

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**May 14, 2009**

Meeting called to order at 4:00 p.m. by Chairman, Ron Benish, at the Iowa County Courthouse, Iowa Co. Board Room, 222 N. Iowa St., Dodgeville, Wisconsin.

**Roll Call:** Ron Benish, Iowa; Gerald Dorscheid, Iowa; John Bartels, Lafayette; Bill Moody, Lafayette; Leon Wolfe, Lafayette. Diane McGuire, Iowa (4:30 PM).  
A quorum was present.

**Others Present:** Cecile McManus, Executive Director; Laurie Groom, Financial Officer; Carol Benson, Lafayette County Commission on Aging, Judy Lindholm, ADRC Iowa County.

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

**Approval of the Agenda for 05-14-09-**A motion was made by Bartels to approve the Agenda and seconded by Moody. Motion carried.

**Approval of Minutes of the Meeting of April 8, 2009 Board Meeting-**The minutes were reviewed and no one had any questions. A motion was made by Moody to approve the minutes and was seconded by McGuire. Motion carried.

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

**Aging Resource Center & County Aging Unit Reports-**Lindholm reported that Farmer's Market vouchers will come the first part of June; there are enough to feed 96 households. She said the County (Iowa) is mounting a big effort to find ways to reduce the budget; will try to get by without layoffs. There has been a reduction in funds from the State, but an increase from the Federal government, so should be no change for the ADRC. Benson, Lafayette Co., stated the Commission on Aging Board met at the Belmont site; the meal was very good; we are in good hands with new manager. Discussion on per diem, number of members on Board. Also discussion on new ADRC and the Board; want members of all disciplines; also on how long terms are. Iowa wanted three, two year terms, but State wants two, three year terms. The members can now go off the Board, as an advisory member, and then go back on if desired. Many want to serve longer and are needed.

**Monthly Reports-**A cash flow statement and balance sheet were available for January 2009, printed in Quickbooks format; with further questions, Groom also obtained a profit & loss statement from the SUN office, which had just been completed. The balance for Lafayette Co. includes the \$25,000 advance. We received no allocations until the February advance from GWAAR-that saved us. The turn-around time for allocation funds is slower than usual, due to structural changes from AAA to GWAAR.

The income and expense reports from both Counties for January 2009 were also available, the first reports for 2009. Groom has completed the transition from Sage Businessworks to Quickbooks (double entries for January). The expense report for C2 for Iowa County was incomplete, due to entry error. Benish expressed frustration at last minute reports & asked why. McManus stated they were working as fast as possible; Groom stated it took that long to set up all accounts, enter

**Minutes of the Board of Directors Meeting**  
**February 18, 2009**  
**Page 2 of 3**

everything and reconcile with less hours, being new, and new software. Reports will be reviewed again next month.

Iowa Co. donations are down. Vehicle expenses are up due to repairs for both vans. Payroll is high due to large vacation payout for Marcia Kendall, and three payrolls in January. Raw food and contracted food are high for both counties, not sure why. Lafayette overall expenses slightly over 9%; should be 8.3 for one month. Iowa expense % not known due to incomplete C2 report; will review again next month with more complete numbers.

Monthly Meal Counts: numbers are down for various reasons, except for Highland, due mainly to breakfast, but lunch up also. Avoca trying more deliveries for weekend and Mondays for two participants; first 2 participants for breakfast in Barneveld. Lafayette Co. doing OK—donations are up; South Wayne down a little.

Benson suggested asking service clubs to sponsor a free lunch day at each site; McManus will follow up.

CD Follow-up: the Lafayette County CD came due at Mound City Bank in Belmont; it was cashed in and put in the SUN main account for Iowa County, as agreed upon in November 2008. At that time, an Iowa County CD was cashed in and put in main account for Lafayette Co. due to their need. The total cashed in on April 17, 2009, was \$24,089.63. There are no CD's left for Lafayette Co. Several CD's are due soon; one in June, two in July and one in August. We will discuss June CD at next meeting, where we hope to have first quarter financial information ready to decide what to do. McManus will check on interest rates.

