

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
October 6, 2006

Chairperson Dean Thoreson called the meeting to order at 10:00 a.m. at the Iowa County Courthouse, Veterans Library, Dodgeville, Wisconsin.

Roll Call: Thomas Mueller, Iowa; Phil Roberts, Iowa; Ronald Benish, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette; George Williams, Lafayette..

Absent – No one.

A quorum was present.

Others Present: Deirdra Suchomel, Executive Director; Marcia Kendall, Assistant Director.

Introductions and welcoming of Ronald Benish to the SUN Board.

Certification of the Meeting: Kendall stated that notice of the meeting was posted at designated public places. Motion by Roberts that the meeting was properly certified, seconded by Williams. Motion carried.

Approval of the Agenda for October 6, 2006 – Motion by Roberts to approve the Agenda for October 6, 2006 as mailed, seconded by Williams. Motion carried.

Approval of Minutes of the Meetings of September 1, 2006, September 12, 2006 and September 21, 2006 Board Meetings: Motion by Mueller seconded by Roberts to approve the Minutes of the Meetings of September 1, 2006, September 12, 2006 and September 21, 2006 as mailed. Motion carried.

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

Aging Resource Center & County Aging Unit Reports – Suchomel received an e-mail from Carol Benson, Lafayette County Aging Resource Center, stating the working agreement needs updating. Also Benson felt the need for SUN to continue with monthly board meetings due to so much going on with the program.

Working Agreement between SUN & Lafayette County Aging Units – Will bring back after being updated.

Frequency of Board Meetings – Discussion on changing the frequency of SUN Board Meetings per request from the Iowa County Board Chairman. Motion by Mueller to follow current procedure with the option for management to cancel if need for weather related or non-essential to hold, seconded by Williams. Motion carried.

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

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

Motion by Taylor to approve the September 2006 Financial Reports, C-1 & C-2 and the August 2006 Progress Report as presented, seconded by Mueller. Motion carried.

Sample reports of Cash Flow Statement, Budget Reports C-1 & C-2 and Monthly Participant Numbers were distributed and discussed. Board felt the sample reports presented give a better understanding of the program and asked to use the format of the sample reports for future monthly reports instead of what is currently being used.

Site Reports – Avoca Site Update – Site has now moved and Sharon Eden is the cook/site manager. Planning on having an open house in November.

Gratiot/Wiota Home Delivery Route Update – Previous volunteer at South Wayne did not work out so meals are now being delivered from the Blanchardville site by Emmett Schwartz, who delivers to Argyle also.

Dodgeville Meal Site Update – Suchomel met with Jim Curran, Stonefield Apartments Dodgeville, to discuss the possibility of relocating the Dodgeville meal site to the apartment complex. Suchomel is not sure it would be a good idea after meeting with Curran, but is waiting to hear back from him. Grace Lutheran Church has voice an interest in possibly housing the meal site there. Suchomel will continue to pursue options.

Staff Issues – Limited Term Employee Position – Current employee took on another part-time job and was to be in training through October 10th. Put her position on hold to see if schedule would work when done training, because didn't want to loose her. Her other part-time job didn't work out for her and she is coming back. Will be doing a time study and determine then what is needed for the position.

Yearly Review Items – 2007 Pension Plan Contribution – Current employer pension plan contribution amount is 5% maximum match. Discussion. Motion by Benish to continue with the 5% maximum match for 2007, seconded by Williams. Motion carried.

Sick Leave Policy Review – Current policy has a 50% pay out option for employees who have unused sick leave credits in excess of 90 days. Discussion. Motion by Mueller to continue the sick leave policy, seconded by Benish. Motion carried.

Review scheduled hours for Director & Assistant Director – Currently the Assistant Director has been allowed to work eight nine hour days and one eight hour day every two weeks for a total of 80 hours in a two-week period and has the first Friday of each pay period as a scheduled day off. The Director also has the option of working this schedule if desired. This is to be

reviewed yearly. Discussion. Motion by Roberts to allow the continuation of the flexible work schedule seconded by Mueller. Motion carried.

