

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**March 11, 2008**

Chairperson Dean Thoreson called the meeting to order at 1:10 p.m. at the Iowa County Courthouse, Veterans Library Conference Room, Dodgeville, Wisconsin.

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

Absent – no one.

A quorum was present.

Others Present: Cecile McManus, Executive Director; Marcia Kendall, Assistant Director; Judy Lindholm, Iowa County Commission on Aging; Carol Benson, Lafayette County Aging Resource Center.

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

**Approval of the Agenda for March 11, 2008** – Motion by Taylor to approve the Agenda for March 11, 2008 as mailed, seconded by Benish. Motion carried.

**Approval of Minutes of the Meeting of February 12, 2008 Board Meeting** - Motion by Taylor seconded by Jinkins to approve the Minutes of the Meeting of February 12, 2008 as mailed. Motion carried.

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

**Aging Resource Center & County Aging Unit Reports** – Judy Lindholm, Iowa County Aging Unit – The ADRC update is they are looking for one of the Southern County's to open a CMO by the end of 2008. Lafayette County is considering.

Benson entered the meeting at 1:25 p.m.

**Monthly Reports – Cash Flow Statement – February 2008** – Distributed and discussed.

**Budget Reports C-1 & C-2 – January, 2008 and February, 2008** – Reports sent out prior to meeting were discussed.

**Monthly Participant Numbers – January, 2008** – Reports sent out prior to meeting were discussed. Board commented that there was a slight increase in Lafayette County numbers and donations compared to previous year.

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McManus commented that Dodgeville changed the meal site location in 2007 and the congregate numbers have increased since the move. Darlington and Shullsburg sites have increased activities which have increased the congregate meal attendance.

Lindholm commented that a group consisting of Commission on Aging and SUN office staff and others spruced up the Mineral Point Senior Center over the weekend in hope to attract more participation.

**Meal Cost Breakdown as of 12/31/07** – Moved up on the agenda. Distributed and discussed at great length. Areas discussed to try and reduce costs were telephone expenses (check into the possible use of Trac Phones), rent, food transportation expenses and office van expense. Also discussed if reducing the number of days meals are served at meal sites would be a savings or not. Discussed looking at getting sponsorships to help meet meal cost expenses that are over the meal donations received.

Board asked that all staff receive a copy of the meal cost breakdown so they are aware of what the meals are costing at each site. Board also directed McManus to have a staff meeting prior to the next Board meeting to make the staff aware of the SUN Program's financial situation and receive their input on what can be done. McManus will work with Lindholm and Benson to set up meetings.

Motion by Roberts to approve the February, 2008 Cash Flow Statement, January and February 2008 Budget Reports, C-1 & C-2, January 2008 Monthly Participant Numbers and the Meal Cost Breakdown 12/31/07 as presented, seconded by Jinkins. Motion carried.

**Site Reports – Rewey Meal Site Update** –Rewey is working out well so far. Linden site manager is helping out at this time.

**Staff Issues – Employee Wage Increase 2008** – McManus stated that a 2% wage increase was figured into the 2008 budget. When the SUN Board approved the 2008 budget the increase was not to take effect until reviewed and discussed in March of 2008 to see how the finances were. Thoreson stated he was not comfortable in giving an increase now but possibly wait until the end of the year and see how finances are. Discussion.

Motion by Jinkins to approve the 2% wage increase for SUN staff retro to January 1, 2008, seconded by Taylor. Roberts called for the question. Roll call vote: Roberts, yes; Jinkins, yes; Benish, yes; Taylor, yes; Williams, yes; Thoreson, no; motion carried.

McManus' 6 month probationary period ended yesterday. Board approved at a previous meeting to increase McManus' yearly salary by \$2,500 at the end of her probation. Discussion. Motion by Williams to prolong McManus' evaluation to her 1 year anniversary, seconded by Taylor. Since this item was not specifically on the agenda it will be put on next month's agenda for formal action.

**Avoca Site Manager Position** – Avoca site manager gave notice to leave but has now decided she would like to stay and would be able to work 3 or 4 days a week and has subs willing to work the remaining days needed. Discussion about the position now becoming a shared position with the suggested work schedule which means there would be no benefits available to the employee or subs. Motion by Roberts that the current Avoca Site manager may continue employment with the SUN Program working as a shared position employee, seconded by Benish. Motion carried.

**Dodgeville Site Manager** – Dodgeville site manager resigned and McManus hired the substitute site manager, Jenny Lengyel, as the new site manager. The position was reduced from 4 hours per day to 3 ½ hours per day and she is on a 6 month probationary period. Motion by Williams to approve the hiring of the Dodgeville Site Manager, seconded by Benish. Motion carried.

**Rural Route Home Deliveries** – The new couple outside of Gratiot that started meals is now on hold. Have received another new request for a person right in Gratiot. McManus asked if we should be asking new participants to donate for the mileage. Board felt yes we should ask all to help with the expense.

Question was asked on how the expenses versus the donations being received for mileage are lasting, how long will they last? McManus did not have the info available at this time.

**Training Request** – None.

**Director's Report** – CD coming due and McManus asked for direction on what to do. Board directed McManus to check the rates at Farmers Saving Bank and other local banks.

**Chairperson's Report** – No report.

**Vouchers** – Motion by Taylor to approve the vouchers as presented, seconded by Williams. Motion carried.

**Next Meeting Dates & Adjournment** – Tuesday, April 8, 2008, 1:00 p.m., Iowa County Courthouse. Motion by Benish to adjourn until April 8, 2008, seconded by Thoreson. Motion carried.