

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
April 4, 2006

Chairperson Jerome Laufenberg called the meeting to order at 10:05 a.m. at the Iowa County Courthouse, County Board Room, Dodgeville, Wisconsin.

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

Absent – Cletus Bainbridge, Lafayette.

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.

Certification of the Meeting: Radke stated that notice of the meeting was posted at designated public places. Motion by Murn seconded by Van Epps that the meeting was properly posted and in compliance with open meeting laws. Motion carried.

Approval of the Agenda for April 4, 2006 and Approval of Minutes of the Meetings of March 7, 2006, March 14, 2006 and March 17, 2006 Board Meetings: Motion by Thoreson seconded by Taylor to approve the Agenda for April 4, 2006 and the Minutes of the Meetings of March 7, 2006, March 14, 2006 and March 17, 2006 as mailed. Motion carried.

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

Aging Resource Center & County Aging Unit Reports – Carol Benson, Lafayette County Aging Resource Center – Benson reported that she met with Judy Lindholm, Iowa County Aging Unit, Amy Fox, AgeAdvantAge, Dorothy Radke and Marcia Kendall, SUN Program, to work on the job ad and description for the Nutrition Director position. Ad was in the Wisconsin State Journal and Shopping News the week of March 26th.

Radke reported that AgeAdvantAge committed \$500 toward the advertising costs. Cost for one week in the Wisconsin State Journal (WSJ) was \$580 and Shopping News \$91. Radke only approved running the ad in the WSJ for one week and the Shopping News for 2 weeks. Two resumes are in so far and one request for the job description.

2005 Annual Report – Distributed and discussed. Year End 2005 Financials also distributed showing actual end of year cash dollars on hand and available. Motion by Murn to approve the 2005 Annual Report, seconded by Thoreson. Motion carried.

Monthly Reports – Financial Reports, C-1 & C-2 – March, 2006 Reports distributed and discussed.

Progress Report – February, 2006 Progress Report distributed and discussed.

Motion by Taylor to approve the March 2006 Financial Reports, C-1 & C-2 and the February 2006 Progress Report as presented, seconded by Thoreson. Motion Carried.

Site Reports – Site Usage Agreement with Village of Avoca – Continue to work on Avoca meal site moving to Village Offices building. Electrical work being done this week and have a different stove and couple of refrigerator/freezers now. Hope to have site ready by mid-May or June 1st. Requested to have a Site Usage Agreement and Avoca Village is basing it on the one we currently have with Belmont. Radke read the agreement. Only request currently being made of SUN is to pay half of the telephone and long distance. Will continue to work on details. Motion by Taylor to approve the Site Usage Agreement between the Village of Avoca and the SUN Program, seconded by Murn. Motion carried.

Avoca Meal Site Changes/Costs – Radke did a cost comparison with current meal site costs versus moving to the Village Offices building and having an on-site kitchen and staff person. Current cost is \$6.88 per meal compared to \$5.99 per meal which includes staff person, half telephone and raw food expense. By making the change it will save a little money.

Sharon Edin, current caterer is agreeable to cook at the new site. The position for a cook would be 4 hours day, based on 14 meals per day average, with the current starting wage, per the current pay scale, being \$8.49 per hour with a six month probationary period. Discussion on the position. Board directed Radke to speak to Edin and see if the beginning wage and steps are acceptable to Edin and if not what would be. Radke also informed the Board that Edin would need 2 weeks off the end of August first of September for a planned vacation.

Staff Issues – Executive Director position – As mentioned earlier in the meeting, the job ad and description for the director position was completed. Deadline to receive applications/resumes is April 14th. Job was also posted on job net, vocational schools web site and dietitian web site. Have a Board meeting scheduled for April 18, 2006 to review applications/resumes. Board still needs to approve the job description, will put on next meeting agenda.

Personnel Policies Update – When changes were made to the personnel policies to add the new policy regarding sick time paid out at retirement the part about sick time not being reimbursed if leaving employment under other circumstances was removed and needs to be put back in. Will bring back next meeting to correct and update personnel policies.

Training Requests – Radke reported that she was not attending the WAND training in Wausau on April 5th & 6th as previously requested and approved.

Director's Report – Auditors were here on March 8th. Have received and reviewed the draft of 2005 Audit but have not received a copy of the final audit.

Held the Office Assistant Limited Term position interviews last week. Had over 20 applicants for the position and interviewed three. Have hired Mary Spillane for the position and she started March 30th.

Received notice from Dean Health Plan regarding the renewal rates effective June 1st. The overall increase will be 8.2% for the upcoming contract year.

Chairperson's Report – No report.

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

Next Meeting Date – Next meeting to be Tuesday, April 18, 2006, 9:00 a.m. in Dodgeville to review applications/resumes and the regular May meeting to be May 2, 2006, 10:00 a.m. in Dodgeville.

Adjournment – Motion by Murn to adjourn, seconded by Van Epps. Motion carried.