

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES OF MAY 21, 2020.

1. Meeting Called to Order at 1:04 PM via Electronic Videoconference (Zoom) by Director Cecile McManus, from the HHS Community room.

2. Roll Call-

Members Present: Iowa County: Dan Nankee, Justin O'Brien and Doug Richter. Lafayette County: Present: Nancy Fisker. Via Zoom: Carol Korn, Robert Laeser.

Others Present: Cecile McManus, Executive Director, Larry Bierke, County administrator. Others Via Zoom: Bob Schroeder, Farrah Morrissey and Valerie Hiltbrandt.

3. Certification of Compliance with Open Meeting Law- McManus stated that on May 14, 2020 prior to the meeting, the amended agenda was posted at the HHS Building and via email to Iowa County: The Dodgeville Chronicle and County Clerk. Lafayette County: The Republican Journal, County Clerk. *Director McManus requested the records show that the meeting was properly posted.*

4. Introduction of New Board Members- *Doug Richter, Arena, has been on the County board for 6 years; retired, self employed. Nancy Fisker, new Lafayette County board member, is an RN; a retired small business owner, owned and operated an Assisted Living. Robert (Bob) Laeser is in his second term on the County Board; first time on ADRC & SUN Board; retired teacher & owns a farm in Lafayette County. Current Members: Justin O'Brien- 2nd term on county Board and the SUN Board; background in advertising. Justin lives in Mineral Point. Dan Nankee has 10 years on the County Board, and many on SUN Board; 36 years in Ag education; small beef farm, from Highland. Carol Korn has several years on SUN Board, is Lafayette County Board member; lives in Shullsburg and active in the community.*

5. Election of Officers- *O'Brien nominated Nankee for Sun Board Chair. Seconded by Korn. Nomination carried. Nankee took over the meeting at 1:12pm. Fisker nominated Korn for Vice Chair. Seconded by O'Brien. No other nominations, therefore moved to cast unanimous ballot. All in favor. Korn nominated Fisker for secretary position. Seconded by O'Brien. No other nominations for secretary, so cast a unanimous ballot. All in favor.*

6. Approval of the Agenda for the May 21, 2020 Board Meeting- Laeser made a motion to approve the agenda. Seconded by Fisker. Motion carried.

7. Approval of the Minutes, April 16, 2020 Board Meeting- O'Brien made a motion to approve the minutes. Seconded by Richter. Motion carried.

8. Reports from Board Members; Opportunity for Members of the Audience to Address the Board. O'Brien had a friend that wished to make a donation to

SUN Program but could not do it. SUN had attempted to get an option to donate on Facebook and the County website. Farrah thinks the only way is to do a "donate" button but McManus will need to verify with Facebook that this is truly a non-profit. Fisker mentioned that there are various apps to use for donations. Farrah is trying to figure out a way to link the Pay Pal account to the Facebook account. O'Brien suggested the SUN Program translate their brochure into Spanish. Nankee suggested O'Brien check in with UW Extension on this topic. Nankee highlighted the News and Views: McManus's article, thank you to local heros, Medicare information.

9. Aging & Disability Resource Center & County Aging Unit Reports-

a.) Iowa County Updates: Hiltbrand introduced self and gave overview of the Regional ADRC. The Iowa County HHS building is still closed at this time. Caregiver program-looking at opportunities to offer virtual support. The Dementia Care Specialist for the region is offering 2 online support groups, one during the day and one at night. Transportation-Care A Van not operating right now. Diver Escort is starting to pick back up; thank you to volunteer drivers. The taxi service is operating and offering grocery pick up. O'Brien asked if participants pay ahead of time, and Hiltbrand answered that would be preferred. Prevention programs are on hold but we are making plans for fall prevention programs. Iowa County will distribute Senior Farmers Market Vouchers again this year. Each person will be offered SUN information and materials, to help bring awareness to the program.

b.)Lafayette County Updates: Robert Schroeder, Manager for Lafayette ADRC County office, introduced self and congratulated recently elected Lafayette County Board Members. Lafayette ADRC board will be sent out today, for meeting next week. Update on Lafayette County Office-they have at least one person in the office each day through June 1st. The building still has restricted access but they will continue to serve their folks via telephone and online. They will be doing "teams" in the office during the summer. Transportation-they are not operating their shuttle trips. They are starting to see more volunteer driver rides. They are distributing some caregiver kits to folks on their caregiver programs. ADRC staff have been delivering some meals for the SUN Program. Fisker asked Farrah to introduce herself. Farrah Morrissey is the cook and site manager in Benton. She facilitates the Facebook account.

10. Monthly reports-possible action. Loop usually does this. McManus had an abbreviated version of the cash flow.

a.)Balance as of April 16, 2020: \$22,195.18. Balance as of May 21, 2020: \$37,538.94. Vouchers to be paid today, including payroll: \$30,043.33. Nankee asked McManus to mail the reports to the board members who are not there.

b). Budget Reports- The SUN Program will receive two separate pots of money through COVID relief. FFCRA \$30,186 and CARES \$54,791. These are one time payments. They are grants, not loans. Fisker asked for more information about monthly donations. McManus gave an overview of the SUN Program. Catered food, raw food and disposables are the biggest budget items. She provided some information to new board members about where revenue comes from.

c). Site Numbers-McManus gave an overview of the site numbers they report each month. Monthly participant numbers-McManus gave overview of the sites.

11. Grant Update: Applied for Shullsburg Community Fund grant, for \$450 for disposables. Benton grant due July 1.

12. Director Report: McManus welcomed all to the new Board. She participated in a virtual symposium from her home for 2 ½ days; sometimes a challenge technically but very good. SUN received a donation for over \$1100 through Madison Community Foundation; donor not known locally. It was specifically for Meals on Wheels. Recently got 3 new volunteer drivers in Mineral Point who are off work due to Covid. Cost of consumables have gone up greatly due to Covid; using more disposables and gloves, hand sanitizer and masks. Some sites have gone to all disposables.

13. Training Request: Nothing at this time.

14.. Staff/Site Issues/Reports: a) Coronavirus. McManus commended the staff and hopes everyone stays well. They have been great in following all new policies due to Covid. **b.) Evaluation of Director:** At 2:53pm, O'Brien made a motion to move the meeting to closed session for Evaluation of Director. Seconded by Korn. Motion carried. At 3:14pm, O'Brien moved to resume the meeting. Seconded by Laeser. Motion carried.

15. Chairman's Report: Nankee welcomed all Board Members.

16. Vouchers- possible action- O'Brien made a motion to approve all vouchers present; seconded by Korn. Richter, Laeser and Fisker abstained. Motion carried.

15. Next Meeting Date & Adjournment- Next meeting date will be Thursday, June 25, 2020 at the HHS Building in Dodgeville at 1:00 pm. Motion to adjourn made by O'Brien. Seconded by Korn. Motion carried. Adjourned 3:20pm.