

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES DECEMBER 16, 2021.

1. Meeting Called to Order at 1:02 P.M. by Chairman Dan Nankee at the Health and Human Services Building Dodgeville, WI 53533.

2. Roll Call-

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

Others Present: Cecile McManus, Director; Jay Loop, Financial Officer; By Zoom: Farrah Morrissey Benton, Manager; ADRC Iowa Manager, Valarie Hilbrandt and Dana Harcus, ADRC Manager, Lafayette County.

3. Certification of Compliance with Open Meeting Law Loop stated, that on December 9th, 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 December 16, 2021 Board Meeting- A motion was made by O'Brien to approve the Agenda. Seconded by Fisker. Motion carried.

5. Approval of the Minutes, November 18, 2021, Board Meeting-Korn made a motion to approve minutes of November 18, 2021. O'Brien made a correction to the minutes; the unused personal days will be paid at year end. Justin then seconded the motion. Motion carried.

6. Reports from Board Members; Opportunity for Members of the Audience to Address the Board- O'Brien made a comment that the Web-site needs updating. McManus stated we cannot advertise on the Web-site for jobs and the Staff listings are not current. McManus received a call from the Shopping News that our ad would not run the week it was supposed to run. We would therefore get an additional ad in the newspaper, and the insert would run the following week. Nankee commented on McManus's article.

7. Aging & Disability Resource Center & County Aging Unit Report: ADRC Reports: a.) Valerie Hiltbrand stated a Disability Benefit Specialist will be starting 1/3/22. The Prevention Coordinator is planning for 2022 virtual and in-person prevention programming. Powerful Tools for Caregivers: online, started Wednesday, November 17. **Yoga for seniors:** online research project starting December 29, 2022. Part D Open Enrollment is done. ADRC staff will be spending some time in December helping with the Department of Social Service's Holiday Project. The Dementia Care Specialist is offering some virtual training to new ADRC staff in the region. Holiday Stress: Community Conversations was held today at the same time as the SUN board Meeting. **b.)** Dana Harcus stated the Lafayette County Aging Plan had not been submitted,

due week of January 17th. ADRC in Lafayette County is down people and have ads running to replace them. Dana started Robert Schroeder job, ADRC manager 12/13/2021, and is learning what is all involved.

8.Audit: Final Report-Not enough copies for all. Handed out what we had.

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

a.)Cash Flow and CD Review-Checking account balance was \$44,671.30 as of December 16, 2021. Total deposits \$52,019.73 plus beginning balance of \$22,848.50 is \$74,868.23 less total vouchers paid \$30,196.93 leaves \$44,671.30. Set-Aside fund was \$70,609.83.

b). Budget Reports- Total Income for November 2021 was \$21,775.22; Total Expense for November 2021 was \$35,255.98. Net decrease for November was \$13,480.76. YTD Income was \$550,519.26. YTD Expense \$543,106.39. Increase YTD. \$7,412.87.

c). Monthly Participant Numbers-Total meals served Iowa Cty, November 2499. Total meals served Laf Cty, November 1948.

A motion was made, to file the reports, by O'Brien. Seconded by Richter. Motion carried.

10. SUN & ADRC/HHS Iowa County Working Agreement-Annual Review- Larry Bierke has the agreement and will review and return.

11. Meal Provider Contracts- a.) Betsy's Kitchen of Highland will no longer be providing meals. Meals for Highland and Avoca will be provided by UW Platteville from Linden. b.) Lafayette Manor is rising to \$6.00, 75 cent increase. Lafayette Manor has a new administrator. McManus will view the new Iowa C, Law Enforcement center in February.

12. 2022 Budget-Discussion and Approval- the total expense for 2022 is \$632,724 and the total Income is \$633,308. After discussion, O'Brien made a motion to approve the budget. Seconded by Korn. Motion carried.

13. Staff/Site Issues/Reports-a.) Dodgeville manager position- still vacant, nothing new to report; Ads are running in the newspapers and on SUN Facebook page **b.)** Highland Site Provider will be UW Platteville with some changes made to Linden. **c.)** Financial Office position has nothing new; will start running ads again.

14. Annual Policy Review-a.)Sick Leave XIX.G-At the end of each calendar year, the employer shall pay each employee who has accumulated unused sick leave credits in excess of ninety (90) days fifty percent (50%) of such excess over ninety (90) days maximum accumulation. O'Brien made a motion to approve. Seconded by Fisker. Motion carried. **b.)**Retirement Plan XXV.B- After discussion there was a motion from O'Brien for SUN to match contributions to the retirement account to 5%. Seconded by Fisker. Motion carried.

15. Annual Appeal-Review-Donations to date were \$1,335.

16. Grant Update- *United Fund of Iowa County Grant is due in January.*

17. Director's Report- *McManus discussed the letter to the editor from Joan Davis, Paige Grimm. There were many good items they brought up in the article. Tis the season for giving. McManus received a card stating Paula Van Lent should be Cook of the Year. Emergency meals have been sent to all sites. The new dishwasher for Arena was delayed in shipping.*

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

19. Chairman's Report- *Nankee will be paying better attention to digital media.*

20. Vouchers-Approval- *O'Brien made a motion to approve the vouchers. Seconded by Richter. Motion carried.*

21. Next Meeting Date & Adjournment- *After discussion the meeting was set for January 20, 2022 at Linden meal site. Municipal Building, 444 Jefferson St, Linden, WI 53553. At 11:30am. Meeting to follow. O'Brien made a motion to adjourn. Seconded by Richter. Motion carried. 3:20pm.*