

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
Serving Iowa and Lafayette Counties, aka The SUN Program
BOARD OF DIRECTORS MEETING MINUTES of March 19, 2019

- 1. Meeting Called to Order-** at 1:04 P.M. by Chairman, Leon Wolfe, at the 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.; Valerie Hiltbrand, ADRC Manager, Iowa County; Robert Schroeder, ADRC Manager, Lafayette County.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on March 13, 2019, 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 March 19, 2019 Board meeting-** Motion to approve agenda was made by Griffiths. *Seconded by Bartels. Motion carried.*
- 5. Approval of the Minutes for February 21, 2019 Board Meeting-** Motion to approve minutes for February 21, 2019 Board Meeting was made by Korn. *Seconded by O'Brien. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Nankee commented on the picture in the Muscoda Progressive, showing Marge Bomkamp as the Parade Marshall for the St. Patrick Day Parade. Nankee also thought the article in the Grant County News & Views, advertising for a "Family Conflict" program and the Upper Horizon article choosing an Estate Planning attorney, would be great for Iowa County News and Views. Hiltbrand will check into the articles.
- 7. Aging Resource Center & County Aging Unit Reports-** **a.)** Schroeder talked about various programs; Boost Your Brain and Memory classes will continue thru March 25th at Belmont United Methodist Church in Belmont from 1:30-3pm. Lafayette ADRC is a couple of weeks into their wellness/prevention class, Stepping On, being held in Benton at the VFW site now thru April 26th. They are participating in the Senior Expo at Belmont Convention Center on Wednesday April 10th from 8:30 to 11:30 sponsored by the Shopping News. The EBS will be visiting meal sites throughout the county in April to provide outreach on Medicare topics, etc. (See Upper Horizon for dates and times). "Powerful Tools for Caregivers" class will be offered by DCS & Green Co Prevention, Wednesdays May 1, 8, 15, 22, 29 and June 5 & 12th at Darlington Library-5:00-6:30pm; it should help working caregivers and promote the support group as well. The annual Senior Social is on Wednesday, May 8, 10am-12pm at the Multipurpose Bldg. in Darlington. ADRC submitted their self-assessment of their 2018 goals to GWAAR for their review. The 85.21 State DOT transportation Grant is a major provider of funding for their transportation programs and the financial report for 2018 is due March 29. ADRC Lafayette County is working with AARP on setting up appointments for individuals needing help with their income taxes. They will be assisting those who are low to moderate income, the disabled and the elderly. **b.)** Hiltbrand discuss various programs; AARP Volunteers are providing tax preparation February through mid-April. ADRC schedules these appointments for them. Disability Advocacy Day at the State Capital is 3/30/19. Adult Protective Services staff will give a presentation at a Crisis Intervention Training at Southwest Tech on 4/10/19. ADRC Volunteer Appreciation Banquet will be held after the 4/23/19 ADRC Board meeting. "Stepping On" will start on 5/1/19 at the Health & Human Services Center.

Volunteer Open House will be held 5/7/19 from 3-6pm at the Health & Human Services Center Community Room. Agencies involved include ADRC, Social Services, UW-Extension, Bloomfield Healthcare and Rehab, and Seniors United for Nutrition. Aging Advocacy Day at the State Capital is 5/14/19-Registration is now open.

8. Monthly reports-possible action- **a.)** Cash Flow Statement showed beginning balance as of February 21, 2019 of \$67,667.47, donations of \$12,108.02, with total deposits of \$17,072.37, minus total vouchers of \$42,199.35, leaving an ending balance of \$42,540.49. CD's showed interest of \$2.09 added; making new total for Set-Aside funds of \$75,084.58, minus revolving loan of \$15,000 (\$25,000 minus payment of \$10,000) leaves \$60,084.58. Per discussion the previous meeting, McManus obtained interest rates on CD's from First National Bank of Darlington, maturing on 8/29/2020 and Farmer's Savings Bank, maturing on 3/12/2020. The Board felt they would be higher now, and penalties for pulling out early would be small. McManus went through potential losses and gains. Griffiths made a motion, seconded by Korn, to go with the 30 month CD at 3% at First National Bank; current rate is 4.1%. Motion carried. It was decided to leave the CD at Farmer's Savings Bank for now. **b.)** Budget Reports for the month of January showed total income of \$17,489.22 and total expenses of \$48,760.14, leaving a net balance of minus \$31,270.92. YTD shows a net increase of \$18,464.40, the biggest factor is no GWAAR funds, so far. **c.)** Monthly Participant Numbers for January showed 3502 meals were served. Total meal donations received were \$12,159.21. The meal counts for Dodgeville (756), Argyle (426), Arena (274), Highland (170), Linden (236) and Shullsburg (328) showed strong growth. The numbers are down from 2018 mainly because congregate meals are down. Motion to approve reports was made by Griffiths. Seconded by O'Brien. Motion carried.

9. Life Insurance Policy, XX1V, A & B. - The present policy called for an employee to declare to take the Group Life Policy within 30 days of employment. Griffiths made a motion to automatically add the Group Insurance to all employees. Life Insurance coverage will become effective the first of the month following one month of employment. Seconded by Nankee. Motion carried.

10. Annual Appeal-Update- The total received to date is \$8068.49; no change from previous month.

11. Grant Update- We received \$8,000 from Iowa County United Fund. (We had asked for \$10,000). A grant reception was held for the first time on March 18th. McManus is starting the process for a Grant in Blanchardville to obtain funds for a new cooler in Blanchardville site at the Viking Café. (Around \$2,000).

Director Report- McManus advised that there was a virus in the computer system for Iowa County. IT also advised SUN to upgrade our computers to Windows 10. This would cost around \$362.94 for all computers. Griffiths made a motion to approve the upgrade. Seconded by Bartels. Motion carried. Two cooks attended Serv-Safe classes; Arena cook must re-schedule. During National Nutrition Month, McManus will hold classes at several sites on Nutrition; she is making protein balls. There was a flooding issue at the Darlington Site causing it to close on Friday, March 15th.

13. Training Request- None at this time.

14. Staff/Site Issues/Reports- **a.)** Provider Change Request, Mineral Point-update-Some of the possible choices include Tequila Point, Pointer Café and Grey Dog. McManus met with Suzzy at Pointer Café and she is considering the proposal. **b.)** Evaluation of Director: The SUN Board shall entertain a motion to go into Executive 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. At 2:30 Bartels made a motion to go to Executive session. Seconded by Nankee. After a roll call vote it was approved. At 3:01 Board voted to resume meeting.

15. Chairman's Report- None at this time.

16. Vouchers-possible action- Griffiths made a motion to approve all vouchers. Seconded by Bartels. Motion carried.

17. Next Meeting Date & Adjournment- the next meeting is set for April 18, 2019, Shullsburg Meal Site, Shullsburg Community Townsend Center, 190 N. Judgement Street, Shullsburg WI, 53586, at 11:45am. Nankee made a motion to adjourn. Seconded by Bartels. Motion carried. Adjourned at 3:04pm.