

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**September 21, 2011**

Meeting called to order at 3:00 p.m. by Board Chairman, Ron Benish, at the Health and Human Services Building, 303 W. Chapel St., Dodgeville, WI, Conference Room 2002.

**Roll Call:** Ron Benish, Iowa, Bill Grover, Iowa, Dan Nankee, Iowa, John Bartels, Lafayette; Leon Wolfe, Lafayette; Bill Moody, Lafayette, were present.

**Others Present:** Cecile McManus, Executive Director; Jan Baker, Financial Officer; Kate Chambers, ADRC Director, Lafayette County; Rebecca Wetter, acting ADRC Director, Iowa County.

**Certification of the Meeting**-Baker stated that notice of the meeting was posted at designated public places and emailed to Lafayette County. Let the records show that the meeting was properly posted.

**Approval of the Agenda for September 21, 2011:**— A motion was made by Bartels to amend the agenda, adding **New Policies, Possible Action b. Grievance Policy**, and to approve the agenda as amended, seconded by Nankee. Motion carried.

**Approval of Minutes of the Meeting of August 17, 2011 Board Meeting**—A motion was made by Wolfe to approve the minutes, seconded by Moody. Motion carried.

**Reports from other Board members and members of the audience** Grover asked why the subjects of Venison, Evening Meals, and Fresh Produce with Innovation Kitchen were not on the Agenda. Cecile said she had planned to talk about them in her report, but we addressed them here. Grover has an acquaintance with freezers of deer quarters harvested for abatement that he would like to give away; SUN cannot use the meat because it needed to be processed at an inspected plant. Grover will ask him if we can have people desiring this venison contact him directly. Grover's idea of offering an intergenerational evening meal raised questions about how much to charge for an under 60 meal, and if it would have to be part of the program. There would be a lot of details to consider when planning something like this. More urgent business has kept this idea on hold. Cecile talked to Annette at Innovation Kitchen awhile ago, but hasn't talked to her lately about fresh produce. Ron Benish thanked Bill Moody for running the last meeting.

**Aging Resource Center & County Aging Unit Reports** a. For Lafayette County.

Kate Chambers said that the Elderly Benefit Specialists will be meeting people at the mealsites to assist them with Medicare Part D. and Energy Assistance. Caregiver Renewal is scheduled for November 15, 2011, in this building. The Aging plan needs to be updated by 11/01/11—Rebecca and Kate will be looking at it. Kate is applying for 2 new buses for Lafayette County b. For Iowa County, Rebecca said that, as a result of the organizational effectiveness meetings, Darin will be recommending that she will be the new Director of the Iowa County ADRC. She would be shifting some of her Social Service duties. Regarding employee turnover, an assistant position has been posted to replace the LTE who is currently working the position in the ADRC. Also, Leslie, an Intake and Assistance Specialist, has quit to take a position as a socialworker at the New Lisbon Correctional Institute. They have an intern helping with Medicare Part D. Outreach at the Iowa County Fair was good. Starting in January, the elderly newsletter will be printed, and delivered with the Shopping News, rather than done inhouse as it had been. It will reach 8000 people, versus the 1550 it is mailed to now. Cost is \$1200 - \$1300 per month with no advertising for now.

