

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
April 8, 2008

Chairperson Dean Thoreson called the meeting to order at 1:00 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. Motion by Roberts that the meeting was properly certified, seconded by Benish. Motion carried.

Approval of the Agenda for April 8, 2008 – Motion by Benish to approve the Agenda for April 8, 2008 as mailed, seconded by Roberts. Motion carried.

Approval of Minutes of the Meeting of March 11, 2008 Board Meeting - Motion by Williams seconded by Jinkins to approve the Minutes of the Meeting of March 11, 2008 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 – Had their Board meeting in the morning and talked considerably about SUN's finances. Board felt the need to look at site by site and start with the ones costing the most to operate. Talked about expense chart and SUN can't wait. Thoreson recommended that the SUN Director and the Iowa and Lafayette County Aging Unit Directors work with each county and determine what will work and move ahead.

Judy Lindholm, Iowa County Aging Unit – The ADRC's for each County needs to be up and running by February 1, 2009. Iowa County is looking at it closely due to county dollars needed to make it happen.

Monthly Reports – Cash Flow Statement – March 2008 – Distributed and discussed.

Budget Reports C-1 & C-2 – March, 2008 – Reports sent out prior to meeting were discussed. Discussion on the Lafayette County advance repayment for 2008 and set-aside dollars brought into the main bank account in 2008 for cash flow and the ability to return those dollars back into set-aside. Also discussion on donations, how to increase, and other income expected to be received. Benson recommended doing advocacy with the city councils and local organizations in each community to get support. Benish noted that if we can't find solutions some hard decisions will need to be made.

Certificate of Deposit Update – McManus reported that the Highland CD that matured in March was transferred into the Premier Savings account at Farmers Savings Bank for Iowa County.

Monthly Participant Numbers – February, 2008 – Reports sent out prior to meeting were discussed. Williams commented that he attended the Mineral Point meal site last week and the meal from Hodan Center was very good.

Motion by Taylor to approve the March, 2008 Cash Flow Statement, March 2008 Budget Reports, C-1 & C-2, and the February 2008 Monthly Participant Numbers as presented, seconded by Williams. Motion carried.

2007 Annual Report – Distributed and discussed. The annual report is a general summary of the program in 2007 McManus reported. Motion by Williams to approve the 2007 Annual Report as presented, seconded by Benish. Motion carried.

Site Reports – Belmont meal site is planning their yearly Appreciation/Anniversary/Volunteer Party for Monday, May 19th at noon. The Senior Citizen group donates the meat for the meal and participants bring in a large selection of salads to enjoy. Plan to attend now; reservations can be made by calling the meal site or the SUN office in advance.

Virginia Leahy, Belmont meal site manager, was featured in the Republican Journal newspaper in the Around Town article. Was a very good article.

Rewey site seems to be going well and the cooperation from the Linden site manager and Rewey volunteer is good.

Staff Issues – Staff Meeting Update – Had a meeting with the SUN Staff last Thursday. Had a short report on site happenings and then had a discussion on SUN finances, discussing the meal cost breakdown in detail. McManus felt that by the end of the meeting staff was aware of the financial situation. Planning on having a cook's only meeting to discuss concerns they have.

Executive Director position – Brought back from last month to make the discussion into a formal motion. Motion by Williams to increase McManus' yearly salary by \$2,500, to

be prorated for 10 months in 2008, at the end of her probation and prolong McManus' evaluation to her 1 year anniversary, seconded by Taylor. Motion carried.

Employee Wage Increase 2008 – Kendall asked for clarification on the wage increase approved at the March 11th Board meeting. Discussion. Motion by Benish that the 2% wage increase be retro effective to January 1, 2008 for only current permanent employees as of the March 11, 2008 board meeting, seconded by Jinkins. Motion carried.

Avoca Site Manager Position – Avoca site manager decided to stay on as a permanent part-time employee instead of doing a shared position as discussed last month.

