

SENIORS UNITED FOR NUTRITION PROGRAM, INC.

Serving Iowa and Lafayette Counties, aka The SUN Program

BOARD OF DIRECTORS MEETING MINUTES OF JUNE 16, 2016

- 1. Meeting Called to Order-** 1:00 p.m. by Chairman Wolfe, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Room 1001
- 2. Roll Call-** Iowa County: Jeremy Meek and Dan Nankee were present, Marjorie Bomkannp was excused. Lafayette County: John Bartels, Carol Korn, and Leon Wolfe were present.

Others Present- Cecile McManus, Executive Director; Jan Baker, Financial Officer/Office Assistant; Tom Slaney, Iowa County HHS Executive; Quinn Mitchell, CPA, Johnson and Block Co, Inc.
- 3. Certification of Compliance with Open Meeting Law-** Jan Baker stated that three days prior to the meeting the agenda and minutes were posted via email to- Iowa County: The Dodgeville Chronicle and Deputy County Clerk. Lafayette County: The Republican Journal, County Clerk, and Deputy County Clerk. *Chairman Wolfe requested the records show that the meeting was properly posted.*
- 4. Approval of the Agenda for June 16, 2016 -** *Motion by Dan Nankee to approve agenda; seconded by Carol Korn. Motion carried.*
- 5. Approval of the Minutes of May 16, 2016, and May 19, 2016 Board Meetings-** *Motion by Carol Korn to approve minutes; seconded by John Bartels. Motion carried.*
- 6. Reports from other Board members; opportunity for members of the audience to address the Board-** Jan Baker thanked Dan Nankee for taking the minutes of the May 19th Board meeting while she was on vacation.
- 7. Aging Resource Center and County Aging Unit Reports-** Lafayette County: Tom Slaney reported that Kate Chambers will start Monday as Iowa Counties new Economic Support Supervisor. The Lafayette County Board members said they were sorry to lose her, but they told Tom he is fortunate to have her. Iowa County: Tom was asked to report on the ADRC's behalf. He said that the Wisconsin Dementia hearings were held here again today.

June is Elder Abuse Awareness Month, and the HHS yard has pinwheels displayed—one for each reported abuse. There is also a Library Exchange Box out front. This is free for the public to exchange books, and pickup informational brochures.

8. Audit Report, Johnson and Block Representative- Quinn Mitchell reviewed the 2015 audit summary she had prepared, and Jan Baker had mailed with the board packet. She said the audit has an "Unmodified Opinion", which is what we want. The "Segregation of Duties" note is still valid, but it's understood that it's not feasible for smaller organizations like SUN to have enough office staff to segregate. The "Closing Note" from 2014 has been removed, which is what we want. Baker had all the accrual entries made prior to the audit, so SUN's financial statements matched the auditor's reconciliation. The assets and liabilities were comparable to 2014. Cecile's sick leave is vested (100% payable), because she could retire. The Lafayette County Levy increased \$8000. In 2014, the \$8000 SUN needed had been provided by a transportation program in Lafayette County. SUN served 2800 more meals in 2015 than 2014. There was an increase in Van Repairs (Dodgeville van was repaired, sold, and SUN purchased a smaller, used van) Equipment (stove for Benton paid, Grant funds were received in 2016), and Wages (raises). The auditors "tested" a paid credit card voucher, and found that it was missing a receipt. It was an online order, so Cecile printed out the receipt. Since Cecile is the only person using the credit card, Quinn recommended that Baker initial the bill after all the receipts are attached. Baker also typed up Credit Card Procedures. Quinn said she encountered no difficulties with Jan and Cecile. Cecile said Jan pretty much did it all. The board thanked her. Jan reported that she received an email with DHS Approval of the 2014/2015 audit already. She wondered if this was common. Joe Mohlmann with Johnson and Block was cc'd. *Quinn left 1:40 p.m.*

9. Monthly Reports Possible Action- a) Cash Flow Statement & CD Review - Baker handed out a Cash Flow Statement with incomplete detail attached (because she was behind on data entry). On June 16th, the balance in main checking was \$43,805. This is an appropriate balance to have. CD Review includes Savings interest increase of \$ 1.62. The total Set-Aside is \$83,283.12, which is approximately 2.5 months of expenses. Baker said that we didn't use any set-aside funds in 2015, and we shouldn't need to in

