

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
September 9, 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; 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 September 9, 2008 – Motion by Wolfe to approve the Agenda for September 9, 2008 as presented, seconded by Bartels. Motion carried.

Approval of Minutes of the Meeting of August 12, 2008 Board Meeting - Motion by McGuire seconded by Wolfe to approve the Minutes of the Meeting of August 12, 2008 as mailed. Motion carried.

Reports from other Board members and members of the audience – McGuire commented that the meal at the Dodgeville Fundraiser was very well liked, especially for only \$5.00. Wolfe also commented that the food was good and ate too much. Tentative figures look like the fundraiser has cleared \$870 so far.

Benson entered meeting at 4:10 p.m.

Aging Resource Center & County Aging Unit Reports – Carol Benson, Lafayette County Aging Resource Center – Benson reported that the Aging Resource Center had a combined meeting with Human Services to discuss the ADRC. Still needs to go to full committee meetings for approval as to staying as is or combining the two programs.

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

Budget Reports C-1 & C-2 – August, 2008 – Distributed and discussed. Concerns voiced by board on meal cost and wages. McManus didn't figure in assessment time when figuring wages last year for the budget and has a couple sites working extra hours each day. McManus has applied for a grant for Mineral Point to help cover some of the extra time due to increased activities at the site. McManus is still looking into why wages are high.

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

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

Site Reports – Dodgeville – SUN needs to vacate the current meal site location by October 31st.

The President of the church council indicated that SUN had two catalytic events and the council voted to have SUN move out. It was not a popular decision by all but will need to happen. McManus is looking into options and waiting on some meal bids.

Highland – Looking at reducing the site manager's time by ½ hour per day, due to having a volunteer who will turn the steam table on so it's ready when the food arrives. Need to try and cut times and mileage where possible. Benish commented that he knew of four people that do not come since no longer receiving meals from Grandma's Kitchen.

Linden – Meal cost is high due to the high transportation costs to transport the meals. Site manager receives round trip mileage to pick up the food in Rewey and transport to Linden. McManus proposed cutting the site manager's transportation reimbursement in half and only pay for a one way trip. Board directed McManus to approach the site manager and see what happens and if not agreeable, to talk to the Village President and see if the village can find someone to volunteer to transport the meals.

Benton – Raw food costs for the Benton meals is too high. McManus is working with the site manager and plans to reduce the raw food costs by \$.50 per meal by the end of the year.

McManus has allowed the six on-site cooking staff an extra hour each month to do inventory which should help reduce expenses.

South Wayne – Looking at the most major change. Stop cooking and make the site a catered meal site. Have a bid from Zaf-Ole's Catering out of Belleville at a cost of \$3.85 per meal which includes transportation. Current employee hours would be cut in half down to 2 hours a day max. If can work it out could possibly make the site an all volunteer site. Discussion. Board directed McManus to close the kitchen and contract out the meals and if can work volunteers in to do so. Have effective October 1st and give notice to current employee regarding change in site and hours.

Barneveld – Interest has been voiced for a congregate site, will monitor until the end of the year and see how it goes.

Staff Issues – Executive Director's Evaluation – Board decided at the Executive Director's completion of 6 months of employment to delay doing an evaluation until one year anniversary. McManus' one year anniversary date is September 10th and the evaluation needs to be scheduled. Benson suggested developing or adopting an existing evaluation form for the Board to take home and fill out and then discuss in a closed session.

McGuire will talk with Iowa County's Personnel Director and see if Iowa County has an evaluation form SUN could use as a guide. If one is available Kendall is to send a copy of the evaluation to Ron Benish, Carol Benson and Judy Lindholm to review and edit as needed. Board asked to have Director's Evaluation put on the October agenda.

Suggested Meal Donations – Policy Advisory Council (PAC) met September 3rd to discuss the suggested meal donations. After lots of discussion and a vote, PAC is recommending to the SUN Board a \$.50 per meal increase in the suggested donation. This would make the suggested donations \$3.75 for congregate and \$4.00 for home delivered meals. Discussion. Motion by Wolfe to accept the recommendation to increase the suggested meal donation by \$.50 per meal, \$3.75 congregate and \$4.00 home delivered, as soon as reasonably possible, October 1, 2008, seconded by Bartels. Motion carried. Middagh suggested getting the information into the Commission on Aging Newsletter as soon as possible to make people aware of the change.

2009 Meal Contracts – Contracts up for renewal with the calendar year are Barneveld, Lafayette Manor and Hodan Center. UW-Platteville is not due until July 1st. McManus is looking at possibly changing the contract for Dodgeville. Will work on getting contracts in place for 2009.

2009 SUN Budget – McManus doesn't have a budget ready yet, will have by next month. Distributed and discussed report with 2008 year end projections. Lafayette County will most likely be out of set-aside dollars by the end of 2008. Will need approximately \$35,000 to maintain for 2009 budget. Benson commented that SUN may need to cut some service in Lafayette County. McManus plans to have savings with the change in the South Wayne site.

SUN Vehicles Update – Last month the Sheriff's van was not available and had to use the Veteran's van at the last minute. The Ford van, which we need to determine to keep or not, needs \$900 to fix. For the time being McManus suggests keep the Ford van as backup until decisions are finalized on Dodgeville and Linden meal sites. McManus did renew the insurance on the van. Discussion. Motion by Moody for McManus to make the decision if SUN needs to fix the van or not, seconded by Bartels. Motion carried.

Training Request – McManus requested approval to attend a Nutrition & Aging workshop in Madison at a cost of \$109. AgeAdvantAge has agreed to give \$50 toward the (\$109) workshop. Motion by Wolfe to approve McManus attending the workshop, seconded by Bartels. Motion carried.

Director's Report – Avoca community received a stove valued at \$8,000, donated by Sub-Zero, for the meal site. The Village Building has a room that is not currently being used, since the flooding, that may possibly be used for a Senior Center.

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McManus applied for a \$1,400 grant for the Mineral Point meal site through the Community Enhancement Fund. This is for a prevention program, exercise and wages; will hear in about a month.

Yearly Site managers' training is October 17, 2008 in Waunakee. Received four \$10 scholarships to help with the expense. Will be riding Grant County's bus to transport staff with pick-up points in Cobb, Dodgeville and Barneveld. Question was raised if Grant County was charging SUN. McManus didn't think so but would check on.

Chairperson's Report – Benish reported that he would be absent at the October meeting and the Vice-Chairman would need to take over for him.

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

Next Meeting Dates & Adjournment – Next meeting will be Thursday, October 16, 2008, 4:00 p.m., Iowa County Courthouse. Motion by Wolfe to adjourn until October 16, 2008, seconded by Moody. Motion carried.