



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM SPECIAL BOARD MEETING

WEDNESDAY, February 7, 2023 at 9:00 a.m.

Health & Human Services Building

303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Nankee called the meeting to order at 9:01 a.m.
2	Roll Call: Members Present in the Community Room: Chairperson Dan Nankee, Justin O'Brien, Bob Boyle at 9:27 a.m. Members Present Remotely: none Members Excused: Rita Buchholz, Doug Richter, Kriss Marion Others Present in Community Room: Tom Slaney, Melissa Weier, Andrew Hodgson, Val Hiltbrand Others Present Remotely: none
3	Certification of compliance with open meetings law: Weier verified the meeting was properly posted on 1/29/24. The agenda was emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	Approval of the February 7, 2024 Agenda: Motion by O'Brien and seconded by Boyle to accept the agenda. Aye: 3; Nay: 0. Motion carried.
5	Review and Discussion of Sections I Personnel Administration through IX Probationary Period. Hodgson cited minor language changes. Possible re-work of Affirmative Action Section II to meet current accepted language. Some discussion on dress code section to be added. Also add a monetary value to the accepting gifts paragraph. A separate volunteer manual proposed. Add flexibility into VII. A.
6	Review and Discussion of Section X Employee Evaluation and XXX Grievance Procedure and the template for Individual and Community Member Grievance Form: Bi-annual review of Executive Director proposed by Hodgson. Any complaints regarding Executive Director would go to Department Assistant to be passed on to Board. Board proposes annual reviews and special review session(s) only if needed. Separate the evaluation and disciplinary sections was suggested. Evaluations should be shared information, grievance information should be more protected. Remove ADRC language from section.
7	Review and Discussion of Sections XI Hours of Employment through XVI Professional Meetings. Minor wording changes. Original Section XI. D. removed. The most recent 90 days will be looked at to establish the 20 hour per week average.
8	Review and Discussion of Sections XVII Holidays through XXI Other Leaves (including new section on general PTO proposal): Addition of Good Friday, day after Thanksgiving and Christmas Eve as paid holidays. Paid time off (PTO) proposal to replace vacation, sick and personal days. Will resume at "Other Leaves" when reconvening.
9.	Review and Discussion of Sections XXII Employee Flexible Benefits Plan through XXXI Dissolution Clause: Not discussed as this time.
10.	Final review and Discussion of Personnel Manual and next steps- possible action: Check with Iowa and Lafayette Human Resources for advice on best practices or recommendations. Meet at 10:00 a.m. on February 15, 2024 to further go over personnel manual items.
11.	Next Meeting Date & Adjournment: Full Board Meeting on February 15, 2024 at 12 p.m. and Special Meeting February 15, 2024 at 10:00 a.m. Motion to adjourn by Boyle and seconded by O'Brien. Aye: 3; Nay: 0. Meeting adjourned at 12:04 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.
