

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**July 10, 2006**

Chairperson Dean Thoreson called the meeting to order at 10:10 a.m. at the Iowa County Courthouse, Veterans Library, Dodgeville, Wisconsin.

**Roll Call:** Jerome Laufenberg, Iowa; Thomas Mueller, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette; George Williams, Lafayette.

Absent – Dahlman Van Epps, Iowa.

A quorum was present.

Others Present: Marcia Kendall, Bookkeeper/Secretary/Assistant to the Director; Carol Benson, Lafayette County Aging Resource Center; Judy Lindholm, Iowa County Aging Unit..

**Certification of the Meeting:** Kendall stated that notice of the meeting was posted at designated public places.

**Approval of the Agenda for July 10, 2006** – Motion by Mueller to approve the Agenda for July 10, 2006 as mailed, seconded by Taylor. Motion carried.

**Approval of Minutes of the Meetings of June 9, 2006 and June 12, 2006 Board Meetings:**  
Motion by Mueller seconded by Taylor to approve the Minutes of the Meetings of June 9, 2006 and June 12, 2006 as mailed. Motion carried.

**Reports from other Board members and members of the audience** – Mueller discussed the Community Outreach Fundraiser that is being planned for September.

**Aging Resource Center & County Aging Unit Reports** – Carol Benson, Lafayette County Aging Resource Center – Will be working on the County Plan and Budget and involved with the Family Care consortium.

Judy Lindholm, Iowa County Aging Unit – She is also involved with the Family Care consortium. Lindholm commented that this would change the entire way long term is handled.

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

**Progress Report** – May, 2006 Progress Report distributed and discussed.

Motion by Mueller to approve the June 2006 Financial Reports, C-1 & C-2 and the May 2006 Progress Report as presented, seconded by Williams. Motion carried.

**UW-Platteville Meal Contract for Linden and Rewey Meal Sites** – Received letter from UW-Platteville requesting a 2% increase for the Linden and Rewey meal contract. This contract is renewed yearly on July 1<sup>st</sup>. This would be a \$.06 per meal increase making the cost \$2.99 per meal. Motion by Mueller to approve the meal contract at \$2.99 per meal effective July 1, 2006, seconded by Taylor. Motion carried.

**Expense Vouchers Signature and date requirement policy** – The board can set a policy on what they require when signing vouchers. Kendall read a note received from the auditor which states it's a board issue and they need to set a policy to follow. Discussion.

Motion by Williams that vouchers only need to be initialed and that one person should date the voucher being approved, seconded by Mueller. Motion carried.

**Personnel Policies** – Policies were distributed at the June meeting for the board to review and brought back today for any questions or changes needed. No changes were needed, will remain as is.

**Audit Bids 2006 – 2008** – Kendall presented the audit bid from Johnson Block and Company, Inc. for 2006 through 2008. Board directed Kendall to send out letters requesting bids from Virchow Krause & Company in Madison and Vaassen Pluemer CPA's in Platteville. Will bring information back next month.

**Site Reports – Avoca Site Coverage for vacation** – Avoca meal provider is taking a three week vacation the end of August into the first part of September. Currently she does not have a replacement to keep the site open. Discussion on options for the meal site. The board decided to keep the meal site open during the meal providers vacation and if she does not have a substitute to contact the Highland meal provider and the Muscoda meal site to see if they would be willing to provide meals during this time. Will pursue and bring back next month.

**Staff Issues – Salary Review for Bookkeeper/Secretary/Assistant to the Director** – Thoreson stated that the board asked last month to have this put on the agenda. Kendall has had to deal with extra responsibilities in the absence of an executive director. Board discussed compensating Kendall for the two months she had additional duties to perform. Motion by Williams to compensate Kendall \$250 per month for two months, seconded by Mueller. Motion carried.

Laufenberg stated that currently the bookkeeper/secretary/assistant to the director and the director's salaries are too far apart and should be reviewed. Discussion. Motion by Williams to increase Kendall's salary to \$29,000 per year effective July 1, 2006, seconded by Mueller. Motion carried.

**Hiring Requirements for Executive Director** – Kendall asked to have the hiring requirements clarified in a motion. Motion by Williams that the Executive Director have

a 6 month probationary period, pass a drug test, background and license check and provide proof of car insurance coverage of 100,000-300,000-100,000, seconded by Mueller. Motion carried.

**Training Requests** – No requests.

**Director's Report** – Carrie Kroetz from AgeAdvantAge came and did a SAM's reporting review, which SUN is required to use to report meals served by SUN. As a result of the review it was determined that SUN was incorrectly reporting the COP meals as NSIP eligible for reimbursement. SUN must charge the COP program full cost of a meal and not report the meals as NSIP eligible. SUN must now go back to October 1, 2005 and adjust reports to AgeAdvantAge to not include the COP meals as NSIP eligible.

Due to the correction needing to be made Kendall asked the board for direction. The difference in billing amounts to \$.60 per meal SUN will be losing. Discussion. Board directed Kendall to send a letter to COP explaining the error in billing and that effective July 1, 2006 SUN will be billing the full cost of the meal. Also submit a bill for the difference in past meals and see what they say.

AgeAdvantAge reimbursed SUN \$500 toward the advertising costs for the Executive Director position; full cost for advertising was \$1,383.

Received a \$74 donation from the "We Care Program", which is through the Pick N Save stores.

Darlington meal site is having a quilt raffle with the drawing on August 1<sup>st</sup>.

Received notice of an amendment to the 2006 contract with AgeAdvantAge. The total contract amount will be decreasing \$301 (\$167 for Iowa County and \$134 for Lafayette County).

**Chairperson's Report** – No report.

**Expense Vouchers** – Motion by Taylor to approve all vouchers for payment as presented, seconded by Laufenberg. Motion carried.

**Next Meeting Date** – Next meeting to be Monday, August 7, 2006, 10:00 a.m. in Dodgeville.

**Adjournment** – Motion by Mueller to adjourn, seconded by Taylor. Motion carried.