2016, either. b) Budget Reports- Baker said the Contracted Food is not really under budget by 2151.66 like the report says. A vendor hadn't been paid yet because Baker had been waiting on a discrepancy. c) Monthly Participant Numbers- Cecile is concerned with Darlington's numbers. There was also the comment that the "Senior Affair" at the city building was not well attended this year. From May last year, Iowa County average daily attendance is up 11, and from year-to-date last year, up 14. From May last year, Lafayette County average daily attendance is up 3, and from year-to-date last year, up 6. Baker said the average donations received should not really be down as the report says. The billing was done late, and these donations will be reflected next month. Year-to-date meals are 39.21% congregate, and 60.79% home delivered. 54.03% are Lafayette County, and 45.97% are Iowa County. *Motion by Nankee to approve monthly reports; seconded by Bartels. Motion carried.*

- 10. Staff/Site Issues/Reports Possible Action-** a)**Arena-** The sub cook quit. Cecile tried the school cooks for potential subs, and at the recent Lunch and Learn picnic, where the ADRC handed out Farmer's Market vouchers in Arena, Cecile asked the participants to help find help. Cecile bought a new mat for the Arena kitchen. Mona needed it for her health. b)**Dodgeville Site Manager Vacancy-** Two people were interviewed. Sonia Herman started Tuesday. She has owned a restaurant before, and has good experience. The Board agreed with Cecile to meet with her monthly. *Motion by Nankee to approve her established wage and add one hour for van maintenance per week; seconded by Meek. Motion carried. Dan Nankee excused himself at 2:10 p.m. to attend another meeting.* c) **Financial Officer/Office Assistant Vacancy** — Per Cecile, 6 or 7 have applied already. June 24th is the deadline. June 27th, at 1:00 p.m., there is a room set aside to review applications. They plan to have interviews July 7th, starting at 9:00 a.m.
- 11. Annual Report Preview** — Not ready, hopefully next month.
- 12. Grant Update-** The Biddick Foundation rejected Cecile's \$1000 grant request for Linden. Cecile can apply again this year, though, since they award grants twice per year. She received \$300 from the Community Foundation for Blanchardville use. June 24th she expects to hear from Meals on Wheels regarding her vehicle grant request.

- 13. Director Report-** Cecile reported that she worked four hours at the local legion's annual Memorial Day Brat Sale, May 28th, in front of the Piggly Wiggly store in Dodgeville. The local legion gave SUN \$500. They were also selling poppies. Cecile mailed reminder postcards May 26th. No additional donations have been received yet. The new clinic in Highland opened. Cecile plans to look at the old clinic building with Highland's mealsite volunteers. The volunteer appreciation event will be September 15th. **Cecile also requested that SUN's meal reimbursement policy be reviewed. Chairman Wolfe said to add it to the next agenda.** Cecile brought a printout Jan had given her from a Wegner CPA's, LLC, newsletter. It showed changes coming December 1st that may mean Cecile should either get paid overtime for over 40 hours, or have a large enough salary increase that they won't have to consider her overtime. There is a staff meeting May 23rd, and all are invited. We will be having refreshments for Jan's leaving. Cecile emailed Al with Kessenich's two weeks ago regarding our stove in Benton. The board said for her to "stay on it", and accept nothing less than a new stove.
- 14. Training Request Possible Action-** None.
- 15. Chairman's Report-** Leon thanked Jan for her service to the SUN Program. He eloquently expressed that he appreciated her efforts, and the relationships she made. Carol and John expressed the same kind of sentiment. Jan was very grateful for their comments, and said she enjoyed working with them all.
- 16. Vouchers Possible Action** — Motion by Bartels to approve vouchers; seconded by Korn. Motion carried.
- 17. Next Meeting Date & Adjournment-** Next meeting will be July 21st,
at the Darlington meal site, with lunch at 11:30 a.m. *Meeting adjourned 3:00 p.m.*