

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES OCTOBER 21, 2021.

1. Meeting Called to Order at 1:00 P.M. by Chairman Dan Nankee at Health & Human Services building, 303 W. Chapel St, Dodgeville, WI, 53533

2. Roll Call-

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

Others Present: Cecile McManus, Director; Jay Loop, Financial Officer. Bob Schroeder, Manager ADRC Laf., On Zoom, Valerie Hiltbrand, Manager ADRC Iowa.

3. Certification of Compliance with Open Meeting Law Loop stated, that on October 14, 2021 the agenda was posted at the HHS building and Emailed to the Dodgeville Chronicle and Lafayette Republican Journal. Also emailed to Iowa and Lafayette County Clerks. Chairmen Nankee *requested the records show that the meeting was properly posted.*

4. Approval of the Agenda for 10/21/21 Board Meeting- A motion was made by O'Brien to approve the Agenda. Seconded by Richter. Motion carried.

5. Approval of the Minutes, September 16, 2021 Board Meeting-Richter made a motion to approve minutes of September 16, 2021. Seconded by Laeser. McManus asked that some typos be corrected in the director's report. O'Brien noted that Fisker was the one that suggested a change to masks and suggestion to reword number 5 on the minutes.

6. Reports from Board Members; Opportunity for Members of the Audience to Address the Board-Public Comment: Nankee highlighted articles in the Iowa County News and Views.

7. Aging & Disability Resource Center & County Aging Unit Report: ADRC Reports: a.) Valerie Hiltbrand- Iowa County Update: Staff continue to offer phone, virtual or in-person visits with consumers. We have an open Disability Benefit Specialist position. The Elder Benefit Specialist is starting to schedule appointments to assist consumers with picking their Part D Plan. Now through December 7. Current Prevention Programs: Stepping On, Strong Bodies (with UW Extension), Boost Your Brain and Memory (regional), and Savvy Caregiver (regional) Upcoming Prevention Program: Virtual Powerful Tools for Caregivers, starting November 3 Caregiver Renewal Day: November 18. The Drive -Thru Health and Wellness Expo on Friday, September 24th from 10-noon at Ley Memorial Pavilion, Harris Park. A big Thank You to all of the vendors, volunteers and Partners who helped make the day a success! The Aging Plan has a nutrition goal within it. The ADRC looks forward to working with SUN Program to support volunteers to recruit and retain. **b.) Bob Schroeder-**Lafayette County

Update: Lafayette County has many of the same office updates as Iowa County including Aging Plan, Part D Season, and Prevention Programs. Bob Schroeder gave stats about COVID and COVID vaccine for Lafayette County. Lafayette County is recruiting for Disability Benefit Specialist, Adult Protective Services and ADRC Manager.

8. Wegner CPA Audit Report: Jason Stephens presented the DRAFT Audit Report prepared by Wegner CPA. Wegner CPA went over the Audit report protocol. In 2020, there was a profit of \$42,667 partially due to some COVID funding. Personnel expenses and food costs were up in 2020. Most of the expenses were similar from 2019 to 2020. Nothing really new in the financial standards. Footnote: there is significant liability of compensated absences. Note 7: Liquidity and Availability. They advise nonprofits have 3-6 months of operating expenses; the SUN Program only has between 2-3 months in reserve.. Findings include account balances are reconciled regularly. The organization should make sure that accounts are reconciled throughout the year. Book keeping can be tightened up. It is typical for small non-profits to have an issue like this but it is something to work on fixing. O'Brien asked about net assets. There was \$60,000 journal entry which changed the net assets. They suggest this doesn't happen again.

9. Monthly reports-possible action. Loop released the following numbers:

a.) Cash Flow and CD Review-Checking account balance was \$78,412.68 as of September 16, 2021. Total deposits \$21,490.45 plus beginning balance of \$78,412.68 is \$99,903.39, less total vouchers paid \$55,575.42 leaves \$44,527.97. Set-Aside fund was \$70,024.04.94.

b). Budget Reports- Total Income for October \$24,412.99; Total Expense for October was \$52,304.87. Net decrease for October was \$27,891.88. YTD Income was \$530,081.04. YTD Expense \$504,288.58. Increase YTD. \$25,792.46.

c). Monthly Participant Numbers-Total meals served Iowa Cty, September 2600. Total meals served Laf Cty, September 2036. A motion was made, to file the reports, by O'Brien. Seconded by Fisker. Motion carried.

10. Staff/Site Issues/Reports- a) Dodgeville Manager position-Dodgeville manager is on medical leave at the moment so McManus is filling in at the Dodgeville site. McManus noted her appreciation for the volunteers. McManus has been filling in for three months at the site and she would like to budget for a second (three hour) position. Nankee asked if meals could be cooked in house, due to the numbers. McManus explained that the current site could not accommodate that.

11. Policy Review-

a.) Probation Period: IX A-E- Probation period of six months seemed like a long probation period. Under current policy, probation period does not allow for paid holidays or to use sick time. McManus suggested a three month probation period

should be sufficient. Korn agreed that 3 month probation period should be sufficient. O'Brien made a motion to change the probation period from 6 months to three months and fix the document to start with "A" for the first paragraph. Second by Fisker. All in favor. **b.) Personal Leave:** XX D,E -suggestion by McManus: if personal days are not used by December 31, they would be paid out at the end of the year. McManus suggests they take out the requirement of a 1-2 week notice in order to use a personal day. (Either way, they are still expected to find a sub) O'Brien suggested that it be noted somewhere that the staff are expected to have coverage when they are off. Per request by McManus, Fisker made a motion to delete (D) of the Personnel Leave policy which currently requires director approval, if they want to take consecutive personal days. Second by Laeser. All in favor.

12. Budget Discussion-*This is the first draft of the budget. Accounting services will be higher. Equipment software will be higher. Wages are up for next year. Food costs are expected to go up, mostly due to meat costs. Contracts for contracted meals are going out now and McManus expects to have them back by the next meeting so she can update the budget. Mileage and stipends is another area where she will budget more due to an increase in home deliveries. The program is having to decline requests for meals if it is out of the delivery area. Discussion and questions about parts of the budget. McManus expects that the final budget will be at the December board meeting for approval.*

13. Grant Update- Jennie Olson Grant: McManus submitted a request for mileage and other expenses, for the Dodgeville site.

14. Director's Report- *Every fall, the SUN Program is required to do training for staff. McManus would like to collaborate with Richland County for the training. She is considering in person or Zoom training. The HeART Coalition will be providing about \$1,000 worth of supplies to the SUN Program. McManus reviewed donation and donation letters received. McManus reminded the board about the Annual Appeal that usually gets sent out around the end of the year. She suggested putting the letter in local papers in addition to or in place of sending it to each past donor.*

15. Training Requests: *None at this time.*

16. Chairman's Report: *Chairman and wife attended the Drive-Thru Health and Wellness Expo and they enjoyed playing bingo. Chairman also had the opportunity to deliver meals in Highland which he enjoyed. Chairman shared a story by a meal site volunteer; participant was happy they stopped in Monday because he had talked to no one all weekend long. O'Brien and Nankee plan to talk with Iowa County Administrator about ARPA funds.*

17. Approve the Vouchers- *Motion by Richter to approve vouchers. Second by O'Brien. Discussion: Fisker asked about the \$3,000 payment to the IRS in September and what Wisconsin Department of Revenue was; Loop explained the IRS was related to withholding and the Dept of Revenue was payroll related. All in favor.*

18. *Next meeting 11/18/21 at 1:00 at Benton site. Fisker made a motion to adjourn at 3:19. Second by Leaser. All in favor.*