**Site Reports**– Breakfast in Mineral Point: Pointer Café is interested starting June 1. They already have a senior menu, so little more complicated. The owner is very positive and willing to give it a chance. Next Tuesday, May 19, is a 95<sup>th</sup> birthday party for a daily participant at Mineral Point; special food, cake, and music by students from Middle School. Avoca has started weekend & Monday meals for two participants; some are extras of menu items and some soup and sandwich or similar (closed on Mondays starting April).

**Staff Issues**– Shullsburg site manager has requested a leave of absence of approx. 6 mo, to help heal back problems and focus on soap making business. Her sub is well-trained and wants the hours. McManus is happy with sub, says is very competent and experienced, having worked at Sienna Crest w/seniors. Discussion of whether need Dr. permit for leave w/restrictions; do we grant leave of absences? If medical, need to look after ourselves. Lindholm pointed out that SUN policy does not require the reason to be given for a leave; doesn't need to be a medical reason to approve. The site manager will need to use benefits before going on leave. Sub understands could be temporary. Board requested getting a written statement as to why she needs time off, and decide at next meeting; clarify continuity of job. McManus stated manager needed the time, and didn't want to lose a good sub.

**Financial Officer Resignation:** McManus announced that Laurie Groom has resigned, as of May 11, with her last day May 29. Benish asked if her resignation had anything to do with SUN or staff. She said no, she needed a job with more hours and more pay. McManus recommended that the two, part-time positions be combined into one full-time position.

Moody motioned, and McGuire seconded the motion to go into Executive Session to discuss Groom's resignation. Roll call was taken; all approved. Discussion ensued.

Bartels motioned to go back into open session; Wolfe seconded. Approved.

A motion was made by Wolfe, and seconded by Bartels to hire Jan Baker, current Office Assistant, full-time. Approved.

**Barneveld Food Contract:** Some discussion of extending Barneveld meal cost increase; was to be discussed after 3 months. Due to time, subject was tabled until next meeting; Moody motioned, and Bartels seconded.

**Van Repairs:** The Chevy Venture van needs a new transmission; will not be covered by insurance as not due to previous accident. McManus had requested insurance company to look at, as it happened only 5 days after van picked up after repairs for accident. McManus discussed over phone with Benish, to decide whether to get used or rebuilt transmission; rebuilt gives 3 yr. and 100,000 mile warranty; used only 6 months and no labor. Decision to go with rebuilt; Marklein has estimate of \$2828.40, including labor, parts and towing from Darlington to Dodgeville. Ford Van needs new hose for gas tank. Discussion on why transmission failed; shop says had burnt smell, and some parts inside were destroyed. Wolfe moved, and Bartels seconded to approve repairs.

**Stimulus Plan:** McManus updated everyone; can be both C1 and C2; must be for food, and show that created or saved jobs; will be quarterly reporting. It was recommended at PSA meeting by State Office of Long Term Care to use any money right away, within one quarter, and get all paperwork done. No news yet on how much money counties will get.

**Training Request**–No training requests.

**Director's Report**–McManus reported that the auditor got a 90 day extension for our audit, which is very much needed, especially now with another change in financial position. She has recently sent in a contract with Family Care Alliance, with the ADRC, to be a provider of meals for them. They will pay full cost of the meal. Lafayette Co. has sent ½ of the FEMA grant of \$1750. SUN received a generous grant of \$500 from the Joseph Trebian family of Shullsburg; he was a volunteer and recipient of home delivered meals. Blanchardville had 40 people at the congregate site for their special music day on April 23. Judy Sardeson, manager, was very happy with the turnout. McManus will have a table and do a presentation at the Barneveld American Legion Hall for a day for Seniors on June 13; should be good exposure for SUN.

**Chairperson's Report**–No report.

**Vouchers**– Vouchers were presented for signing. Wolfe made a motion to approve the vouchers and McGuire seconded it. Motion carried.

**Next Meeting Dates & Adjournment**–Next meeting will be Thursday June 11, 2009 at 4:00 p.m., in the Iowa County Board Room, Iowa County Courthouse. Bartels made a motion to adjourn, McGuire seconded and meeting ended at 6:05 PM.