Policy Advisory Council (PAC) Meeting Update – PAC met last Thursday at the Mineral Point meal site. Thoreson and Williams were also in attendance. Was the first meeting since McManus to over the Director position and now plan to have meetings every three months. Had six sites represented at the meeting and a letter from the Belmont PAC representative. Main discussion was SUN's finances and ways to get the congregate numbers up.

SUN Vehicles – McManus felt that the cost for insurance and gas for the 1997 Ford van, used by the office only 4-5 days a month max, could be reduced by utilizing a vehicle already owned by the county. McManus spoke with the Iowa County Sheriff and he felt it could be worked out to share their van. The 2000 Chevy van, being used to transfer food to Blanchardville and the rural delivery route, is starting to become costly with repairs. The Chevy van could be replaced with the Ford van if we do a shared vehicle with the county. Board asked for figures on the cost savings and costs to use a shared vehicle. Discussion. Benish requested that McManus get the real hard facts and numbers for cost compared to renting and that the board can't discuss until they have those figures. If it's going to be a savings bring back otherwise no use in discussing further.

Gratiot/Wiota Rural Routes Home Delivery Expenses Update – McManus shared expense information on what the rural home delivery route is costing the program and what revenue has been received to support the route. Discussion on delivery being reduced to only 2-3 days a week, if that would work. Discussed having Bob Kellerman, AgeAdvantAge, come to a meeting and discuss the lack of funding to support the route and what can be done. McManus was directed to contact the families of the participants on the route to see if they are able to contribute more toward the expense of delivery and then after getting those results invite Bob Kellerman down to discuss further.

Site Telephones Update – Discussed possibly getting Trac phones or ability to use cell phones staff have at sites to reduce costly telephone expenses, McManus to follow-up on.

Training Request – McManus requested permission to attend the Professionals Wisconsin Dietetic Convention in Appleton on Thursday and Friday of this week. Cost is \$225 for registration and then room and mileage. Total cost would be approximately \$400-\$450.

To remain a registered dietitian McManus needs to take 75 credits every five years, this training will be 12-13 credits. Discussion at great length. Motion by Taylor to approve

McManus' request to attend this training and all future trainings will need advance approval before attending, seconded by Williams. Motion carried with Benish voting no.

Director's Report – Iowa County received a FEMA grant for 2008. Last year the grant was \$1750 and this year it will be \$3092. Betty Walsh, Iowa County Aging Unit, was in attendance at the FEMA meeting and advocated very strongly for the SUN Program needing financial support. Lafayette County FEMA meeting should be coming up soon but don't have a date yet.

Received \$3500 from Iowa County United Fund for 2008 for Iowa County program use, which is up \$1000 from 2007. Also received \$30 from Iowa County United Fund designated for the Arena SUN Program use.

Bob's Electric, Dodgeville, donated a used refrigerator for the office use. Will be able to get fresh meats and other refrigerated items that SUN was unable to purchase previously.

McManus has been in contract with the Beef Council, Milk Marketing Board and Pork Council to try and arrange monthly promotions.

Health Insurance renewal information from Dean Health was received. Renewal contract takes effect June 1st with a 6.3% rate increase; McManus thought she budgeted for a 15% increase.

McManus attend the Health Fair at Grace Lutheran Church and spoke with 50-60 people who came through. Most were aware of the SUN Program but some were not.

March was Nutrition Education Month and McManus has been going out to meals sites with the UW-Extension nutrition educator mostly in Iowa County. Hope to do some in Lafayette County also.

Iowa County Information Systems department loaned SUN a computer, they had as an extra, for the SUN office assistant to use when she was hired. Iowa County now has a need for the computer and needs it back. Will get quotes for a computer to replace the borrowed one.

McManus thanked Board members who are leaving the SUN Program Board for the time they have served.

Chairperson's Report – Thoreson stated he had a good experience on the SUN Board committee and appreciated working with everyone.

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

Next Meeting Dates & Adjournment – Tuesday, May 13, 2008, 1:00 p.m., Iowa County Courthouse. Motion by Benish to adjourn until May 13, 2008, seconded by Jinkins.
Motion carried.