

SENIORS UNITED FOR NUTRITION PROGRAM, INC.  
***Serving Iowa and Lafayette Counties, aka The SUN Program***  
BOARD OF DIRECTORS MEETING MINUTES of December 20, 2018

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- 1. Meeting Called to Order-** at 11:10 A.M. by Chairman, Leon Wolfe, Health & Human Services Building, 303 W. Chapel St., 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 Schoeder, Manager ADRC, Lafayette; Valerie Hiltbrand, Manager, ADRC Iowa County.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on December 13, 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. Approval of the Agenda – for the December 20, 2018 Board meeting.** Motion to approve agenda was made by Griffiths. *Seconded by Korn. Motion carried.*
- 5. Approval of the Minutes for November 15, 2018 Board Meeting-** Motion to approve minutes November 15, 2018 Board Meeting was made by Korn. *Seconded by Griffiths. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Nankee, commented on McManus's article in the News & Views Eat well, Age well, a program that encourages preparing and eating nutrient dense foods. McManus listed a recipe for Protein Balls, fast, easy, nutritious and delicious. The ADRC will have new Taxi service, Wednesday and Friday in Iowa County and Mineral Point on Thursdays. ADRC will provide Tax Preparation help again this year. There will be a 2.8% increase in Social Security Benefits for 2019.
- 7. Aging Resource Center & County Aging Unit Reports-** **a.)** Schroeder mentioned the new APS Coordinator started on November 13, and is learning her new role and functions of the job. Schroeder is working on 85.21 DOT grant due by December 31, a major provider of funding for their transportation programs. A Public hearing is to be held on December 28<sup>th</sup> at 1 pm LCHS Building in Darlington. ADRC has received their final approval letter from GWAAR on their 3 year Aging Plan last week. Their EBS just finished up with Part D renewals last week and will be making visits to county meal sites to talk about Medicare topics beginning next month. **b.)** Hiltbrand advised their 3 year Aging Plan has been approved. One of the December programs is "Let's Talk about Pain" starting soon. The ADRC helped Social Services with their Holiday Project serving over 80 families. With the help of AARP again this year, they will be providing Tax preparation.
- 8. Monthly reports-possible action-** **a.)** Cash Flow Statement showed beginning balance as of November 15, 2018 of \$5,234.87, donations of \$13,188.65, with total deposits of \$93,381.36, minus total vouchers of \$47,486.32, leaving an ending balance of \$51,129.91. CD's showed interest of \$2.05 added, making new total for Set-Aside funds of \$75,076.93. **b.)** Budget Reports for the month of November showed total income of \$46,508.56 and total expenses of \$44,326.36, leaving a net increase of \$2,182.20. YTD shows a net decrease of \$32,982.63, mostly the result of GWAAR allocations running slow and a large increase in contract food expenses. **c.)** Monthly Participant Numbers for November showed 3998 meals were served. Total meal donations received were \$13,571.69. The meal counts for November showed Dodgeville (820), Argyle (525), Arena, Highland (211), Linden (220) and Shullsburg (354). Total meals YTD are 46,137. Motion to approve reports was made by Bartels. *Seconded by*

Korn. Motion carried.

**9. SUN & ADRC's Working Agreement-Annual Review-** McManus provided a copy of the 2017 annual Working Agreement between SUN & ADRC; after review no changes were made. Griffiths made a motion to approve as presented. Nankee seconded. Motion carried.

**10. 2019 Meal Provider Contracts-** Hodan contract returned with a \$1.00/ meal increase. The contracts prices are as follows: Hodan \$5.75; Bloomfield \$6.00 (\$8.00 over 50); Betsy's \$7.00; Lafayette Manor \$5.25; Viking Café \$6.38; and UW Platteville \$5.37. Griffiths made a motion to approve. Seconded by O'Brien. Motion carried.

**11. 2019-2020 Facility Agreements-** All the agreements have been returned except Linden. No changes were requested. Griffiths made a motion to approve all. Seconded by Bartels. Motion carried.

**12. 2019 Budget-**No changes were made from the second revision in November. After review Korn made a motion to approve as presented. Seconded by Griffiths. Motion carried.

**13. Annual Policy Reviews: a.)** Sick Leave X1X.G, After review, no changes were made to the present policy. **b.)** Pension Plan XXV.C After review, the present plan allowing up to a 15% contribution with a maximum 5% employer match was maintained. Nankee made a motion to approve as presented. O'Brien seconded. Motion carried.

**14. Staff/Site Issues/Reports-** McManus stated that Diana Kundert from Viking Café questioned how Grant or other counties can ask for only \$2.50-\$3.50 per meal and we ask for \$5.00. The suggested donation for each meal is based on Levy funds and other blended expenses.

**15. Annual Appeal Update-** Collected donations to date are \$2458.49. Total expenses were approximately \$450.00. McManus thanked O'Brien for all his work on the project.

**16. Grant Update-** We received the Jennie Olson funds (\$7,000) to be used for mileage, stipends and supplies at Dodgeville site. DUWI Grant due end of December; applied for \$2,000. Will apply for \$10,000 from Iowa County United Fund.

**17. Director's Report-** Thank you to Lafayette County ADRC, for their help with an under 60 participant, who were able to assist her to get meals (Belmont). McManus thanked Farrah Morrissey from Benton for all her efforts putting on a Thanksgiving dinner; she raised \$683.75 in donations. We are in the process of completing Congregate and Home Delivery surveys before the end of December. All data must be entered by January 31<sup>st</sup>.

**18. Training Requests-** None at this time.

**19. Chairman's Report-** Wolfe thanked everyone for all their efforts during the past year. Wolfe wished all a Merry Christmas and Happy New Year.

**20. Vouchers-possible action-** Griffiths made a motion to approve all vouchers. Seconded by Korn. Motion carried.

**21. Next Meeting Date & Adjournment-** The next meeting will be January 17, 2018, at the Health and Human Services Buiding, 303 W. Chapel, Dodgeville, WI, 53533 following lunch at the Dodgeville site at Hidden Valley Church starting at 11:30 A.M. A motion to adjourn was made by Korn. Seconded by Griffiths. Motion carried. Adjourned at 2:05 p.m.

