

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
***Serving Iowa and Lafayette Counties, aka The SUN Program***  
**BOARD OF DIRECTORS MEETING MINUTES of July 17, 2019.**

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- 1. Meeting Called to Order-** at 1:00 P.M. by Chairman, Leon Wolfe, at Arena Manor, 343 West St., Arena, WI 53503.
- 2. Roll Call-** Iowa County Board: Justin O'Brien, Dan Nankee and Jim Griffiths. Lafayette County Board: Leon Wolfe and John Bartels. **Others Present-** Cecile McManus, Executive Director; Jay Loop, Financial Asst.; Excused: Robert Schroeder, ADRC Manager, Lafayette County; Valerie Hiltbrand, ADRC Manager, Iowa County and Carol Korn, Lafayette County board.
- 3. Certification of Compliance with Open Meeting Law-** Loop stated that on July 11, 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 June 20, 2019 Board meeting-** Motion to approve agenda was made by Bartels. *Seconded by Griffiths. Motion carried.*
- 5. Approval of the Minutes, Board Meeting-** Motion to approve minutes for June 20, 2019 Board Meeting was made by Griffiths. *Seconded by O'Brien. Motion carried.*
- 6. Reports from Board members; opportunity for members of the audience to address the Board-** Dan thanked the Lafayette board members for making the journey all the way to Arena. Dan mentioned the SUN steak cookout is July 26<sup>th</sup>. Dan commented on McManus's article on honey. There are 300 different types of honey in the United States and more types abroad. O'Brien commented on the new jail proposal, noting the current conditions and various code violations that exist. Bartels commented on the Lafayette Board discussion on the legalization of producing hemp for medical uses.
- 7. Aging Resource Center & County Aging Unit Reports-** **a.)** McManus, reading notes from Schroeder, stated the July 12th Senior Day at the Lafayette County Fair was a great success. The weather was perfect for everyone to enjoy pie, ice cream and music by Larry Busch Orchestra. Korn and Bartels were two of the eight judges and walked away with full bellies. The EBS will be visiting meals sites to provide outreach on Medicare topics; see lists of times in the newspaper. Coming in August, Sip N' Swipe Computer Classes-August 19, 21, 26 and 28, held at the ADRC location in Darlington. Also, in August, they will be partnering with the Housing Authority in Lafayette County to provide transportation to social events. **b.)** McManus, reading notes from Hiltbrand, stated Caregiver Workshops are on Monday July 29<sup>th</sup>; ADRC partnering with UW School of Nursing and Respite Care Association of WI. "Walk with Ease is wrapping up in Cobb. "Boost Your Brain and Memory" starting in Monfort on 8/12/19. The Health and Wellness Expo is scheduled for Friday 9/27/19 at Hidden Valley Church. There will be a Statewide Caregiver Summit held in Madison on 9/5/19.
- 8. Monthly reports-possible action-a.)** Cash Flow Statement showed beginning balance as of June 20, 2019 of \$50,054.98, donations of \$12,045.56, with total deposits of \$14,210.01, minus total vouchers of \$55,775.32, leaving an ending balance of \$8,489.67. CD's showed interest of \$2.11 added, making new total for Set-Aside funds of \$76,189.14.03, minus revolving loan of \$15,000 (\$25,000 minus payment of \$10,000) leaves \$61,189.14. **b.)** Budget Reports for the month of June showed total income of \$76,609.92 and total expenses of \$53,698.35, leaving a net balance of \$22,911.57. YTD shows a net increase of \$17,205.26; we finally received GWAAR funds this month. **c.)** Monthly Participant numbers for June showed 3746 meals were served. Total meal donations received were

\$15,622.46. The meal counts were down at most sites this month. Dodgeville (831), Argyle (338), Arena (298), Highland (340), Linden (304), Benton(331) and Shullsburg (288) all were down for the month.. The Total meals YTD 22,005, down from 25,374 YTD 2018 mainly due to 9 missed days in January and February. Motion to approve reports was made by Nankee. Seconded by Griffiths. Motion carried. Griffiths made a motion we access the line-of-credit as needed up to \$10,000. O'Brien seconded. Motion carried.

**9. Audit 2018 Review-** Wolfe, McManus and Loop met with the Auditors to discuss various changes for next year including getting the reports ready earlier. They would like all general ledger accounts closed out before the audit starts. Also discussed was handling of cash and deposits. The auditors would like as little funds as possible kept at the sites. We are considering the cooks having credit cards to cut down on the petty cash kept on hand. All invoices should be marked paid and initialed.

**10. Staff/Site Issues-a.)** Provider change request-Mineral Point- McManus stated there is nothing new on the Hodan situation. McManus is considering the possibility of using Belmont or Linden. The issue becomes getting the transportation to and from the sites to Mineral Point. **b.)** Shullsburg-review- Paula Van Lent, Manager at Shullsburg, has been ill. She was in the hospital for over a week. Margaret Hentrich has been filling in. McManus to meet with Van Lent to put in better controls on inventory.

**11. Annual Report-**Not ready at this time, will try to mail before next meeting.

**12. Grant Update-**For the Blanchardville grant for \$1,000 for new refrigerator at Viking Café, Viking to pay \$1,303, SUN to pay \$530. Benton was due July 1<sup>st</sup>; \$2,500 was requested for a new cooler and Shullsburg grant for \$1,000.00 for a new steamtable was awarded in July.

**13. Director's Report-** We will have our Nutrition Assessment on August 22<sup>nd</sup> . It only happens every 3 years. The annual steak cookout is July 26<sup>th</sup> at most sites. The Volunteer Appreciation Party will be October 17<sup>th</sup> at the Walker House. McManus to attend Regional Training in Oregon, WI. Kathy Kay, Darlington Manager, husband Ron passed away; we will sent memorial.

**14. Training Request-** None at this time.

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

**16. Vouchers-possible action-** O'Brien made a motion to approve all vouchers. Seconded by Bartels. Motion carried.

**17. Next Meeting Date & Adjournment-** the next meeting is set for August 15, 2019, following lunch, at 11:30, at Darlington Municipal Building, 627 Main St., Darlington, WI, 53530. Motion to adjourn was made by Nankee. Seconded by Griffiths. Motion carried. Meeting adjourned at 3:05pm.