

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
December 5, 2005

Chairperson Jerome Laufenberg called the meeting to order at 12:35 p.m. at the Avoca Meal Site, Sharon Edin's Place, Avoca, Wisconsin.

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

Absent – Kenny Taylor, Lafayette.

A quorum was present.

Others Present: Dorothy Radke, Executive Director;
Marcia Kendall, Bookkeeper/Secretary/Assistant to the Director.

Certification of the Meeting: Radke stated that notice of the meeting was posted at designated public places. Motion by Murn seconded by Bainbridge that the meeting was properly certified. Motion carried.

Approval of the Agenda for December 5, 2005 and Approval of Minutes of the Meeting of November 7, 2005 Board Meeting: Motion by Bainbridge seconded by Van Epps to approve the Agenda for December 5, 2005 and the Minutes of the Meeting of November 7, 2005 as mailed. Motion carried.

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

Monthly Reports – Financial Reports, C-1 & C-2 – November 2005 reports distributed and discussed.

Progress Report – October 2005 Progress Report was distributed and discussed.

Motion by Thoreson to approve the November 2005 C1 & C2 Financial Reports and October 2005 Progress Report as presented, seconded by Bainbridge. Motion carried.

Site Reports – All sites were closed the day after Thanksgiving. Extra meals were offered with a few takers.

Staff Issues – Received the resignation of the Darlington site manager this morning. This position is currently a shared position. Radke will talk with the other shared position employee and see if wants to continue as shared time or what. Will find out and go from there.

Distributed a letter, for the board to sign, to go with the bonus checks thanking employees for their dedication and acknowledging the extra they are putting in to keep the meal site going.

Policy on Sick Time Benefit at time of retirement or leaving employment – Radke requested the board consider setting a policy to use accumulated sick time to purchase health insurance at retirement or leaving employment for full time employees. Discussion. Laufenberg requested Board members find out what their county's policy is and bring back next month for further discussion.

Policy on Employee Breaks and Lunch Period – Radke distributed a draft of a policy that Iowa County is currently working on. SUN currently does not have a written policy and Radke requested that one be made. Discussion. Motion by Murn to allow employees to combine the 15 minute morning and afternoon breaks with their half hour lunch period for a combined one hour lunch period if the employee chooses, seconded by Van Epps. Motion carried.

Administration Split for 2006 – This is to be reviewed every six months due to the sunset clause. Current administration split is 52% Iowa County, 48% Lafayette County. Last year the difference with the split was about \$1200. This split is for administration expenses only. Discussion. Motion by Murn to continue with the 52% Iowa County, 48% Lafayette County for first six months of 2006, seconded by Van Epps. Motion carried.

2006 Meal Contract Negotiations – Received a signed contract back from Grandmas Kitchen, Highland meal provider, to continue at \$4.00 per meal for 2006. Motion by Thoreson to approve the Highland meal contract, seconded by Bainbridge. Motion carried.

Dodgeville meal site contract was advertised for bids but none were received. Spoke with Dick's Supermarket and they are willing to contract at \$3.55 per meal for 2006. Radke has some concerns with Dick's regarding food sanitation. Discussion. Board directed Radke to send a letter to Larry Mc Connell, Dick's Supermarket, addressing issues she would like to see improved. Motion by Murn to approve the Dodgeville meal site contract with Dick's Supermarket at \$3.55 per meal for 2006, seconded by Van Epps. Motion carried.

Avoca site is looking at relocating in the old school where the village offices are. Current contract is with Sharon Edin and she would be willing to cook there with SUN providing the facility and food. Edin would then become an employee if that were to happen. If SUN does not relocate the meal site and continues as is, Edin felt she would need around \$5.00 per meal to continue. Discussion. Will continue on a month by month basis starting in January until a decision is made on relocating.

Training Requests – No requests.

Director's Report – Nothing further.

Chairperson's Report - Nothing

Reports from other Board members and members of the audience – Kendall informed the board that ground venison is available through the SUN office at no cost and is available to anyone who can use it. Have had a very good response so far.

Expense Vouchers – Motion by Van Epps to approve all vouchers for payment as presented, seconded by Murn. Motion carried.

Next Meeting Date – Next meeting to be Tuesday January 3, 2006, 12:30 p.m. or as soon as possible following lunch at the Darlington meal site, Municipal Building, Darlington, Wisconsin.

Lunch will be served at 12:00 noon. Kendall will make meal reservations for all Board Members. If any Board Members are unable to attend you will need to call the SUN Office in advance to cancel the meal.

Adjournment – Motion by Thoreson to adjourn until January 3, 2006, seconded by Murn. Motion carried.