

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
May 13, 2008

Meeting called to order at 1:12 p.m. by Board Member, Ron Benish, at the Iowa County Courthouse, Veterans Library Conference Room, Dodgeville, Wisconsin.

Roll Call: Ron Benish, Iowa; Bill Ehr, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette.

Absent – Diane McGuire, Iowa.

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; Jim Middagh, Dodgeville PAC Representative.

Certification of the Meeting - Kendall stated that notice of the meeting was posted at designated public places. Motion by Ehr that the meeting was properly certified, seconded by Moody. Motion carried.

Introduction of new Board Members and others present.

Election of Officers – Ehr nominated Ron Benish for the Chairman position seconded by Moody. Benish called for nominations three times. Motion by Wolfe to elect Benish as the SUN Chairman, seconded by Moody. Motion carried.

Wolfe nominated Bill Moody for the Vice-Chairman position, seconded by Ehr. Benish called for nominations three times. Motion by Wolfe to elect Moody as Vice-Chairman, seconded by Ehr. Motion carried.

Wolfe nominated Ehr for the Secretary position, seconded by Benish. Benish called for nominations three times. Motion by Wolfe to elect Ehr as Secretary, seconded by Moody. Motion carried.

Authorized Check Signers – All checks require two signatures. Need people that are available every two weeks to sign paychecks at the Dodgeville office. SUN's main account is at the Wells Fargo Bank and each meal site has an account at the local bank in the community. Motion by Ehr for the authorized check signers on all accounts to be Bill Moody, Bill Ehr, Ron Benish, Diane McGuire and Cecile McManus, seconded by Wolfe. Motion carried. Kendall will request the required forms to update the accounts.

Approval of the Agenda for May 13, 2008 – Bill Ehr, requested the addition of new building needs to be added to the agenda. Motion by Moody to approve the Agenda for May 13, 2008 with the addition of new building needs, seconded by Wolfe. Motion carried.

Approval of Minutes of the Meeting of April 8, 2008 Board Meeting - Motion by Benish seconded by Ehr to approve the Minutes of the Meeting of April 8, 2008 as mailed. Motion carried.

Reports from other Board members and members of the audience – Middagh reported that things were going well at the Dodgeville site.

Aging Resource Center & County Aging Unit Reports – Carol Benson, Lafayette County Aging Resource Center – Had their Board meeting in the morning and have three great new Board Members. Did an orientation with the Board Members last Friday and discussed the ADRC and SUN financial concerns.

Judy Lindholm, Iowa County Aging Unit – Dodgeville will have a taxi available two days a week starting July 1st from 7:30 a.m. – 4:00 p.m. Lindholm also reported on two transportation grants she has been involved with. Ehr complimented Lindholm on her efforts and good job over the years.

Monthly Reports – Cash Flow Statement – April, 2008 – Distributed and discussed.

Budget Reports C-1 & C-2 – April, 2008 – Distributed and discussed.

Monthly Participant Numbers – March, 2008 – Distributed and discussed.

Site Reports – Dodgeville Site Agreement – Dodgeville meal site is located in Grace Lutheran Church. The agreement was up for review and initially requested a rent of \$100/month. \$100/month was reviewed by Grace and SUN, lowered to \$40/month. The new agreement is open ended and there is no cost for using the facility.

Highland Site Agreement – Meal site is located in the Meadowview Apartment complex and the Village pays \$100 per month toward the rent. Agreement was up for renewal, and was approved by Village with no changes.

South Wayne Site Agreement – Meal site is located at the Hillside Apartments. The monthly utility has been the same since opening in 1980 at \$51.64 per month. The agreement was up for renewal. No changes were made.

Motion by Ehr to accept all the site agreements as presented, seconded by Wolfe. Motion carried.

Board requested a listing of the rent/utilities paid at various sites for their information. Will bring to next meeting.

Staff Issues – Shullsburg & Benton – Shullsburg site manager resigned with her last day April 25th. Advertised for one week in three papers and received four applications. Benton Site manager made a proposal to McManus to cook at the Shullsburg site for both

Shullsburg and Benton meal sites if her hours could be increased to do both sites. Details have not been worked out and still looking at options.

