

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
December 16, 2008

Meeting called to order at 4:08 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, UW-Extension Conference Room (lower level), 222 N. Iowa St., Dodgeville, Wisconsin.

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

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

Approval of the Agenda for December 16, 2008 – Motion by Dorscheid to approve the Agenda for December 16, 2008 as presented, seconded by McGuire. Motion carried.

Approval of Minutes of the Meeting of November 18, 2008 Board Meeting – Motion to approve the minutes by Wolff, seconded by Dorscheid. Motion carried.

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

Election of Secretary – Jerry Dorscheid was nominated by Diane McGuire; it was seconded by Leon Wolff. The majority was in favor; motion carried.

Aging Resource Center & County Aging Unit Reports – Judy Lindholm stated that their space has been approved; now is meeting with personnel and County Director to go over job descriptions. Plan to open end of March. The Regional Director will present to entire county board in January. Wolff stated that Lafayette county is working on space between Commission on Aging and Human Services for the ADRC; not officially open.

Monthly Reports – Cash Flow Statement – November, 2008 – Distributed and discussed. Marcia had put together cash flow totals, month by month, for the last 2 years. It is clear that our cash flow is much less that it used to be. Ron expressed much concern.

Budget Reports C-1 & C-2 – November, 2008 – Distributed and discussed. Opinions were given on increased meal donations, site by site. The Highland breakfast program is growing; starting out well. The average donation is \$3.47 so far. Barneveld is open for congregates at noon and is going to try breakfast as well. Hopefully, this will help her low counts.

Monthly Participant Numbers – September, 2008 – Distributed and discussed. The Highland breakfast program is growing; starting out well. The average donation is \$3.47 so far, with total count of 68 meals for first 2 weeks. Barneveld is open for congregates at noon and is going to try breakfast as well. Hopefully, this will help her low counts.

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

2009 Meal Contracts – SUN has received all contracts. The Hodan Center has renewed for Mineral Point only at current cost of \$3.85; Lafayette Manor has renewed for Blanchardville/Argyle & Darlington at current cost of \$3.50; Bloomfield Manor has signed contract for Dodgeville for \$3.50 per meal—SUN will incur some transportation costs as we will be picking up meals; this is a decrease from \$4.75/meal from Hodan. UW-Platteville will be deleting Highland from their contract with Grant County on January 2. Grandma's Kitchen in Highland will begin providing meals there on Jan. 5. The \$10/day transportation costs, now split 3 ways for Rewey, Linden, & Highland will be split 2 ways. Contract with Marty's Village Inn for South Wayne approved last meeting.

Barneveld contract with Buzz Inn has requested a \$.25 per meal increase, making the meal cost \$4.50. Discussion ensued. Judy asked if there would be a different price for breakfast & lunch; McManus stated it would be the same--\$4.50. The increase is requested due to higher food costs. McGuire suggested a trial basis for 3 months for the increase, with review at that time. Motion made and seconded by Wolff. McManus will modify contract and send to Buzz Inn for approval.

Motion made to approve all contracts by Moody; seconded by Bartels. Motion carried.

Site Reports – Highland Breakfast – Going very well, as stated above. Hope it continues. It is spreading by word of mouth; also an article in the Village Newsletter about breakfast and SUN in general.

Staff Issues – Marcia Kendall, assistant director, resigned on December 2, with last day on December 19. She has worked for SUN for 17 years. All expressed thanks for her service and dedication. Discussion regarding what to do with position.

The SUN Board of Directors shall entertain motion to go into Executive Session pursuant to Sec.19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications.

a) **Discuss assistant director's position**

Motion by Benish to enter into closed session pursuant to state statute Sec.19.85. Roll call taken – Bartels, Moody, Wolfe, Benish, McGuire and Dorscheid. Motion by McGuire, seconded by Wolff to also include Lindholm, Kendall & McManus.

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Benish had previously talked to Mary Spillane, office assistant, about whether she'd be willing to give Kendall's job a try. He had also spoken with McManus about picking up some of Kendall's and Spillane's duties. McManus stated Spillane is willing, but doesn't feel she is capable of accounting duties. Much discussion.

Board decided to make Kendall's position a half-time position, 20 hrs./week, and re-advertise for 2 weeks, as position changed; wage would be \$12-\$13/hr. depending on experience. Kendall & McManus will work with Mary to fill in full-time till new person hired. McManus agreed to call all current applicants and inquire if still interested, as position was previously full-time.

Return to Open Session - Board returned to open session at 5:32 PM. McGuire motioned, seconded by Dorscheid. Motion carried.

SUN Vehicles Update – The Ford Van will be fixed, as approved at last meeting. One more quote will be gotten from shop in Linden; repairs will be done in January.

Training Request – None.

Director's Report – SUN had their fiscal review, done every 3 years. Glenn Reynolds from Age Advantage, sent a follow-up letter; majority was complimentary, with suggestions for McManus to double check on journal entries, general ledger review, and bank account reconciliations. SUN also got follow-up letter from Carol Hartmann, Age Advantage dietitian on nutritional assessment; it concluded that SUN's service is exemplary. She did suggest that SUN find out the raw food costs of meal providers. Some discussion by Moody as to whether those providers should have to provide that information. Also one staff member still needs a serve safe class and certificate.

McManus requested that Board members that live in communities where we are paying rent, help with getting that deleted. This includes Arena, Blanchardville and South Wayne. Benton does charge but the Village reimburses at end of year. Dorscheid can bring up at Arena Manor's Board meeting. Lindholm stated the Village needs to step up. McManus also requested that Iowa County look at not charging SUN the \$200/month for rent. McGuire will look at with finance committee & have McManus & Benish attend. Some social organizations are willing to help. Bartels asked whether McManus had contacted anyone in South Wayne; she stated she had left messages for Village Board; Bartels will get number of mayor & help back her up. McManus's goal for 2009 is to pay no rent.

Chairperson's Report – No report.

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

Next Meeting Dates & Adjournment – Next meeting will be Wednesday, January 7, 2009 at 4:00 p.m., UW-Extension Conference Room (lower level), Iowa County Courthouse. Motion to adjourn Meeting ended at 5:50 PM.