

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES of June 21, 2018

- 1. Meeting Called to Order-** at 1:05 p.m. by Chairman, Leon Wolfe, Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI 53533.
- 2. Roll Call-** Iowa County Board: Justin O'Brien, Dan Nankee and Jim Griffiths. Lafayette County Board: Leon Wolfe, John Bartels, and Carol Korn. **Others Present-** Cecile McManus, Executive Director; Jay Loop, Financial Asst.; Robert Schroeder, ADRC Manager, Lafayette County; Valerie Hiltbrand, Manager ADRC, Iowa County.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on June 14, 2018 prior to the meeting, the agenda was posted at the HHS Building and via email to-Iowa County: The Dodgeville Chronicle and Deputy County Clerk. Lafayette County: The Republican Journal, County Clerk, and Deputy County Clerk. *Chairman Wolfe requested the records show that the meeting was properly posted.*
- 4. Introduction of new board members-***Jim Griffiths, new board member, was introduced; Jim spent many years working for Texaco and has been on the Iowa County Board for some time. Dan Nankee, 9 years on the Iowa County Board and several years on the SUN Board.*
- 5. Approval of the Agenda – for the July 18, 2018 Board meeting.** Motion to approve agenda was made by Griffiths. *Seconded by Korn. Motion carried.*
- 6. Approval of the Minutes for May 17, 2018 Board Meeting-** Motion to approve minutes for May 17, 2018 Board Meeting was made by Bartels. *Seconded by Nankee. Motion carried.*
- 7. Reports from Board members; opportunity for members of the audience to address the Board-** Nankee expressed how much he enjoyed the ADRC Trip to Fort Atkinson. Nankee also stated how much his wife likes the Tai Chi classes. Nankee commented on McManus' article on fruits and vegetables, including dark green vegetables and more red and orange vegetables, as well as more beans on the menus. McManus stated the Steak Cook-out at all the sites will be July 27th. Eunice Naeger's husband (Frank) passed away; she is the site manager in Linden; thanks for the money donations for the flowers.
- 8. Aging Resource Center & County Aging Unit Reports-** **a.)** Schroeder stated they had a great turn out at the Dairy Fest at Platteville Farms on June 9th. Over 300 People attended and ADRC Lafayette County, had an informational display. The Lafayette County Fair is July 11-15th. Senior Day is July 13th with Pie judging 1:00-3:30. The Upper Horizon has details of events and times. Kay Schulte will hold a prevention program "Stepping On" this fall. A Care program "Powerful Tools" will be August 16th. **b.)** Valerie Hiltbrand stated the May ADRC Lunch and Learns at the Iowa County Dining Sites were successful in gathering documentation for the Aging Plan. Seniors Farmers Market Vouchers started in June and ADRC will be doing 6 outreach events throughout the county to distribute them. June is Elder Abuse Awareness Month; there is a Pinwheel Display in the front of the Health and Human Services Building for the first half of the month and then in front of the Court House for the remainder of the month. Mark your calendars for Health and Wellness Expo on 9/28/18. Prevention Class, Tai Chi, is happening right now at HHS Building and has

received great reviews so far. "Walk with Ease" will be starting at the Dodgeville Dining Site on 7/9/18. Adult Protective Services (APS) workers and the ADRC Manager will attend the State APS Training on 7/19/18.

9. Audit Report- Johnson Block Representative stated that in their opinion, the financial statements presented fairly, in all material respects, the financial position of the Seniors United for Nutrition Program Inc. as of December 31, 2017 and 2016, and changes in its net assets and its cash flows for the years ended in accordance with accounting principles generally accepted in the United States of America. Financial Findings: #1 Segregation of Duties: the limited size of the Organization prevents ideal segregation of functions, as a result, errors or irregularities could occur and may not be detected on a timely basis. #2: Multiple balance sheet accounts were not reconciled as of December 31, 2017. As a result, the Organization will begin reconciling all balance sheet accounts monthly starting in 2018. #3: Several credit card transactions did not have supporting documentation attached to the statement. The bookkeeper did not initial and date that statements had been reviewed and transactions had supporting documentation. The Organization will attach all supporting documentation and the bookkeeper will initial and date prior to payment. As a result of a write off of funds due from ContinUs, discussion followed about how to handle the funds due. Loop will complete an Appeal Submission Form and if no satisfaction is received, other action will be looked into by the Board.

9. Monthly reports-possible action- **a.)** Cash Flow Statement showed beginning balance as of May 17, 2018 of \$12,473.09, donations of \$ 10,449.50, with total deposits of 52,612.32, minus total vouchers of \$41,904.49, leaving an ending balance of \$23,180.92. CD's showed interest of \$1.41 added, making new total for Set-Aside funds of \$75,066.86. **b.)** Budget Reports for the month of May showed total income of 34,592.17 and total expenses of \$42,135.76, leaving a net decrease of \$7543.59. YTD shows a net decrease of \$10,537.35, mostly the result of GWAAR allocations running slow. **c.)** Monthly Participant Numbers for May showed 3925 meals were served. Total meal donations received were \$12,056.80. The meal counts continue to rise with Dodgeville (1077), Argyle (486), Benton (336), Mineral Point (356) and Arena really showing progress at (343). Total meals YTD are 21,221. Motion to approve reports was made by Bartels. Seconded by Nankee. Motion carried.

10. Staff/Site Issues/Reports possible action- **a).** Avoca Update- Avoca is now getting meals from Highland (Grandma's Kitchen) started June 1st. Tony Kaster and Ann Peterson will deliver the meals to Avoca on Monday, Wednesday and Friday. **b).** Highland-Grandma's Kitchen will only do contracted meals until mid-September, when an auction will be held if no buyer can be found. McManus is working with the Church as a possible cooking site, with another option getting meals from Bloomfield.

12. Grant Update- We did not get any funds from the Dubuque Racing Program or the Mineral Point Community Fund. We should get funds from Shullsburg at grant ceremony on Monday the 25th. The Benton Community grant is due July 1; we should receive last year's funds of \$3000 soon, as the project is complete. Walmart has smaller local grants to work on.

13. Director Report- Emergency Food & Shelter of Iowa County should be finally sending the second payment of \$750.00, with help of SWCAP. McManus did one year review of Candy Wilson (Arena) and all went well. The new commercial dishwasher at the Dodgeville site is working very well. There was much discussion on an email from GWAAR, sent to McManus, and forwarded to Wolfe, regarding corrections to be made in reporting meals, home assessments, and the way financial reporting is being done for allocations. SUN had not been notified recently of these needed corrections, but made them immediately. McManus stated we are behind in completing home assessments, especially in Dodgeville due to the great increase in home delivery participants, and came up with a plan, sent to GWAAR and Wolfe. A follow-up call will be made by Wolfe to GWAAR for further explanation of their actions and a commitment of funds.

14. Training Request-possible action- None at this time.

16. Chairman's Report- Nothing additional at this time.

17. Vouchers-possible action-A motion to approve all vouchers was made by Nankee. Seconded by Korn. Motion carried.

18. Next Meeting & Adjournment- The next meeting will be July 18, 2018 at the Shullsburg Site, 190 N. Judgement Street, Shullsburg, WI 53586, following lunch at 11:30P.M. A motion to adjourn was made by Nankee; seconded by O'Brien. Motion carried. Adjourned at 3:38 PM.