

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
DECEMBER 18, 2013

Meeting called to order at 1:00 p.m. by Board Chairman, Ron Benish, at the Health & Human Services Building, 303 W. Chapel Street, Dodgeville, WI, Room 1001.

Roll Call- Ron Benish, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County; John Bartels, Lafayette County; Carol Korn, Lafayette County; Leon Wolfe, Lafayette County were present.

Others Present- Cecile McManus, Executive Director; Jan Baker, Financial Officer; Tom Slaney, Iowa County ADRC&HHS, and Kate Chambers, Lafayette County ADRC.

Certification of Compliance with Open Meeting Law- Baker stated that notice of the meeting was posted at designated public places. Let the records show that the meeting was properly posted.

Approval of the Agenda for December 18, 2013- *A motion to approve the agenda made by Nankee; seconded by Wolfe. Motion carried.*

Approval of the Minutes of the November 21, 2013 Board Meeting *A motion was made by Korn to approve the minutes; seconded by Bomkamp. Motion carried.*

Reports from other Board members and members of the audience- John Bartels visited Bloomfield Healthcare and Rehab for the first time. He said it was very impressive, friendly, and warm. A Darlington mealsite participant could not follow rules. Leon and law people chatted with him. Ron received two letters from the Blanchardville mealsite manager. One December 5th about vacation hours lost, and the other December 13th about having her hours cut to 1 ½ over the phone. Ron wanted us to be aware of her situation. The numbers aren't there to warrant more hours. She is on sick leave now.

Aging Resource Center & County Aging Unit Reports- a. For Lafayette County- Kate said Volunteer Driver Week was the second week in December. They offered car inspections, and provided the drivers with a manual, clipboard, calculator, and ice scraper. The new ADRC brochures are in holders all over the regional ACA network. The Medicare Part D. traffic was incredible. They have \$3000 MIPAA grant money to help pay medicare premiums. b. For Iowa County- Tom said the billboard ads and the 8521 plans are wrapped up. The volunteer driver is an aging population and it is a challenge to keep drivers. They are looking forward to the expanded prevention programs. They propose to increase the workshop offerings to twice a year, partnering with outside help.

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The programs are 1. Walk with Ease 2. Living Well with Chronic Disease, and 3. Stepping On. They want to outreach with Iowa County physicians to refer them to the classes. He said the staff is rejuvenated by having the elderly attend their classes. Per Cecile, SUN has been asked by Kate to teach the Healthy Eating class for Lafayette County.

Monthly Reports-Possible action- Cash Flow Statement & C.D. Review: Jan's cashflow statement showed that we will have enough cash in our main account to get through December, without having to use the \$10,000 in savings set aside that we thought we would need. Ron thanked all who solicited to raise funds for the SUN Program. He said people don't realize the effort our Board makes. Budget Reports: Cecile said, for income, NSIP will be under budget because we are spreading it out over 2014 instead of taking any in 2013. Monthly Participant Numbers: From this month last year, Arena had an increase in home delivery, Dodgeville and Linden are down, Blanchardville congregate is down, Belmont, Benton, and Shullsburg were the same as last year, and South Wayne has more interest. Also noted is that donations are down \$15,000 year to date from last year. Also included was a mealsite cost report. It showed that Argyle/Blanchardville and Arena have the highest average cost per meal. Ron noted that \$100,000 was other wages, and \$51,000 was Cecile and Jan's wages. *Motion to approve the monthly reports made by Wolfe; seconded by Korn. Motion carried.*

Food Provider Contracts - Possible Action Food contracts have all been returned. Two held their cost, the others increased. *Motion to approve contracts made by Bartels; seconded by Bomkamp. Motion carried.*

2014 Budget - Proposal -Possible Action Per Ron, the 2013 budget had a cushion of \$1663, and the 2014 budget has a cushion of \$1303. He said \$5800 for accounting is too much and to try to get a better price. We need to keep our reserves for unfunded liabilities. Cecile is including depreciation on the Ford Transit Van in the budget, for the first time, as had been discussed. *Motion to approve the 2014 budget made by Korn; seconded by Bartels. Motion carried.*

Staff or Site Issues - possible action - a) Blanchardville - The site moves from the Legion building to the Viking Café on January 2, 2014. We won't be paying rent, and the village will give SUN \$100 per month. The sub will work a couple weeks more. The Viking Café will offer breakfast, too. *Motion to approve moving the site made by Wolfe; seconded by Nankee. Motion carried.* b) Mineral Point - December 10th was Bette, the managers, last day. The Hodan Center will dish up the food, and the volunteer drivers will deliver. *Motion to approve home delivery from the Hodan Center made by Bomkamp; seconded by Bartels. Motion carried.*

Policy Reviews - Possible Action - a) Pension Plan - XXV.C and b) Sick Leave - X1X.G. *Motion made to keep pension match at 5%, and keep sick leave X1X.G. as is*

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made by Wolfe; seconded by Bartels. Motion carried. c) Sick Leave – X1X.J – Motion to not change the policy made by Nankee; seconded by Bartels. Motion carried.

Working Agreement Between SUN & County Units – Possible action – The Working Agreement needed updating. Ron said for Rebecca, Kate, Shane, Tom, and Cecile to make a document, highlight the changes, and bring it to this meeting. Mostly the language that said *quarterly* was changed to *periodically or as needed*. *Motion to approve the Working Agreement made by Wolfe; seconded by Korn. Motion carried.*

Directors Report Cecile said it has been a long 2 or 3 months with lots of finance meetings and pounding the pavement. She had managers' referrals that produced large donations. She said people are thinking and talking about SUN, probably due to newspaper articles about possible closings.

Grant Update Cecile said for grants, we have \$500 for emergency meals from Dodgeville Kiwanis, \$2620 for computers, \$8000 for Lafayette county, and \$3600 from the Thrivent fundraiser. She is waiting to hear from DUWI about \$1500, Walmart about \$2000 for non-foods, and Darden Restaurants about \$1000 for food cost. Piggly Wiggly said no to her request for money. Cecile needs to send Thrivent a good thank you note.

Training Request –Possible action– None.

Chairperson's Report - Ron told Cecile and Jan and the committee thanks for what a great job we did in 2013.

Vouchers–Possible action- Vouchers were presented for signing. *Motion to approve the vouchers was made by Nankee; seconded by Bartels. Motion carried.*

Next Meeting Dates & Adjournment– Next meeting is scheduled for Thursday, January 16, 2013, at 1:00 pm, at the HHS Building, 303 W. Chapel St., Dodgeville, WI. *Motion to adjourn made by Korn; seconded by Bomkamp. Motion carried.* Meeting adjourned at 2:55 p.m.