

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**April 10, 2007**

Chairperson Dean Thoreson called the meeting to order at 1:00 p.m. at the Iowa County Courthouse, UW-Extension Conference Room, Dodgeville, Wisconsin.

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

Absent – Thomas Mueller, Iowa.

A quorum was present.

Others Present: Deirdra Suchomel, Executive Director; Marcia Kendall, Assistant Director; Carol Benson, Lafayette County Aging Resource Center; Rosalie Zweifel, Iowa County Aging Unit Board Member.

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

**Approval of the Agenda for April 10, 2007** – Motion by Roberts to approve the Agenda for April 10, 2007 as mailed, seconded by Williams. Motion carried.

**Approval of Minutes of the Meeting of March 13, 2007 Board Meeting:** Motion by Benish seconded by Roberts to approve the Minutes of the Meeting of March 13, 2007 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 Unit – Had the Lafayette County Aging Unit Board meeting this morning. Talked about Family Caregivers and Resource Program. Have a conference next week on building Aging Resource Centers.

**Monthly Reports – Cash Flow Statement – March, 2007** – Distributed and discussed.

**Budget Reports C-1 & C-2 – March, 2007** –Reports were sent out prior to meeting for Board members to review. Discussed.

**Monthly Participant Numbers – February, 2007** – Report sent out prior to meeting for Board members to review. Discussed.

Motion by Williams to approve all the monthly reports as presented, seconded by Benish. Motion carried.

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**Site Reports – Dodgeville Meal Site Update** – Dodgeville meal site is going well. Have increased from 546 meals in February to 681 meals in March. Have increased in both congregate and home delivered meals provided.

**Arena Meal Site Update** – Suchomel received a call from the Arena Manor Board Chairman yesterday. The Manor Board is willing to compromise and suggested that SUN be allowed to be housed at the Arena Manor if SUN does not do on-site cooking. Suchomel stated that the current employee cooks the meals and would either have to cook the meals elsewhere and haul or SUN would have to contract meals from somewhere and reduce the cooks current hours. Discussion.

Motion by Benish to state to the Arena Manor Board that if the present meal site location continues not to be conducive (inadequate/not practical handicap ramps, too many steps, difficulty getting people there, excessive to heat building) and the Manor does not accept the SUN Program the possibility of the Arena meal site closing could happen, seconded by Roberts. Motion carried.

**Staff Hours Formula Discussion** – Information sent out prior to meeting. Formula based on the time studies that were completed. Discussion on Site Staff Hour formula. Board directed Suchomel to run some numbers to see how the formula would affect the budget (total dollar amount to implement) and bring back next month.

**Dodgeville Meal Contract** – Suchomel contacted Bloomfield Manor regarding contracting for the Dodgeville meal site but haven't heard back from them. Currently receiving meals from the Hodan Center on a month to month basis. Cost is \$3.85 per meal plus \$.90 per meal extra to transport for a total cost of \$4.75 per meal. Motion by Williams to approve contracting with Hodan Center at \$4.75 per meal until the new bidding period, seconded by Benish. Motion carried.

**2007 Suggested Meal Donation** – Policy Advisory Council has recommended increasing the suggested meal donation by \$.25 per meal. Suggested donation for congregate meal would be \$3.25 and home delivered meal \$3.50. Motion by Benish to approve the recommendation of the Policy Advisory Council for the suggested meal donations to be \$3.25 congregate and \$3.50 home delivered to take effect April 1, 2007, seconded by Roberts. Motion carried.

**Main Bank Account Fund** – Brought back from the March meeting. Previously discussed putting part of the main account balance into an account that earns better interest and only carry a balance to cover checks written with some cushion. Board asked for figures of suggested amounts to set aside and amount needed for cushion. Suchomel suggested setting aside \$45,000 for Iowa County and \$5,000 for Lafayette County in short term CD's to receive better interest. Suchomel plans to have a representative from Wells Fargo come next month and explain options for the remaining main account. Discussion. Motion by Benish for Suchomel to move \$45,000 Iowa County and \$5,000 Lafayette County to an interest bearing note, seconded by Williams. Motion carried.

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**2007 Holiday Schedule for Days Closed** – Schedule of days the office would need to be closed, due to the Iowa County Courthouse being closed, was distributed. Discussion on days the office and meal sites will be closed for remaining holidays in 2007. Motion by Roberts to approve following the Iowa County Courthouse closing schedule with the exception of Friday, December 22, 2007, when meal sites will be open but the office closed, seconded by Williams. Motion carried.

**Incident Reporting Policy Procedure** – Policy distributed and discussed. Motion by Roberts to accept the policy as presented, seconded by Benish. Motion carried.

**Census Data** – Distributed info based on 2000 Census Data. The information showed percentages of the eligible over 60 people that SUN has served in each community.

William's excused from meeting at 2:50 p.m.

**Training Request** – Suchomel requested permission to attend the Prevention Summit on April 17th in Madison, the cost is \$10. Motion by Taylor to allow Suchomel to attend the Prevention Summit, seconded by Roberts. Motion carried.

**Director's Report** – Suchomel encouraged those in attendance to call the White House in support of Senior Care. Information on number to call was distributed. Discussion.

Mark your calendar for Friday, August 24<sup>th</sup>, for the 30<sup>th</sup> Anniversary Party of the SUN Program, which will be held in Shullsburg at Badger Park. Suchomel along with a committee of SUN employees are working on organizing the event and getting donations to help support it. Will have a catered meal, some entertainment and the SUN Board Chairman and PAC Chairman speak briefly. All the meal sites will be closed that day so they can attend. Have also spoken to the two Aging Units Directors about scheduling the bus to transport people.

Have received replies to grants applied for, receiving \$300 from Darlington DUWI and \$1000 from Alliant Energy.

Waiting to hear back on grants from Community Foundation for South Wayne and Darlington, FEMA for Iowa and Lafayette and United Fund of Iowa County.

Will be applying for grants from Community Foundation for Shullsburg and also grant through AT&T.

**Chairperson's Report** – No report.

**Vouchers** - Motion by Taylor to approve all vouchers presented, seconded by Roberts. Motion carried.

**Next Meeting Date & Adjournment** – May 8, 2007, 1:00 p.m., Iowa County Courthouse. Motion by Benish to adjourn until May 8, 2007, seconded by Taylor. Motion carried.