



Seniors United for Nutrition

MINUTES

SENIORS UNITED FOR NUTRITION PROGRAM BOARD MEETING
TUESDAY, May 28, 2024 at 5:00 p.m.
Health & Human Services Building
303 W. Chapel Street, Dodgeville, Wisconsin

Item	
1	Chairman Masters called the meeting to order at 5:00 p.m.
2	<u>Roll Call:</u> Members Present in the Community Room: Mel Masters, Dody Cockeram, David Gollon, Lee Gill, Emmett Reilly, Larry Ludlum Members Present Remotely: None Members Excused: None. Others Present in Community Room: Andrew Hodgson, Melissa Weier, Dan Nankee, Bruce Paull, Nikki Mumm, Tom Slaney, Chris Lange, Wanda Husted, Cheryl Bjorge, Dianne Evans, John Meyers Others Present Remotely: Allison Leitzinger, Dana Harcus, Margaret Sutter
3	<u>Certification of compliance with open meetings law:</u> Weier verified the meeting was properly posted on 5/21/24 and the amended agenda was properly posted on 5/23/24. The agenda, amended agenda and proposed 4/30/24 minutes were emailed to the Dodgeville Chronicle, Darlington Republican Journal, Iowa and Lafayette County Clerks.
4	<u>Approval of the May 28, 2024 Agenda:</u> Motion by Gollon and seconded by Lee to accept the agenda. Aye: 6; Nay: 0. Motion carried.
5	<u>Approval of the April 30, 2024 Meeting Minutes:</u> Motion to approve the minutes of the April 30, 2024 meeting by Cockeram and seconded by Gollon. Aye: 6; 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 – Husted, Dodgeville site manager shared that there are 49 volunteers in their pool to pull from for various tasks. She encourages the Board to talk to volunteers as they consider changes for the program. Husted notes that she will have to leave as site manager in a few months to care for family. Paull mentioned attending Aging Advocacy Day and funding issues. He suggests that the Board send a letter to our state representative to request that funding be changed to favor home delivered meals. Slaney notes that the Iowa County Board approved charging the market rate for SUN's rent. Iowa County will charge approximately \$31,000 per year for the space. A letter will be coming from the county administrator and sent to Lafayette for the proposed 2025 budget. Reilly is requesting a copy of the letter but it is not available yet.
7	<u>Motion to convene Executive/Closed 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. (Executive Director candidates)</u> Motion to move into closed session at 5:25 p.m. by Gill and seconded by Ludlum. Public dismissed. Roll call: Masters, Cockeram, Reilly, Ludlum, Lee, Gollon
8	<u>Motion to return to open session:</u> Motion to return to open session at 5:45 p.m. by Gill and seconded by Ludlum. Aye: 6; Nay: 0. Motion carried.
9	<u>Possible action on closed session item:</u> Motion by Cockeram to move forward with interviewing candidates for the Executive Director position, with Chris and Allison doing the interviews and the SUN Chair and Vice Chair attending, seconded by Gollon. Aye: 6; Nay: 0. Motion carried.
10	<u>Aging & Disability Resource Center & County Aging Reports:</u> a. Lafayette County – Harcus presented. The Senior Social was May 8, SUN provided the meal. The county is working on the aging plan. There will be a seniors' farmers market voucher program again this year, it is a very well-liked program. Dementia classes are coming up. b. Iowa County – Written report in packet.
11	<u>Monthly Reports- possible action:</u>

