

**SENIORS UNITED FOR NUTRITION PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES OF THE MEETING**  
**August 7, 2006**

Chairperson Dean Thoreson called the meeting to order at 10:00 a.m. at the Iowa County Courthouse, Veterans Library, Dodgeville, Wisconsin.

**Roll Call:** Thomas Mueller, Iowa; Phil Roberts, Iowa; Dean Thoreson, Lafayette; Kenny Taylor, Lafayette.

Absent – George Williams, Lafayette.

A quorum was present.

Others Present: Deirdra Suchomel, Executive Director; Marcia Kendall, Bookkeeper/Secretary/Assistant to the Director; Carol Benson, Lafayette County Aging Resource Center; Judy Lindholm, Iowa County Aging Unit; Mark Masters, Iowa County Board Chairman.

Introductions were made.

**Certification of the Meeting:** Kendall stated that notice of the meeting was posted at designated public places. Motion by Mueller that the meeting was properly certified, seconded by Roberts. Motion carried.

**Approval of the Agenda for August 7, 2006** – Motion by Mueller to approve the Agenda for August 7, 2006 as mailed, seconded by Taylor. Motion carried.

**Approval of Minutes of the Meetings of July 10, 2006 Board Meeting:** Motion by Mueller seconded by Thoreson to approve the Minutes of the Meeting of July 10, 2006 as mailed. Motion carried.

**Reports from other Board members and members of the audience** – A moment of silence was held in memory of Ted Van Epps and Jerome Laufenberg, former SUN Board members who recently passed away.

Kendall reported that Suchomel, the new SUN Executive Director, has been out visiting the SUN meal sites. The feedback from staff and participants following the visits has been very positive. People are happy to meet and see the new director.

**Aging Resource Center & County Aging Unit Reports** – Judy Lindholm, Iowa County Aging Unit – Working on the County Plan and Budget and involved with the Family Care consortium.

**Monthly Reports – Financial Reports, C-1 & C-2** – July, 2006 Reports distributed and discussed.

**Progress Report** – June, 2006 and June, 2006 Year to Date Progress Reports distributed and discussed.

Discussion on Dodgeville having very little participation at the congregate site and Barneveld site not having a congregate site. Suchomel shared her observations at the Dodgeville congregate site and ideas she has to try and change the current status of the congregate site. Suchomel would also like to pursue the idea of a congregate site in Barneveld again if there is interest. Discussion on the need to do some public relations on the SUN Program. SUN office staff has just recently contacted the Dodgeville and Darlington newspapers to do an article on the new director and the program. Planning to get articles in other local community papers also.

Motion by Mueller to approve the July 2006 Financial Reports, C-1 & C-2 and the June 2006 and June 2006 Year to Date Progress Reports as presented, seconded by Taylor. Motion carried.

**Site Reports** – Suchomel reported that she has started doing site visits. She has been using the site assessment form that Policy Advisory Council members use when they do their yearly site visits. Suchomel gave an update on her recent visits and how each meal site is unique.

**Avoca Site Coverage for vacation** – Avoca meal provider is taking a three week vacation the end of August into the first part of September. The meal provider has found an experienced sub cook for when she is gone to keep the site running as usual.

**Gratiot/Wiota Home Delivery Route** – Currently have someone who is able to do the Gratiot/Wiota home delivery route through September 1<sup>st</sup>. Thoreson has also been helping fill in on the route when the current person is unavailable. Have sent letters out to families notifying them of the situation and the date meals may need to end if someone more permanent is not found. Discussion on how to proceed. Suchomel will contact the current delivery person for the Argyle route to see if he would be interested in doing Gratiot/Wiota also, if no alternative is found. Carol Benson, Lafayette County Aging Resource Center, made a commitment to cover additional costs to keep the Gratiot/Wiota route going. Suchomel will continue to work on.

**Staff Issues** – The driver/delivery person that took supplies out to the on-site meal sites and did grocery shopping has decided to not continue employment. The position is for one or two days a month. Suchomel has a name of someone, from SUN's current Dodgeville home delivery person, that may be interested in the position. Motion by Mueller for Suchomel to use her best judgment to fill the position, seconded by Roberts. Motion carried.

**Audit Bids 2006 – 2008** – Requested bids for the 2006-2008 audit. Had a call from Virchow Krause & Company of Friday for more information. Waiting to hear back from them. Vaassen Pluemer CPA's declined from submitting a bid. Board decided to hold until September meeting.

**Training Requests** – Suchomel made a requested to attend the “Stepping On” leader training in Tomah on Friday, October 13<sup>th</sup>. Would bring the information back to use at the meal sites. Motion by Mueller for Suchomel to attend, seconded by Taylor. Motion carried.

Request to attend the WAND training, titled “Challenge of Change” in Baraboo on November 8<sup>th</sup> & 9<sup>th</sup>. Motion by Mueller for Suchomel to attend, seconded by Roberts. Motion carried.

Iowa County department heads meet monthly on-site in the courthouse. Suchomel asked if she should attend these meetings. Benson also commented that Lafayette County has those meetings also. Board felt it is important for Suchomel to attend and that it be understood for her to go.

Suchomel is registered to take the Safe Serve class, which is a job requirement at time of hire, on August 21<sup>st</sup> through Kessenicks in Madison.

**Director's Report** – Suchomel has a Caregiver & Aging glossary and acronyms sheet she would like to share with the board. She will also have copies of Chapter 8 – Nutrition Program Operations, which are the policies SUN has to following when receiving State and Federal funds to provide nutrition services, to give out next month.

Suchomel met with Amy Ramsey, AgeAdvantAge, and reviewed SUN's last assessment done by Ramsey. Two areas that SUN was in non-compliance were intervention and dietitian. For intervention need to provide information to participants that are at high nutritional risk. To address need to review to see who is at risk and get information out. Will be doing a billing insert on health promotion 2-3 times a year with the first going out with August statements. Need to also address getting a dietitian. Dietitian would review menus, help with intervention and provide programming. Have been receiving a lot of menu complaints like high in carbohydrates and not diabetic friendly. Will most likely cost between \$20-\$30 per hour and be on a contract basis, approximately \$5,000 per year. Suchomel will look at options available and bring back.

Suchomel is planning on having staff trainings on a quarterly basis. Need to get together to share ideas and create a network for them and in October will be the yearly site managers training that staff is required to attend per the Nutrition Program Operations Policy.

Kendall reported that the COP billing adjustments have been made and both Iowa and Lafayette County COP Programs were agreeable to paying the difference for January

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through June 2006 but not for the three months in 2005 affected, due to having accounting records closed out.

**Chairperson's Report** – Thoreson commented that he has received e-mails from Suchomel keeping him informed on what's happening and that he appreciates what she's done.

**Expense Vouchers** – Motion by Mueller to approve all vouchers for payment as presented, seconded by Taylor. Motion carried.

**Next Meeting Date** – Next meeting to be Friday, September 1, 2006, 10:00 a.m. in Linden at the meal site.

**Adjournment** – Motion by Mueller to adjourn, seconded by Roberts. Motion carried.