

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
July 19, 2012

Meeting called to order at 2:00 p.m. by Board Chairman, Ron Benish, at the Iowa County Health and Human Services Building, located at 303 W. Chapel St., Dodgeville, WI, Room 1001, at 2:00 p.m.

Roll Call- Ron Benish, Iowa County; Dan Nankee, Iowa County; Marjorie Bomkamp, Iowa County; Leon Wolfe, Lafayette County; John Bartels, Lafayette County; and Carol Korn, Lafayette County were present.

Others Present- Cecile McManus, Executive Director; Jan Baker, Financial Officer; Tom Slaney, Human Services Director, Iowa County; Kate Chambers, ADRC Director, Lafayette County; and Jason Stephens, Wegner CPA's LLP.

Certification of Compliance with Open Meeting Law- Baker stated that notice of the meeting was posted at designated public places. Let the records show that the meeting was properly posted.

Approval of the Agenda for July 19, 2012- Motion to move Item #9., Audit Report, to between Items 6. and 7. , making it Item 6.a., made by Wolfe; seconded by Bartels. Motion carried.

Approval of the Minutes of the June 20, 2012 Board Meeting-A motion was made by Nankee to approve the minutes, seconded by Bomkamp. Motion carried.

Reports from other Board members and members of the audience- John Bartels said that he contacted John Heimann with the Lafayette County Housing Authority about SUN needing finances. He told him that some other sites offer their facilities for no charge, and maybe they could consider reducing our rent at the end of December when the contract renews. We currently pay them \$51.64 per month rent for the South Wayne mealsite. Ron said for Cecile to send their new contract with the rent at zero, and a note saying we would like him to come to a meeting if he would like to discuss it further. John thought he seemed positive about it. Ron thanked him for his efforts.

Audit Report: Jason Stephens, Wegner & Associates – Possible Action
Jason presented our 2011 Audit. He encountered no problems during the audit, and reported that there were no findings or questioned costs, which is good. He said our loss of \$9,204 is actually closer to \$25,000 because the van we got a grant for was capitalized as an asset, not expensed. The only audit difference

was that Cecile's accumulated sick pay of \$ 5283 needed to be recorded as a liability. Ron asked for Jason's opinion on how SUN is doing financially, and he said the downward trend in cash is not good. He handed out a report showing the total meals and costs for the past five years. There is no positive trend, the meal counts are down and food costs are up. They recommend a minimum of 20% of the budget as reserve, which is all we have. The only area of concern with internal controls is cash handling. He explained that this is a common problem for small offices because it is not plausible to have enough staff to properly segregate duties. There was some discussion, and we will continue addressing the best way to handle cash without putting more work on the participants or volunteers. Ron thanked Jason, and Jason excused himself. Ron told the board that we will discuss what amount and % of funds to ask for from each county in future meetings. He said that it should be based on usage; and Lafayette County serves more meals than Iowa County does. The question was raised about whether the amount SUN requests will be the same every year. The thought was to ask for maybe \$28,000 for each of the next three years. On the positive side, Nankee pointed out in the Annual Report that the value of the volunteer time donated to SUN in 2011 was \$75,000, and donated materials is \$2000.

Aging Resource Center & County Aging Unit Reports- a. For Lafayette County- Kate reported that the Senior Fair had between 100 and 150 attendees. There was a picture booth, music, free rootbeer floats, and information from a coalition of nurses, Extension, the hospitals, and ADRC's. For another outreach event, some Darlington area RedHatters threw out sunscreen for the ADRC in the Canoefest parade. Carol suggested they participate in the upcoming Shullsburg parade. Kate and Becky are working on the Aging Plan that is due the end of August for the 2013 through 2015 goals. They have done a scan, surveys, and interviews to see what services are needed. b. Iowa County- Tom Slaney reported for Becky that current outreach is the Farmers Appreciation Day Parade , a New to Medicare presentation, a Senior computer class, and Meridian apartments presentations. They are down one staff member still, but someone may have accepted the position today. For Prevention programs, they are teaming on "Stepping On"(a falls prevention program) and "Living Well"(a chronic disease self-management program). In June they got their Needs Assessment done. He also reported that they sold the old bus.