	a. Cash Flow Statement & CD Review- March 2024– Per Hodgson. The CD balance is \$35,000 at First National Bank Darlington. b. Financial Reports, Profit & Loss, Bill Pay- March 2024. Per Hodgson, total assets are trending downward. Some budget items are overspent already for the year. c. Monthly Participant Numbers- March 2024 – Reports provided. Congregate meals have trended up which helps the budget. Participant contributions are doing well in both counties. The actual meal cost is \$14-\$15 per meal and we are averaging around \$5. Lafayette has a higher percentage of congregate meals. Darlington services Argyle, South Wayne and Gratiot and it is a 100 mile route. A no carryout policy was implemented which may account for the increase in congregate reporting. There has not been time to verify if the meals were truly congregate.
12	Budget Update. Number 4 Nonprofits recalculate 2024 numbers to date: Per Hodgson, the budget was split separately for Iowa and Lafayette Counties. Iowa County’s new proposed budget comes close to balancing but Lafayette is about \$23,000 short. If the budgets are approved, a plan has to be provided for the Lafayette shortfall. Sutter said they will approve the budget and work with SUN and utilize more levy money if needed. Hodgson refigured the allocations to make better use of funding. Serving less meals may be an option. Motion to approve the budget for each county by Lee and seconded by Cockeram. Aye: 6; Nay: 0. Motion carried.
13	Profit and loss information individual meal sites: Iowa County figures were provided, Lafayette numbers are still in the works. Gollon suggests a bigger spread between congregate and home delivered suggested contribution. SUN could charge less for congregate and more for home delivered. He suggests site by site testing to see if it works vs implementing it program wide. He also questioned meal cost based on priority. Per Hodgson, the priority levels are set up by GWAAR. A new scoring system is to be implemented by July. There are high, moderate and low priority levels. Gollon asked if sites can be treated differently based on performance or if they all need to be the same. Hodgson would need to check with GWAAR. Hodgson poses that if assessments are done consistently, these needs will be highlighted. Changes in meal cost go to PAC committee first then onto the Board. Mumm proposes a pop-up or alternate site a day or two per week in other communities on slow days for the regular sites.
14	Iowa County Contract Update: Per Slaney, applying the new cost allocations retroactive to the beginning of the year should be cost effective. Per Hodgson, SUN would incur a \$2000 expense to possibly gain \$16,000-18,000. Motion by Gollon and seconded by Lee to make cost allocations retroactive back to January. Aye: 6; Nay: 0. Motion carried.
15	Refrigerator/freezer storage: The walk-in refrigerator is basically empty. The freezer is full a couple days each month until the orders go out. Are these facilities needed as they currently are? The food stored at SUN is for the cooking sites, three sites in Lafayette and one in Iowa. There will be a tour of facility immediately after the meeting.
16	Security of food storage area: The area where the dry goods are stored with food ordered in bulk for the cooking sites may not be secure. Three of the cooking sites are in Lafayette and one in Iowa County. Paper goods and packaging are used by all of the sites. The current system works but is not optimized. Walmart is just as good on cost, so cooking site managers have been getting more of their own things there vs Sysco. Maintenance has access to the food storage area as well and doors are open to public hallways at times on some days.
17	Grant and fundraising updates: The Otto Bremer grant interview took place. SUN will find out mid-July if any or all of \$20,000 applied for will be received. Dubuque Racing Association grant was submitted for around \$27,000 for capacity building, including a paid intern position. Bugtussel will be doing a business after hours and fundraiser for SUN in October. Hodgson suggested a silent auction for this.
18	Clarification of hours per day for Department Assistant during interim. Establish a first point of contact in case of emergency while Department Assistant is out of office June 13-20. Per Ludlum and Cockeram, the Department Assistant can use discretion on hours needed. The rest of the Board agreed. While the Department Assistant is out of the office June 13-20, Slaney said Social Services will take SUN’s phone calls and be a point of contact. Harcus advised that the Lafayette sites can call on the ADRC office for any needs during that time as well.
19	Director’s Report: Hodgson will be doing remote work evening and weekends. He can also prepare the annual report for 2023. The Darlington site has a very long route, the van currently needs multiple repairs

	over \$1,000. Long term, the van is not an option. Hodgson poses that the current long route be split into multiple routes. Then there may not be a need for a van or a paid driver position, volunteers could be utilized. The Darlington site manager is wanting to go back to volunteer only status. When rehiring, a five day per week position would be preferable. Hodgson will still be able to help onboard the new director.
20	<u>Board Chair's Report:</u> Per Masters, SUN's article in the News and Views was a good one. He also thanked everyone for attending.
21	<u>Next Meeting Date and Adjournment:</u> Ludlum suggests having meetings at the various meal sites. Approved the next Seniors United for Nutrition Program Board meeting for June 25, 2024 at 5:00 p.m. at the HHS Building. Motion by Gollon and seconded by Cockeram to adjourn. Aye: 6; Nay: 0. Meeting adjourned at 6:46 p.m.
	Prepared by Melissa Weier. Edits by Andrew Hodgson.