



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
THURSDAY, January 18, 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 1:00 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Chairperson Dan Nankee, Bob Boyle, Justin O'Brien Members Present Remotely: Rita Buchholz, Kriss Marion at 1:05 p.m. until 1:56 p.m. Members Excused: Doug Richter Others Present in Community Room: Melissa Weier, Nikki Mumm, Andrew Hodgson, Dana Harcus Others Present Remotely: Margaret Sutter
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 1/11/24. The agenda and proposed December minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the January 18, 2024 Agenda:</u> Motion by Boyle and seconded by O'Brien to accept the agenda. Aye: 4; Nay: 0. Motion carried.
5	<u>Approval of the December 21, 2023 Meeting Minutes:</u> Motion to approve the minutes of December 21, 2023 meeting by O'Brien and seconded by Boyle. Aye: 4; Nay: 0. Motion carried.
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 – Richter on the mend (from a health event). Richland County has 3 meal sites but shortage of volunteers.
7	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. AARP tax appointments are now being taken. Dementia 101 in Shullsburg is coming up. Senior Social will be May 8, 2024. SUN provides lunch, last year was held in Darlington. Open positions in ADRC. b. Iowa County – Harcus presented for Hiltbrand. Michelle Leffler has joined the staff as a Benefit Specialist. Her primary target group is 18-59 but she will also be assisting with 60+. There is a CBRF in Boscobel closing, so our APS will be involved in the relocation process since we have a ward protectively placed there. Interviews have been held for ADRC Specialist position. Nothing finalized yet. RCAF Caregiver Registry Event scheduled for 2/21/24.
8	<u>Monthly Reports- possible action:</u> a. Cash Flow Statement & CD Review- December 2023 – Last month's board meeting they had \$80,800; today around \$130,000 including Wells Fargo account per Hodgson. End of December 2022, total in all accounts was around \$32,000 per Hodgson after talking with Numbers 4 Nonprofits. We could pay down line of credit to \$0 balance with the CD at Farmers and have a little left over. There would be approximately a \$400 penalty to cash in the CD early but the interest we're paying on the line of credit would be higher than that. First National Bank at Darlington CD's - one is a good rate but the other is not very high yield and could potentially be cashed in. Are the CD's still Brodbeck funds, was posed. b. Financial Reports, Profit & Loss, Bill Pay- December; Year to Date 2023. Reports not available. c. Monthly Participant Numbers- December 2023 – Reports provided. Many differences in numbers vs last year. Darlington has good potential to increase numbers for congregates. Working on grants for activity kits that may help increase congregate numbers as well per Hodgson. A press release was suggested by Marion. Higher year to date donations were noted. d. Year to Date Numbers Corrections for January through November. Lafayette County year to date unduplicated participant numbers were totaled incorrectly and have now been corrected.

