. It has not been renewed as of yet. Hodgson has prepared letter for Nankee to sign to give to the banks to have the accounts

	switched over. Per Slaney, make sure when signing any bank paperwork, to sign in an official capacity with your title so that you are not personally liable. b. Financial Reports, Profit & Loss, Bill Pay- November; Year to Date 2023. Reports provided. c. Monthly Participant Numbers- November 2023 – Reports provided. Weier noted that we did receive monies from Hollandale participants this month. Per Hodgson, he is considering promoting Linden a congregate site. He has also talked to the Belmont manager about the lack of congregates. This will bear further looking into. Lafayette's numbers are looking better than Iowa's, however Iowa's donations are higher. Per Slaney, the numbers between the two counties need to be reported separately, not lumped together. Motion by Boyle to put these reports on file and seconded by Richter. Aye: 6; Nay: 0. Motion carried.
9	Annual Appeal Update: Per Weier, about \$16,500 received thus far. The appeal letter was also sent to the participants, 5 responded with a donation. Per Hodgson, GWAAR says these monies need to be spent first. Weier noted that the funds are being applied to home delivered for each county as they come in. Per Slaney, perhaps we can educate people more about donating when closing out family estates.
10	Grant Updates: a. Jennie Olson, United Fund of Iowa County. Jennie Olson came in for \$8500. The United Fund application is being resubmitted per Hodgson. b. Other grants. (Otto Bremer, Walmart Foundation, Kwik Trip Kares, MOWOA). The Otto Bremer application was in the early stages but not submitted. Walmart Foundation large amount grants go through MOWOA, smaller amounts can be directly requested to local Walmart stores. Walmart also offers "round up" fundraisers as well. Kwik Trip Kares, we can request smaller grant amounts. We will need to rejoin MOWOA to be considered for many larger grants. The fee is \$400 per year. Other benefits include training and networking. The Campbell grant will be applied to 2024 expenses.
11	Staff/Site Issues/Reports: a. Darlington site – Van issues, steam table, dishwasher. The steam table bill is \$1122.17, and the table is currently non-functioning. Motion to approve paying steam table bill by O'Brien and seconded by Boyle. Aye: 6; Nay: 0. Motion carried. A new dishwasher was anonymously donated. The van has approx. 180,000 miles and should be retired. We've paid over \$16,000 in repairs in last 5 years. Hodgson reached out to Frank beverage to see about their retired vehicles, but they have not responded. Hodgson feels that Dodgeville's van could be temporarily moved to the Darlington site until we can find a different van. Motion by O'Brien and seconded by Richter to retire the Darlington van and temporarily move the Dodgeville van to Darlington for 90 days. Aye: 6; Nay: 0. Motion carried. b. Dodgeville site – Van issues. The van needs a new battery, that should be replaced sometime next week.
12	Director's Report: a. Onboarding progress, Voucher Program, Intern Program, Personnel Manual. Hodgson presented. Onboarding is going well. He is looking into the Sysco food ordering process. Reinhardt has a group purchasing option per GWAAR that can save money. There has been good communication all around. He is also looking further into a voucher program and partnering with local restaurants. We had a referral with Hi-Point Steakhouse, who is interested in participating in the program. There is a 60 day waiting period after application according to GWAAR. Realistically, March 1, 2024 could be a tentative start date. He would like to have big event to kick it off. We will be looking into other voucher sites as well. SUN is starting an Intern Program, an unpaid internship for fundraising and grant research. Kirner introduced herself as the intern, she will primarily be working remotely on the internship. The Personnel Manual needs revisions and personnel records in general are lacking and need some work. The review process needs to be formalized as well as further defining volunteers/staff. Per the Board, go ahead and start making changes and they will approve items as needed going forward. The GWAAR new director training went well per Hodgson. He would like to start a quarterly donor newsletter. He will also be enhancing and posting on SUN's LinkedIn page that was previously inactive.
13	Chairperson's Report:

	Nanke presented. The Line of Credit needs to have Hodgson added along with himself. We need resolution as to who all the signatories should be. Per Slaney, it would be wise to use titles instead of actual names so that the paperwork does not need to change every time the Board members change. Enhanced assessments have begun in Lafayette County and are ready to start being done in Iowa County. He asked about new site for Highland and other towns to pick up meals. Slaney pointed out that picking up meals is currently counted as home delivered, which does not help our funding issue. The voucher program would not require additional staff per Hodgson. The Dodgeville site dishwasher is still working some hours for now but is sporadic. Hodgson is considering not refilling position if the current dishwasher leaves. The Dodgeville site also needs a back-up manager, he may see if the Linden sub would be willing to do Dodgeville as well. The LEC meals and mashed potato portioning has been resolved per Hodgson. Nankee asked if reducing meal portions was being considered. Hodgson will be looking into this to make sure meals are meeting specifications.
14	<u>Motion to approve rejoining Meals on Wheels of America:</u> Motion to approve rejoining Meals on Wheels of America by O'Brien and seconded by Richter. Aye: 6; Nay: 0. Motion carried.
15	<u>Motion to approve Non-profit Management Internship MOU:</u> Motion to approve Non-profit Management Internship MOU by Buchholz and seconded by Boyle. Aye: 6; Nay: 0. Motion carried.
16	<u>2024 Budget, 2022 Audit – possible action:</u> The official audit was received by Hodgson this week. The 2022 loss stands per Wegner and will be just carried forward. Per Slaney the line of credit affects how our numbers look from year to year. The deficit needs to be filled so things can go forward. GWAAR also said that the Line of Credit (LOC) should be paid down with CD's. The LOC should be for emergency use only per Hodgson. Per Slaney, they are considering that the levy monies may be distributed monthly going forward. Debts need to be retired and carrying the debt forward only causes continued issues. In 2021 GWAAR gave a supplemental payment to pay off the LOC at that time. Hodgson proposes that at the next meeting we vote to address this. They are working to try to get a 2024 budget that will balance, but we are lacking the numbers so are still showing a deficit. Hodgson proposes accepting a provisional budget and adjusting it moving forward. We are waiting on the participant reassessments to see how it affects our numbers. The budget is projecting \$65,000 funds to be raised. The NSIP funds were adjusted down and the loss of ARPA funds are accounted for. Per Hodgson, we are hoping to keep food costs under \$50,000.00 for 2024. We also need to look at mileage. Per Tschanz expense percentages will be figured each month based on meal counts for more accuracy. Hodgson may also look at meal delivery date changes to reduce mileage. O'Brien asked about wellness checks being part of our offering. Hodgson is requesting a motion for provisional budget approval until March to see how much we have to scale back based on the assessments and voucher implementation. GWAAR proposed that the new assessments should be done before a person is served a meal. We should do it right away to see if a person qualifies instead of having to kick people off after the fact. Boyle made motion to approve a provisional budget until March 1, 2024, seconded by O'Brien. Aye: 5; Nay: 0.
17	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for January 18, 2024 at 1:00 p.m. Motion by Boyle and seconded by O'Brien to adjourn. Meeting adjourned at 3:24 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.

