

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
October 20, 2008

Meeting called to order at 4:00 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, Veterans Library Conference Room, Dodgeville, Wisconsin.

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

Absent – Bill Ehr, 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 McGuire that the meeting was properly certified, seconded by Moody. Motion carried.

Approval of the Agenda for October 20, 2008 – Motion by McGuire to approve the Agenda for October 20, 2008 as presented, seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of September 9, 2008 Board Meeting - Motion by Moody seconded by Wolfe to approve the Minutes of the Meeting of September 9, 2008 as mailed. Motion carried.

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

Monthly Reports – Cash Flow Statement – September, 2008 – Distributed and discussed. Moody asked how the increased suggested meal donation was going. McManus stated that she has received a few letters with comments and some say they may not come, still early to tell.

Benson entered meeting at 4:15 p.m.

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

Lindholm entered meeting at 4:20 p.m.

Monthly Participant Numbers – August, 2008 –Distributed and discussed. Talked about a county that has one meal site that is a drop in site with no reservation required. If there are extra meals prepared in a day they freeze the extras and on days there is not enough meals will pull out a frozen meal and prepare.

McManus commented that planned activities are not necessarily of interest to participants. She is going to start planning these activities in the a.m. before lunch, such as nutrition education, unless participants prefer during lunch. Judy Lindholm, COA Iowa County, commented the benefit specialists will come before lunch.

Per participants' request, checking with Grandma's Kitchen in Highland to see if interested in providing meals again for Highland. Also talked about possibly doing a breakfast meal at the restaurant.

Motion by Wolfe to approve the monthly reports as presented, seconded by McGuire. Motion carried.

Aging Resource Center & County Aging Unit Reports – Carol Benson, Lafayette County Aging Resource Center – Benson reported that she made a formal recommendation to her Board that the ADRC be placed with Human Services. Aging Resource Board accepted and now Human Services will have a meeting and will go to full County Board Tuesday night. Benson felt it was in the best interest of the program.

Judy Lindholm, Iowa County Commission on Aging - Iowa County is going ahead with the ADRC and will open in March 2009. Still need to do the hiring, job descriptions and find physical space for the new positions. Iowa County had their fiscal assessment review with Glenn Reynolds, AgeAdvantAge, earlier today.

Transferring of Funds – Distributed a report with a listing of all CD's the SUN Program has, along with dates of maturity. Lafayette County will need funds before the end of the year but does not have any funds coming due until 2009. Iowa County has a CD coming due in November that could be taken out and used for Lafayette County until Lafayette County funds mature, so not to receive a penalty. Discussion. Motion by McGuire to cash in the Iowa County CD in November and use for Lafayette County, but to keep track of the funds to repay Iowa County in April 2009 when Lafayette County CD comes due, seconded by Wolfe. Motion carried.

Meal Cost for Under 60 Staff & Other Agencies Staff and Under 60 Handicap – The suggested meal donations for over 60 participants were reviewed and changed but not the meal cost for under 60 SUN staff, other agencies under 60 staff or under 60 handicap. Current cost to under 60 SUN Staff and other agencies under 60 staff is \$4.00 per meal and for under 60 handicap cost is \$5.50 per meal. Discussion. Motion by Wolfe to increase the meal cost for under 60 SUN staff and other agencies under 60 staff to \$5.00 per meal and for under 60 handicaps to increase the meal cost to \$6.50 per meal, seconded by Bartels. Motion carried.

2009 Administration Split – Split is to be reviewed yearly at budget time. The 2008 split is 55% Iowa County and 45% Lafayette County, which was based on the State and Federal funding received. Discussion. Motion by McGuire for the 2009 Administration split to be 55% Iowa County and 45% Lafayette County, seconded by Wolfe. Motion carried.

2009 Meal Contracts – Dodgeville Contract - Looking at switching the Dodgeville meal site contract for 2009 to Bloomfield Manor. Have received a verbal commitment of \$3.50 per meal from them. Will be \$1.25 per meal less than the current provider but will have added transportation costs and time in addition to the meal cost.

UW-Platteville Contract – Current through June 30, 2009 at \$3.20 per meal.