Monthly Reports-Possible action- Cash Flow Statement & C.D. Review: Jan explained that in July we did not need to transfer \$20,000 from Money Market to Business Checking, as previously anticipated, because we received in July from GWAAR the allocations that weren't expected until August. The prepayments will be taken out of allocations at the end of the annual contract period, and not the original 2012 contracts, that were only through June 2012, as she had thought. There is a C.D. for approximately \$6550 maturing 08/19/12 that we should put in the Money

Market account to draw out after September, if needed, per Jan's projection. Budget Reports: Donations are down and we haven't gotten the proceeds from the Iowa County Cattlemens' Auction yet. Since we are halfway through the year, the year to date expenses should be around 50% of the budget. Program management is 49.72%, and Mealsite costs are 53.21%. Cecile said we are running high on disposables because we have been using them everyday at Mineral Point because we don't have a proper sink at Fairview Apts. Also, we are required to use "Use By" labels on home delivered meals. They cost one cent each, which comes to over \$200/yr. Raw food and Contracted food are high. Monthly Participant Numbers: Ron noted that Lafayette County attendance is up at 4 sites—they are serving around 20 more meals a day than Iowa County. Motion to approve the monthly reports made by Wolfe; seconded by Bartels. Motion carried.

Staff Issues-possible action a) Health Insurance Renewal-Financial Position

– Jan brought to the board a request to increase her health insurance benefit because she had a letter that her DeanPlan premium will increase September 1, 2012 by \$121.50. She also wants coverage for her 23 year old uninsured son; the initial quotes are for around \$125 -- she will fill out applications and give them a firm quote next meeting. The tentative monthly increase to SUN amounts to around \$210 (SUN portion of 85%). Her 21 year old daughter has HIRSP insurance with a premium of \$136 per month. Her family gets \$2000 to share for deductibles from SUN, after a \$20 copay per occurrence, if needed. If approved, Jan's monthly health insurance benefit could be \$1,055. The best comparison she has is Iowa County, where on the most recent spreadsheet she has seen the county portion for most family plans is \$1,186. Jan's plans are not ideal because she has to assume more risk than she can afford. Cecile also has \$2000 available, if needed. Our employee insurance costs could go over budget by \$2044 in 2012, so the board is looking at making other changes to keep the costs down. Jan will bring more quotes to the next meeting, where we will need to take action.

Site Report – Possible Action- None

Grant Update - Cecile is pursuing a sizeable grant with the Jenny Olson Foundation. It is due in October, so she probably won't know the results until November. The foundation offers grants in Iowa County only.

Training Request –Possible action- None.

Director's Report – Julie Esser is the dietary intern. She is with SUN on most Fridays through October. She and Cecile are attending a Webinar called "Healthy Eating for Successful Living for the Elderly". It is an Evidence Based program. She may teach one of the two 6 week sessions required, and Cecile will teach the other. Her focus is Community Nutrition, and she spends part of her time here with the Extension department and WIC. Cecile said that we have sold around \$100 in

cookbooks lately. Also, the mealsites are having cookouts July 27th—we are expecting good attendance for these.

Chairperson's Report - None added. He gave his comments during Monthly Reports.

Vouchers—Possible action- Vouchers were presented for signing. Motion to approve the vouchers was made by Wolfe, seconded by Korn. Motion carried.

Next Meeting Dates & Adjournment— Next meeting is scheduled for Thursday, August 16, 2012, at 2:00 p.m., at the HHS Building at 303 W. Chapel St., Dodgeville, WI, Conference Room 1001. Motion to adjourn made by Bartels, seconded by Bomkamp, motion carried. Meeting adjourned at 4:11 p.m.

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