	Motion by O'Brien to put these reports on file and seconded by Buchholz. Aye: 5; Nay: 0. Motion carried.
9	Annual Appeal Update: Just over \$30,000 total received so far, \$5,000 has come to Iowa County in 2024 per Hodgson. We hope to do as well for 2024. Boyle inquired about RMD money, very little of that seems to have been received per Weier. We will be tracking vouchers once implemented per Hodgson. A monthly subscription or "sponsor a senior" are also fundraising ideas per Hodgson.
10	Iowa County GWAAR Distributions Update: Per Mumm payments will include GWAAR and levy monies monthly based on expenses. The payments are reimbursement based. Slaney is currently working on the GWAAR contract. Iowa County has requested the full 40% transfer for home delivered meals but that amount was requested by many counties. We may not get the full percentage to transfer because GWAAR is only allowed to transfer 20% overall. Lafayette County will be doing a similar reimbursement per Sutter.
11	Farmers Bank (and general banking) – Discussion, possible action: a. Who should be an authorized signer? How many signers needed? Per the bank and Hodgson, the signers should be the Director, Board Chair and Vice Chair. Motion to have the Director, Board Chair and Vice Chair as signatories on the Farmers bank accounts by O'Brien, seconded by Boyle. Aye: 5; Nay: 0. Motion carried. Motion rescinded. Motion to have Director, Board Chair and Vice Chair as signatories to all bank accounts SUN utilizes by O'Brien, seconded by Boyle. Aye: 4; Nay: 0. Motion carried. b. Line of credit options The line of credit can be paid off but left open per the bank. Per Boyle, do we need to work up some wording for emergency or other approvals to incur expenses on the line of credit? Proposed wording: "Any future use of the line of credit would require a quorum decision for any regular or emergency use." Motion to pay the line of credit and keep the account open per O'Brien and seconded by Boyle. Aye: 4; Nay: 0. Motion carried. c. Credit Cards: switching from Wells Fargo to Farmers The credit cards for the cooking sites and the Director are currently through Wells Fargo. We plan to switch these over to Farmers. There is the option of a third party credit card or debit card directly with Farmers. Once these are switched over, we can close the Wells Fargo account. Numbers 4 Nonprofits would prefer we do a credit card, so it is better tracked by site than with a debit card. A \$250 spending limit per day on the site cards is proposed per Hodgson. Boyle suggested we look at a rewards card. Nankee mentioned credit cards have more protection than debit cards. Hodgson will come back to Board if there are any issues.
12	Grant Updates: a. United Fund of Iowa County, MOWA, Otto Brener, FEMA, etc. Per Hodgson, he submitted the United Fund grant application for \$8,000. Intern Kirner wrote a grant for traction devices for meal delivery people to put on their shoes. Kirner is also working on a Costo grant to replace all of the site first aid kits as well as grants for activity kits to rotate amongst the sites. There is also a possible donation of a Wii. Kirner and Hodgson will be writing for approximately \$75,000 in grants before May. Hodgson will be making writing a grant for a van a priority and will also be working on finalizing the FEMA grant.
13	Van and Steam Table Updates: Per Hodgson, he will confirm if the check for the steam table has been cashed. Ford Appliance would be willing to work with us in the future. The unused steam table will be scrapped and gotten out of the way. The Iowa County van is not starting well so it is still here and has not been transferred to Darlington yet. The van will be going back to Randy's next week. Hodgson will be writing for grants to help purchase a van. Our mileage reimbursement will be greater due to both vans currently being down.
14	Director's Report – Discussion, possible action: a. Personnel Manual Updates Hodgson has made several changes to the manual. The blue highlighted sections on the draft would come out. PTO is a big new proposal as well as the 360-degree review process. Self-evaluations were sent to all employees. Community input could also be factored in with employee review. Per O'Brien, he has a lot of questions and suggestions to go over. The Board needs more time to go over it. Mumm suggests involving Slaney, Hiltbrand and Marcus. Hodgson would like the PTO section confirmed in January or February before employees

	take many days off. A special meeting is set for Wednesday, February 7, 2024 at 9:00 a.m. at the HHS Building. Motion to pay \$400 per month health care stipend for the Department Assistant by Boyle seconded by Buchholz. Aye: 4; Nay: 0. Motion carried. b. Volunteer Appreciation, SUNny Days Ahead, “the tour de SUN” Per Hodgson, he wants to piggy back on volunteer appreciation day in April that Iowa County ADRC has set. He would like to implement “shop for a cause” where local business donate based on purchases in June. The Tour de SUN would be an active aging event with the Military Ridge Trail. It will include a 5k bike ride with business sponsors to be held in August or October. c. FoodSafe Exam, Dietician MOU, WAND membership/Conference, Advocacy Day Hodgson will soon be taking the FoodSafe exam. The services of a dietician are necessary to approve menus so that we can move forward with the voucher program application, and they will also review the Darlington menus. The same dietician is currently reviewing the LEC menus. GWAAR is considering whether Hodgson is suitable to sign off in the future. Motion to approve MOU with Dietician by Buchholz and seconded by Boyle. Aye: 4; Nay: 0. Motion carried. The application for Hi-Point as a voucher site involves a 60-day waiting period. GWAAR and BADR need to approve it. Motion to approve the Hi-Point voucher program by Boyle and seconded by O’Brien. Aye: 4; Nay: 0. Motion carried. There will be separate vouchers for each county, contribution letters will be based on how many vouchers the participant has used. The Hi-Point program will start with Tuesday/Thursday but if all goes well, they may be willing to do 5 days per week. Hodgson rejoined WAND for networking and advocacy. Hodgson will be creating a job listing for a site float to fill in for the meal site managers for each county on an as needed basis.
15	<u>Chairperson’s Report:</u> Nothing to report.
16	Does not appear on agenda.
17	<u>Next Meeting Date and Adjournment:</u> Approved the next Seniors United for Nutrition Program Board meeting for February 15, 2024 at 12:00 p.m. Motion by Boyle and seconded by Buchholz to adjourn. Meeting adjourned at 3:04 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.