

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
February 7, 2005

Chairman Jerome Laufenberg called the meeting to order at 1:00 p.m. at the Iowa County Courthouse, Veteran's Library Conference Room, Dodgeville, Wisconsin.

Roll Call: Jerome Laufenberg, Iowa; James Murn, Iowa; Dahlman Van Epps, Iowa; Kenny Taylor, Lafayette; Dean Thoreson, Lafayette; Cletus Bainbridge, Lafayette.

Absent – No one.

A quorum was present.

Others Present: Dorothy Radke, Executive Director; Marcia Kendall, Bookkeeper/Secretary/Assistant to the Director; Carol Benson, Lafayette County Aging Resource Center.

Motion by Murn, seconded by Bainbridge, assuring proper certification of meeting. Carried.

Agenda for the Meeting of February 7, 2005 and Minutes of the Board Meeting of January 3, 2005 - Motion by Bainbridge to approve the Agenda for February 7, 2005 and the Minutes of the Meeting of January 3, 2005 as mailed, seconded by Thoreson. Carried.

Aging Resource Center & County Aging Unit Reports – No reports.

Monthly Reports – Financial Reports, C-1 & C-2 –December 2004 Final and January 2005 Financial Reports C-1 & C-2 distributed and discussed.

Distributed End of Year 2004 Financial figures. Iowa County increased carryover in C-1 by \$6000 and C-2 by \$8000. Lafayette County remained the same in C-1 and increased C-2 carryover by \$415 in 2004. Lafayette County is serving more meals with less money.

Motion by Bainbridge to approve the December 2004 Final and January 2005 Financial Reports C-1 & C-2 as presented, seconded by Thoreson. Carried.

Progress Reports – December 2004 and December 2004 Year to Date Final Progress Reports distributed and discussed. Motion by Taylor to approve the December 2004 and December 2004 Year to Date Final Progress Reports as presented, seconded by Bainbridge. Carried.

Equipment Purchase – Printer in office broke down. Iowa County Information Systems said it was the printer head and would cost more to repair than replace. Purchase of a new printer was \$129. Motion by Thoreson to approve the printer purchase, seconded by Murn. Carried.

Lafayette County Delivery Vehicle – Currently the vehicle is parked in the Lafayette County Aging Resource Center bus lot. To have comprehensive insurance only on the van would cost \$219 year. Thoreson reported there is a spot in the Lafayette County Highway Department's shed to store the van. Would need to leave the keys with the Highway Department so they are able to move the van out of way when needed. Joe Huntington at the Highway Department is the person to contact about storing the van. Discussion. Radke will work with Benson to get the van moved up to the Highway Department. Motion by Bainbridge to continue the comprehensive insurance on the van, seconded by Thoreson. Carried.

Site Reports – Blanchardville meal site started with the new provider today. Meal met requirements and was tasty. The new menu for March is extremely different from what they are use to. Left comment sheet at site to get feedback on the meals.

Shullsburg – Received call from the city clerk asking Radke attend a building and grounds meeting. City feels SUN should allow others to use our kitchen equipment. This is a concern for SUN due to equipment needing to be sanitized before re-use. Shullsburg Cook is asking to have locks put on some cupboards so SUN equipment is not used. The scheduled meeting was cancelled due to weather and has not received a rescheduled date yet.

Staff Issues – Review Personnel Policy – Employee Vacation – Copy of SUN's current policy sent out with Agenda and Minutes. Laufenberg asked to have the policy reviewed. Radke reported what the policies were for Iowa and Lafayette County employees. Discussion. Motion by Taylor to leave vacation policy as is, seconded by Thoreson. Carried.

Employee change in scheduled hours – Dodgeville home delivery person requested to reduce his job to three days a week so he could return to college. Employee is also still on probation. Question on benefits and wages since only working three days a week. Discussion. Motion by Taylor that the employee would not be eligible for benefits and would remain at the starting wage, seconded by Thoreson. Carried.

Training Requests – Radke requested permission to attend the Nutrition Directors training on March 15th & 16th in Wausau. Motion by Thoreson to approve the request, seconded by Murn. Carried.

Director's Report – Radke sent in two grant requests to the Community Foundation for Iowa and Lafayette Counties for mileage to deliver home delivered meals outside of the communities.

Radke has also received information on the Greyhound Park grant. Need a specific reason for the money and the amount. This is the first time SUN is requesting. Currently

Minutes of the Board of Directors Meeting
February 7, 2005
Page 3 of 3

SUN pays out over \$3000 a year to volunteers who deliver meals in Lafayette County. Discussion. Board directed Radke to apply for \$3000. Also to check with Grant County and Joe Davies County to see if they have applied for the grant and can give Radke some pointers in filling out the grant application.

Second Harvest sent out a survey and by completing SUN will receive a credit for 200# of food.

Received survey info from Federal Administration on Aging. They will be surveying home delivery recipients and SUN is asked to submit a list of home delivery participants by the end of February. Radke is concerned with confidentiality.

Received the new policies and procedures manual which is an update from the 1980's. Nutrition section has more clarification, not so much change. Copies of the nutrition section distributed to the board members. Radke is requesting the board to review and bring back next month to discuss.

Chairperson's Report – Laufenberg noted that as Chairman of the Committee he wants to educate the rest of the committee by bringing up items for discussion. Frequently Laufenberg goes to the SUN office to discuss topics.

Reports from other Board members and members of the audience – no reports.

Expense Vouchers – Motion by Taylor to approve all vouchers for payment as presented, seconded by Bainbridge. Carried.

Next Meeting Date – Next meeting to be Monday, March 7, 2005, 1:00 p.m. at the Iowa County Courthouse, Dodgeville, Wisconsin.

Adjournment – Motion by Taylor to adjourn until March 7, 2005, seconded by Murn. Carried.