

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
December 16, 2015

1. **Meeting Called to Order** at 1:06 p.m. by Board Chairman, Leon Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI.
2. **Roll Call**- Jeremy Meek, Iowa County; Marjorie Bomkamp, Iowa County; Dan Nankee, Iowa County, John Bartels, Lafayette County; Leon Wolfe, Lafayette County; and Carol Korn, Lafayette County were present. **Others Present**- Cecile McManus, Executive Director; and Jan Baker, Financial Officer.
3. **Certification of Compliance with Open Meeting Law**- Baker stated that notice of the meeting was posted at designated public places 4 days ago. Let the records show that the meeting was properly posted.
4. **Approval of the Agenda for December 16, 2015** *Motion to approve agenda made by Korn; seconded by Bartels. Motion carried.*
5. **Approval of the Minutes of the November 23, 2015 Board Meeting** *Motion was made by Nankee to approve the minutes; seconded by Meek. Motion carried.*
6. **Reports from other Board members and members of the audience**
John Bartels said the Appeal letter was nice and he especially liked the detail. Dan Nankee shared what a great job the Benefit Specialists in the ADRC do. They helped him and his wife save quite a bit of money on health insurance.
7. **Aging Resource Center & County Aging Unit Reports**- a. For Lafayette County- No report. For Iowa County- No report.
8. **Monthly Reports-Possible action**- Cash Flow Statement & C.D. Review: Set-aside funds savings account interest added in November was \$1.56. We have \$82,656.81, which equals approximately 2.5 months expenses. Jan's cashflow statement showed that we have cash on hand of \$18,980.23. Her projection showed year-end cash balance should be \$2500 ahead of our payables. Budget Reports: Budget has positive variance of \$12948.59. For income, Cecile said we are under, but she is encouraged that the participant donations are running ahead of budget. Family Care is a little behind budget. For expenses, our equipment is up because we prepaid ½ of the stove that we received a grant for. It should be coming soon. We purchased new tires for the Dodgeville van, which cost \$500. Cecile said for our raw food, she is doing an experiment in Oct, Nov, and Dec. The cooks are buying all their local purchases rather than Cecile. Our raw food is over

budget. Monthly Participant Numbers: Jan passed out a corrected Iowa County report. Cecile noted that Mineral Point is up an average of 2 per day compared to November last year. She commented that even though there is only home delivery there, the people are aware of our program. Dodgeville congregate is up still, even though there were no big events in November. Cecile said 3 new men were coming regularly, and how great it was for them to get out and socialize. She also said that participants have been assisting at the site. Darlington is down. Our previous manager and another regular aren't coming due to health. Baker noted that, year to date, our average daily attendance increased almost 10% from last year, in both counties. *Motion to approve the monthly reports made by Korn; seconded by Bartels. Motion carried.*

9. **Meal Provider Contracts-possible action** All the provider contracts are in except one verbal. *Motion to approve all 6 contracts, based on verbal for the one not in yet, made by Nankee; seconded by Meek. Motion carried.*
10. **2016 SUN Budget – possible action** Bartels suggested we find a way to set aside money for our next vehicle. Baker said she will research it before the next budget. Cecile passed out a December 16, 2015 Final Budget Proposal. *Motion to approve the budget made by Korn; seconded by Bomkamp. Motion carried.*
11. **Policy Reviews: -possible action.** a.)Termination of employment. XXIX.H, I.-

XXIX.I – States: All staff shall be given, in writing, at least 14 days' notice before dismissal or pay in lieu of. Per Cecile, much discussion continued from last month, on the meaning of this policy. Baker reminded them that they would not approve paying the two weeks dismissal paycheck she presented at the October meeting. She said everything she read to review the situation says that if you have a personnel policy you need to follow it. They agreed to pay the dismissed employee two weeks' pay. ***Motion to remove item I made by Korn; seconded by Nankee. Motion carried. Bomkamp abstained.***

XXIX.H – States: Dismissal: Permanent staff members will be appraised in writing of their unsatisfactory performance through the evaluation process and may be allotted one month to effect appropriate changes. If unsatisfactory performance continues, a review of the circumstances shall be presented to the nutrition board of directors. ***Motion to change a review of the circumstances shall be presented to the nutrition board of directors, to dismissal by director is in order ,made by Meek; seconded by Bartels. Motion carried.***

XXIX.I – ***Motion to add Item I. Appeals can be filed within 30 days to the Board of Directors to act on at the next board meeting, made by Meek; seconded by Bartels. Motion carried.***

b) Sick Leave XIX.G – *Motion, to leave as is, made by Nankee; seconded by Meek. Motion carried.*

c) Pension Plan XXV.C- *Motion to continue with 5% match made by Nankee; seconded by Meek. Motion carried.*

12. SUN & ADRC Working Agreement – annual review; possible action

Motion by Bomkamp to approve using the same Working Agreement as last year; seconded by Nankee. Motion carried.

13. Staff/Site Issues/Reports-possible action- a. Highland-change of location- The site was moved last Wednesday; Wilson Winkers secured a trailer and a place to store furniture. Per Cecile, there is good parking, and the room is heated and cooled separate from the entire building. b. Dodgeville-manager vacancy- Cecile, Dan, and Marjorie interviewed one person. The second was a no-show. She can't work Fridays yet, so she won't be starting as full-time. Cecile may give her extra duties in six months. Cecile said the new manager has worked years in her Mom's restaurant, and has a good work ethic. She may start January 4, 2016. c. Benton-manager change/vacancy – The manager's last day is Friday. Marion Calvert, the retired manager, is filling in. She also knows of someone interested. Cecile put an ad in the paper, and Jan put the position on Wisconsin Job Center.

14. Annual Appeal - report We have received two checks so far. Cecile sent the appeal to all local boards, banks, and churches. It was mailed the first week of December.

15. Director's Report _ None

16. Grant Update Cecile is waiting to hear about a grant for Ridgeway/Barneveld area, and another for Belmont's stipends.

17. Training Request-Possible Action – None

18. Chairperson's Report – Leon said he is glad our participation is up, and with food costs down, he is looking forward to 2016.

19. Vouchers-possible action *Motion by Nankee to approve vouchers presented for signing; seconded by Bartels. Motion carried.*

- 20. Next Meeting Date & Adjournment Next meeting will be January 21, at 1:00 pm in the Health and Human Services Building at 303 W. Chapel St., Dodgeville, WI. *Motion by Meek to adjourn meeting; seconded by Bomkamp. Motion carried. Meeting adjourned 3:12 p.m.***