McManus did interview all the applicants plus the Benton site manager. Currently meals are being prepared by the Shullsburg Home and delivered to home delivery participants. Letters were sent to the home delivery participants so they were aware of the change. Congregate participants are welcome to go to the Shullsburg Home to eat but so far none have. The Home has agreed to provide meals for the next two weeks and possibly a third if needed. The cost per meal from the Shullsburg Home is \$3.50 per meal.

Computer Purchase – SUN has been using a loaner computer, which Iowa County was not using, for the SUN office assistant to enter SAM's data, which is required on every meal participant of the program. Iowa County is now in need of the computer and SUN must purchase a computer for the office assistant. A copy of computer bid information was presented. Amy Kaup, Iowa County Information Systems Director, reviewed the bids for SUN and recommended the Dell system at a cost of \$777.47. Ehr commented that if Kaup was recommending the Dell system that we should go with it, she really knows her stuff. Motion by Ehr for SUN to purchase the Dell computer system through Iowa County Information Systems, seconded by Bartels. Motion carried.

Gratiot/Wiota Rural Routes Home Delivery Expenses Update – Benish explained the history of the rural route. McManus made a change in the route in December 2007 to split the route and have a Shullsburg volunteer do part of the deliveries and receive mileage only. Distributed a comparison of expenses doing the route split versus the route done by one paid person using a SUN vehicle out of the Blanchardville site, with the higher cost of gas. When comparing the costs, it is now more cost effective to do all the meals out of the Blanchardville site. Moody asked if SUN is required to do the rural route delivery. Benson commented that SUN is not required but once it was started, have to continue. Question on what about when current participants go off, can we discontinue the route then? Benson commented that a representative of AgeAdvantAge came out, agency SUN receives our funding from, and stated that if we need to close a congregate site to serve home delivered, which are in more need, then we have to. McManus stated that she has invited Bob Kellerman, AgeAdvantAge, to come to the June meeting to discuss, and he has accepted.

Motion by Moody to change the Gratiot/Wiota rural route back to all meals delivered from the Blanchardville meal site, seconded by Bartels. Motion carried.

Chairman Benish turned the meeting over to Vice Chairman Moody at 2:45 p.m. Benish had to leave the meeting for another commitment.

Site Telephones Update – SUN pays for telephone service at Blanchardville, South Wayne, Avoca and part of Mineral Point's. Was looking at possibly using a Trac Phone at South Wayne but the site manager indicated the reception for her cell phone in South Wayne is

not good, even with the new tower. McManus stated that SUN can't eliminate the telephones so looking for other sources of income to help fund the cost.

New Building Needs – Iowa County is planning to build a new building that will house several County Agencies and have included the SUN Program main office also. Ehr asked what needs SUN has for the new building in the storage area, such as water, stainless steel counters, etc. McManus said yes for both if possible would be good, along with stainless shelving in storeroom and special coated shelving for cooler and freezer.

Training Request – No requests.

Director's Report – Received notice that SUN will be receiving \$1,000 from Alliant Energy Foundation to be used for Nutrition Education.

SUN also received notice that we will receive \$3,000 from FEMA Lafayette County and \$3,092 from FEMA Iowa County for 2008. Both counties were able to step it up some from 2007.

Mineral Point Open House is being held May 22nd. The site was recently painted and spruced up so now trying to encourage people to come check out the meal site. Have entertainment, speakers, blood pressure checks and displays scheduled to happen that day along with refreshments, snacks and lunch served at noon. Board members are encouraged to attend if possible; information with details given out.

McManus thanked the board who approved her attending the State District Conference for Dietitians last month.

Belmont meal site is having their yearly Anniversary/Birthday/Volunteer Appreciation dinner on Monday, May 19, 2008. Board members were invited to attend the event.

Chairperson's Report – No report.

Vouchers – Motion by Ehr to approve the vouchers as presented, seconded by Wolfe. Motion carried.

Next Meeting Dates & Adjournment – Discussed changing the time of the meeting to later in the day due to two board members having conflicts with 1:00 meetings. Next meeting will be Tuesday, June 10, 2008, 4:00 p.m., Iowa County Courthouse. Motion by Ehr to adjourn until June 10, 2008, seconded by Bartels. Motion carried.