**Monthly Reports-possible action** **Cash Flow Statement & C.D. Review:** The reports were reviewed. We had 3 C.D.'s coming due this month totaling around \$27,000. The board wanted Cecile to split them into part short term, part longer. She put \$20,965.37 into a 30-month C.D. at 1.65% interest at Clare Bank, and left the other C.D. of \$6526.63 to renew for 12 months at .85% at First National Bank of Darlington. Ron stressed that we should use C.D.'s for emergency- our amount has been shrinking since 2008. We borrowed \$9000 from Iowa County set-aside in June to help pay for the new van. Cecile said that we should get the 2<sup>nd</sup> half of the vehicle grant after we put advertising on the van, do public relations, etc. **Budget Reports:** To simplify, Cecile said that Jan made a one-page Revenue & Expense report –the 5 pages of detail were attached, in case anyone wanted to look at the August data by program. We have not heard yet if FEMA will give us grants in 2011, as they have in past years. **Monthly Participant Numbers:** Reviewed; for participation, Iowa County is holding their own, or slightly under, compared to the same month last year. Mineral Point's numbers are improving. Belmont is down on home delivered. Cecile has a new survey out that has questions regarding transportation (would home delivered participants come to the site if they had a ride?), interest in evening meals, etc. Someone mentioned that Family Care meals in Iowa County are up. We learned that Family Care is not contracting with the senior nutrition programs in some counties. Cecile asked Ron to talk to someone at Family Care to see if we can get full reimbursement for each meal, which would be \$9.69, rather than the contract price of \$8.75. Grover made a motion to approve the monthly reports, seconded by Nankee. Motion carried.

**Budget-Preliminary proposal** Cecile handed out her proposed budget. Highlights are 2% wage increase for all but cooks – 3% for them. She said they have added responsibility, such as local purchasing, inventory, and more forms to fill out. Avoca

has no cook, but she added a driver. She is still leaving off a Highland manager position – we have volunteers. The new Rewey manager is paid – the previous was a volunteer. She added pay for an Outreach Worker to do some home assessments, and maybe some home delivery related clerical work. Raw food, contracted food, vehicle expense, and equipment expense budgets decreased. The income portion of this proposed budget is comparable to 2010's. Ron said for the board to look it over, and we will adjust, or approve, it next meeting.

**Staff Issues – Possible Action** The new manager at Shullsburg is doing great; Cecile said she is getting on top of things.

**Site Report – Possible Action** None.

**New Policies: Possible Action** a. **Whistleblower** – Tabled until next meeting. b. **Grievance Policy** – Approved by PAC, put on agenda for possible action next meeting.

**Grant Update** - Cecile has a contact who may help her get an intern from UW Platteville to help her with grants. She has not heard from the last two inquiries yet.

**Training Request –possible action** – Cecile wants to attend the WAND fall training October 13<sup>th</sup> and 14<sup>th</sup> in Stevens Point, cost is \$65, plus motel and travel. Motion to approve her attending the training made by Bartels, seconded by Grover. Motion carried.

**Director's Report** – Cecile had the completed nutrition assessment available for review. For the most part, it was positive. We need to work on emergency procedures-- Cecile had already said that a state dietician is devising a universal plan. Also, a few sites need to be reviewed-they had been done in the last 12 months, but not this calendar year. Mike Glasgow, the dietician who went to the mealsites with Cecile, and completed our assessment, said that Grandma's Kitchen and Tess were great. Also, the Belmont site was conforming, and Margaret, the cook/manager, is a great cook. Naomia sent us a thank you note for her volunteer appreciation bonus. Bob Kellerman, Executive Director of GWAAR, said that GWAAR will pay for our software licenses. Cecile told him that she had budgeted for them, but had needed to spend the money on file cabinets. The Salvation Army is donating \$500 to SUN. The Chicago MOWAA conference that she received a scholarship to attend was great. WAND also gave her, and another nutrition director, each \$300 so the entire trip cost SUN less than \$100. Two of the three days she attended finance seminars.

**Chairperson's Report** - None.

**Vouchers–possible action** Vouchers were presented for signing. Motion to approve the vouchers was made by Wolfe, seconded by Bartels. Motion carried.

**Next Meeting Dates & Adjournment**–Next meeting is scheduled for Wednesday, October 19<sup>th</sup>, 2011, at 2:00 p.m., at the Health and Human Services Building in Dodgeville, WI, Conference Room #1001. Motion to adjourn made by Bartels; seconded by Nankee. Motion carried. Meeting ended at 4:55 p.m.