Barneveld Contract - Have not received anything back yet. McManus stated that she has been talking with people in Ridgeway who would like to get meals. Looking at church or volunteers to do the transportation. Benish commented that it needs to be profitable before we can go there. If lose transportation, would have to stop delivery. Lindholm felt if it is understood up front, if no transportation is available, meals would have to stop. Also discussed that SUN first needs to figure what the cost is with donations and funding and if it is even profitable or break even and if not don't even consider doing.

Lafayette Manor Contract – Have a verbal commitment of no increase and to continue at \$3.50 per meal. Benson commented that the Manor will be under review and most likely the cost will go up, due to the current cost being \$5.85.

2009 SUN Budget – Proposed budget sent out prior to Board meeting. McManus figured a 2% increase for staff overall and figured 28 fewer hours per week for site staff. A large portion of that is due to South Wayne not cooking. Raw food increase figured at 4% and contracted food cost decreased due mostly to Dodgeville contract change and transportation not included in that meal cost for 2009. Vehicle expense will not be as much, pretty sure not going to keep the Ford van, Dodgeville HD person can fit the containers in his car for the food transportation needed. Board asked to bring the budget back next month and will discuss further.

Site Reports – Dodgeville – Site will be moving to the Hidden Valley Church in Dodgeville at the end of the week. It's handicap accessible and very welcoming.

South Wayne – Stopped cooking in South Wayne as of September 30 and contracted with Zaf-Ole's Catering out of Belleville. After three weeks, the participants were not happy with the quality or portions. McManus discontinued services with Zaf-Ole's on Friday, October 17 and the meal site is closed this week. McManus spoke to the restaurant in South Wayne and has a verbal possible commitment of \$3.00 per meal without milk. SUN would purchase the milk at about \$.30 per carton for a total meal cost of \$3.30. Hope to hear back yet this week.

Linden – McManus spoke to the Linden site manager and proposed cutting her transportation reimbursement in half and only pay for a one way trip for food transporting. At first she refused, but after reconsideration, agreed.

Holiday Site Closings – McManus asked for direction from the board regarding closing meal sites the day after Thanksgiving and days to close for Christmas and New Years. All

sites will be closed on the actual holidays but question on day before or after the holiday too. The SUN Office will need to be closed the day after Thanksgiving and Christmas Eve Day due to the courthouse being closed. SUN staff would need to use personal or vacation time to be paid for non-paid holiday days when closed. Discussion. Motion by

Moody to leave up to each individual site when to close, seconded by Wolfe. Motion carried.

Staff Issues – Pension Plan Yearly Review – SUN currently contributes a 5% maximum employee match into the pension plan. This amount is to be reviewed yearly. Motion by McGuire to reduce the SUN maximum pension plan match to 4% for 2009, motion died due to a lack of a second. Motion by Wolfe to continue with SUN's 5% maximum employee match into the pension plan for 2009, seconded by Bartels. Motion carried.

Sick Leave Policy Yearly Review - Policy is to be reviewed yearly regarding the end of year payout to eligible employees with excess sick time. Motion by Wolfe, seconded by Moody to continue the policy as is. Motion carried.

Scheduled Hours for Director & Assistant Director Yearly Review – To be reviewed on a yearly basis, Kendall is requesting the Board consider allowing her to continue on the eight nine hour days and one eight hour day work schedule every two weeks with one day off during the two week payroll. McManus has chosen not to work that schedule. Motion by Moody to approve Kendall's request to continue this work schedule, seconded by Bartels. Motion carried.

Executive Director's Evaluation – Postpone to next month.

SUN Vehicles Update – McManus has decided not to keep the Ford van, need to decide what to do with it. Chevy van is doing great. The Ford van is now back in Iowa County, after being used to transport food in Lafayette County.

Training Request – No requests.

Director's Report – Nothing further.

Chairperson's Report – No report.

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

Next Meeting Dates & Adjournment – Next meeting will be Tuesday, November 18, 2008, 4:00 p.m., Iowa County Courthouse. Motion by McGuire to adjourn until November 18, 2008, seconded by Moody. Motion carried.