

SENIORS UNITED FOR NUTRITION PROGRAM, INC.
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING
October 11, 2007

Chairperson Dean Thoreson called the meeting to order at 1:00 p.m. at the Iowa County Courthouse, UW-Extension Conference Room, Dodgeville, Wisconsin.

Roll Call: Ronald Benish, Iowa; Phil Roberts, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette.

Absent – George Williams, Lafayette; Thomas Mueller, Iowa.

A quorum was present.

Others Present: Cecile McManus, Executive Director; Marcia Kendall, Assistant Director; Judy Lindholm, Iowa County Commission on Aging; Carol Benson, Lafayette County Aging Resource Center; Jim Middaugh, Dodgeville PAC Representative.

Certification of the Meeting - Kendall stated that notice of the meeting was posted at designated public places

Approval of the Agenda for October 11, 2007 – Revised agenda dated and posted on 10/9/07 was distributed. Motion by Benish to approve the Revised Agenda for October 11, 2007, seconded by Roberts. Motion carried.

Approval of Minutes of the Meeting of September 11, 2007 Board Meeting - Motion by Roberts seconded by Taylor to approve the Minutes of the Meeting of September 11, 2007 as mailed. Motion carried.

Reports from other Board members and members of the audience – Benish stated that he spoke with Bob Bunker about possibly serving on the SUN Board to replace Mueller who is resigning. Still uncertain at this time as to who will fill the vacancy.

Aging Resource Center & County Aging Unit Reports – Judy Lindholm, Iowa County Aging Unit – Put in for a 5310 Grant with Hodan Center. Will be attending the ADRC meeting tomorrow. There is a meeting in Richland Center on October 29th that Lindholm encouraged Board Members to attend. Will discuss Aging & Disability Resource Centers and Care Management and talk on how it will be set up.

Monthly Reports – Cash Flow Statement – September, 2007 – Distributed and discussed.

Budget Reports C-1 & C-2 – September, 2007 – Reports distributed and discussed.

Monthly Participant Numbers – July, 2007 and August, 2007 – Reports distributed and discussed.

Motion by Roberts to approve the September 2007 Cash Flow Statement, the September 2007 Budgets Reports C-1 & C-2 and the Monthly Participant Numbers for July 2007 and August, 2007 as presented, seconded by Benish. Motion carried.

Site Reports – Arena Site– The Arena Manor Board has approved having the meal site move into their facility from the VFW building. Currently 90% of the SUN meal participants live in the building and now handicapped individuals living in the building would qualify to participate also. Waiting on the facility agreement from the Arena Manor but would like to move by December 1st. McManus hopes to go to the community and see if they are willing to help subsidize the rent. Benish suggested sending a letter asking them.

Currently have an old chest freezer at the VFW building, in the basement that we may or may not be able to move. McManus suggested replacing the freezer due to its age and concern of its working condition if moved. Roberts recommended checking with Sub-Zero to see if they may be willing to donate a freezer to SUN. Discussion. Motion by Benish to give McManus permission to sell the old freezer if possible and purchase or receive a donated freezer for use at the new meal site location, seconded by Roberts. Motion carried.

Gratiot/Wiota Rural Route – Sent letters out to the participants and family members regarding the continuation of the route through the end of December 2007. Also sent a release of information form to the participants and family members so their names could be shared with the other participants to discuss, did not receive much response. McManus made some calls to participants to discuss but so far no further funding options have been found. Shullsburg site manager has a volunteer who is willing to deliver meals on the route and would provide the meals from the Shullsburg site. Discussion.

Carol Benson entered meeting.

Benson reported that she had just talked with a Mr. Kolb from Scenic Rivers Electric Co-Op regarding the route. Mr. Kolb would like McManus and Benson to come talk at their next meeting to discuss possible assistance in funding the route.

Staff Issues – McManus is requesting the Board consider a one time upgrade in the Director's position since there have been changes made to the position. The Registered Dietitian upgrade has been made and McManus commended the board for that commitment to the program. Also if discontinuing the current dietitian contract at 180 hours per year this would be a savings to the program of \$5,000 and McManus would also provide the Nutrition Education for the program to compliment UW-Extension without added costs. McManus would also be monitoring Nutritional Assessments and work on Chronic Disease and Prevention Programs as time allows.

McManus asked the board to consider a \$2,000-\$2,500 upgrade for next year after her 6 month probation is complete in March.

The SUN Board of Directors shall entertain motion to go into Executive Session pursuant to Sec.19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications.

a) Employee Wages & Salaries

Motion by Roberts to enter into closed session pursuant to state statute Sec.19.85 seconded by Taylor. Roll call taken –Kenny Taylor, Dean Thoreson, Phil Roberts, Ron Benish. Mueller and Williams, absent. Motion carried.

Motion by Benish to reconvene into open session of the SUN Program Board meeting, seconded by Roberts. Roll call taken –Kenny Taylor, Dean Thoreson, Phil Roberts, Ron Benish. Mueller and Williams, absent. Motion carried.

Motion by Taylor to include in 2008 budget \$2500 for dietitian to be included in McManus's salary at the end of her probationary period, seconded by Roberts. Motion carried.

Dietitian position – Motion by Benish to discontinue the current dietitian contract with the position to be terminated at McManus' discretion, seconded by Roberts. Motion carried.

Holiday Site Closings – Christmas and New Years fall on a Tuesday, discussion on being open on the Mondays for Christmas Eve and New Years Eve. Motion by Roberts to leave it up to each site as to be opened or not, seconded by Benish. Motion carried.

Meal Contracts – Working on sending out contracts and letters. Looking at alternatives and possible changes if contract amounts come in high.

2008 Budget – Will plan to have real figures next month. Budget changes looking at are increase in rent for Arena site by \$35 per month, decrease in health insurance due to single plans and no family plans, wages and raw food and catered costs. Site manager in Blanchardville is back now so not double paying for that position. Looking at trying to increase numbers in the Barneveld/Ridgeway area. Looking at congregate numbers and trying to increase the low count ones.

Certificate of Deposit Maturity – Three are coming due, two at Anchor and one at Highland Bank. Discussion. Motion by Roberts recommending putting the two Anchor Certificates of Deposit into a fund that SUN can get our hands on when needed, seconded by Benish. Motion carried. Benish will check on rates at Highland Bank for the Highland CD.

Training Request – None.

Director's Report – McManus reported that she attended two events representing SUN; the Elder Expo in Belmont and the United Fund of Iowa County Kiwanis's meeting.

Meetings attended were two for the Arena Manor, Area Agency Planning meeting, Hodan Center and several meal sites.

Shullsburg's Tai Chi class is in full swing. 15 people are attending.

Belmont Soup & Sandwich Supper was a success with over 200 people attending.

Attended the Building and Planning Meeting for Iowa County on the new facility to be built. Will be doing a city tour of other facilities on October 23rd in Madison.

Chairperson's Report – No report.

Vouchers - Motion by Benish to approve all vouchers presented, seconded by Taylor. Motion carried.

Next Meeting Date & Adjournment – Tuesday, November 13, 2007, 1:00 p.m., Iowa County Courthouse. Motion by Benish to adjourn until November 13, 2007, seconded by Roberts. Motion carried.