Site Closings for Holidays – In the past, meal sites have been closed the day after Thanksgiving due to low attendance. Extra meals are made available to anyone who is in need of extra meals for the extended weekend. The office also has to close due to the courthouse being closed and the county does not want to heat the building for our office only. Employees must use a personal or vacation day in order to be paid for the day off. Motion by Benish to close all the meal sites and the office the day after Thanksgiving, seconded by Williams.

Christmas and New Years fall on a Monday and all meal sites and office will be closed on those days. The SUN office will need to be closed on Friday, December 22nd also due to the courthouse being closed. Discussion on closing meal sites on Friday. Board felt the meal sites should be open on Friday, December 22nd and that Suchomel and/or Kendall would be available to take calls at a designated number from staff if the need arises. Motion by Mueller to keep the sites open on Friday, December 22nd, seconded by Williams. Motion carried.

Site Closings for Adverse Weather – Currently SUN meal sites close on a case by case decision by the site manager and director. (Current policy reviewed) Suchomel contacted other meal programs to see what their policies were. From 15 responses 10 close with school closings and 5 others decide on own. Suchomel discussed a proposed policy that was mailed with the minutes. Discussion. Motion by Benish to approve the proposed policy to close meal sites when the schools close but to review yearly, seconded by Mueller. Motion carried.

Administration Expense Split for 2007 – Current administration split is 52% Iowa County 48% Lafayette County. This split was done to help benefit Lafayette County who receives less State and Federal funding for the meals program. Discussion. Motion by Williams to continue with the 52/48% split for 2007, seconded by Mueller. Motion carried.

Training Request –Suchomel will attend the Southwest Wisconsin Community Action Program meeting next week regarding FEMA funds for 2007. Also attending the Long Term Care meeting with Carol Benson to see what's happening there.

Second Harvest is having a free workshop on fundraising that Suchomel would like to attend October 24th.

Planning to have a booth at Grant County's Elder Fest on October 20th.

Wisconsin Nutrition Education group meeting is planned for early November, will discuss the 2007 Plan and Nutrition.

Minutes of the Board of Directors Meeting
October 6, 2006
Page 4 of 4

WAND meeting titled "Challenge of Change" will be held in Baraboo in November. Cost is \$65 to attend.

Motion by Mueller for Suchomel to attend all the meetings and training discussed, seconded by Benish. Motion carried.

Director's Report – Submitted SUN's portion of the County Aging Unit Plan to the County Aging Units, which is the two year plan and one year budget.

Working on the dietitian position, received two letters of interest so far. Will be arranging interviews soon. Amy Ramsey, AgeAdvantAge, will also be sitting in on the interviews.

Working on writing two parts to the Green County Grant for Prevention which will include Iowa and Lafayette Counties also.

Preparing for the 1st quarterly staff meeting on Monday.

Working on meal contracts. Met with Lafayette Manor and they are talking of a \$.50 per meal increase. Will meet with Hodan Center also.

Working on the Alliant Energy grant which is due November 1st.

Updating the SUN web site, which is part of the marketing plan. Also working on a bulk mailing with Advantage Printing and an article for the After 50 Publication, which is through the Chronicle. Williams is going to see if SUN can have an article in the Lafayette County newsletter also.

Have a certificate of deposit due October 10th. Discussed. Motion by Williams to renew the CD seconded by Roberts. Motion carried.

Distributed a draft for an investment policy to be on the agenda next month for discussion.

Discussed concerns with the Dean Health Care contract and rates for newly hired employee.

Chairperson's Report – No report.

Next Meeting Date – November 7, 2006, 2:00 p.m., Iowa County Courthouse...

Adjournment – Motion by Benish to adjourn, seconded by Roberts. Motion carried.