

**Foodnet Meals on Wheels
Nutrition for the Elderly in Tompkins County, Inc.
Board of Directors Meeting
Monday, June 8, 2009**

Present: *Board Members:* Joy Blumkin, Chris Decker, Loren Gardner, Melissa Gatch, Jim Henery, Bob Herdt, Sonya Islam, Jim Pratt, Bill Tomek, Hector Velez, Margaret Washington, Eileen Whang, Dongjun Zhao

Staff: Carol Ackley, Carolyn Arnold and Steve Griffin

Guests: Georgian Leonard

Excused: Elizabeth Schneider, Lorraine Johnson,

Bob Herdt called the meeting to order at 6:15

The minutes of the May Board meeting were approved

Committee Reports:

Finance: Jim Pratt reports that the Finance Committee is pursuing fully funding the contingency fund using a budget surplus that will result from using the stimulus funds (\$11,840 for congregate meals and \$5,800 for home delivered meals) This will mean that completing the contingency fund will not rely on fundraising activities. The stimulus funds will offset budgeted funds for congregate meals, and will provide the money necessary for emergency food provided to home delivered meal recipients (aka Blizzard Boxes). All funds from grant sources have been received.

Steve has constructed a new budget to bring it in line with the Tompkins County budget cuts that were recently announced. The cuts, which total 6.5% of the current budget would be about \$18,000, almost equal to the additional stimulus dollars.

Establishing a line of credit is part of the planning strategy outlined at the annual audit. Foodnet has met with The Trust Company to establish a business credit document that will include a \$60,000 line of credit. This amount would enable Foodnet to adequately reorganize the budget should a shortfall occur in the \$1 million annual budget. Approval of the board would be required to draw funds. Right now we just need to make the application for the line of credit.

A resolution motion was read by Bill Tomek, and seconded by Hector Velez. It passed by unanimous vote, and was signed by the Board Secretary.

Former Board member Olan Forker has agreed to assist the Board to think through Foodnet's long-term financial issues so we may develop a long term plan for sustainability. Bob Herdt and Steve will prepare a written plan that Olan can execute.

Development: Loren Gardner reports that the SufferJets, the Ithaca Women's Roller Derby team will partner with Foodnet for a fund raising event in September. They will be having an art auction with the proceeds to go to Foodnet. Foodnet will have an event on September 12 that will be a Wheelathon and tailgate party before the SufferJets roller derby match. The event will begin at 5:00 p.m. Details will be developed in the next month.

Donations are ahead of last year, but this is due to foundation gifts and grants. Fundraising donations from individual donors are down.

Lorraine is working on donor giving patterns to enable Foodnet to build the annual fund, and keep current donors. It was agreed that the personal notes on last year's donation letters made a difference in the donation patterns.

P.E.P. Committee: Chris Decker brought three items to the Board that were reviewed by the PEP Committee.

1. Animeals Memorandum of Understanding: the following text was developed to be Foodnet's position on its agreement with Animeals:

The mission of Foodnet/Meals on Wheels is to provide meals and other nutrition services that promote dignity, well being and independence for older adults and other persons in need in Tompkins County. In the course of our role, Foodnet staff at times identifies clients who care for pets. The Banfield Pet Hospitals in Pet Smart locations work with the national Meals on Wheels Foundation (MOW) to provide pet food to needy Meals on Wheels recipients that have pets, and in the past few years has provided pet food to Foodnet for distribution.

This agreement is between Foodnet Meals on Wheels in Tompkins County and Animeals.

- a. Foodnet will work with Animeals to provide referrals of low income clients who need food for the pets in their household. Foodnet will obtain a signed permission document prior to the release of the client's name to Animeals.*
- b. Foodnet will provide to Animeals the pet food that is donated through the Banfield Hospitals/MOW pet food donation program. Foodnet will work with Animeals to arrange pick up of the annual donation.*
- c. Animeals will store and deliver the pet food to needy individuals*
- d. Foodnet and Animeals will review the pet food program annually.*

The text was forwarded to Joy for her opinion and expertise in developing the text in MOU language and format.

2. Nursing Home Transition and Diversion Waiver Program: After discussion, it was determined that not enough was known about this program. Steve will look into the program and get information for the committee on Tompkins County agencies participation in this program and the role of food programs in other counties that are involved with this program.
3. Strategies for "Not At Homes" meal deliveries: When Foodnet is unable to deliver a meal because the person is not at home, the meal cannot be left, or cannot be distributed to be used by another client. This results in wasted food. Current Foodnet policy when people are not at home, and did not make other arrangements, is to leave a notice, call the client, follow up with a call to the emergency contact, and attempt to deliver a meal in this manner for 3 more days. After discussion, it was decided that it is reasonable to stop the meals that day, with a notice that meals will start again once Foodnet is called. Carolyn will revise the notice to be used for "Not At Homes" and will also include the message in the welcome packet.

Building and Property: No report this month

Nominating: No report this month

Executive Committee: Bob Herdt directed the board's attention to a list of Foodnet Board Committees for 2009. The membership of each committee is noted along with each person's term of board service. Hector Velez volunteered to review the purpose of the Public Relations committee to help decide if we need it or not (no members are currently signed up for that committee).

Staff Reports:

Carol Ackley: The Food Stamp outreach program is very successful; with Carol busy doing 94 annual reassessments and 58 six-month client reviews. In the past 6 months, 16 people have applied for Food Stamps with Carol's assistance and three additional referrals were made to other supportive services. The Food Stamp program at Foodnet has brought more Food Stamp dollars to the county than has been spent for Carol's salary.

Carolyn: A recent meeting with Patsy Brannon, Director of the Cornell Dietetic Internship, developed plans for a Cornell Dietetic intern to work at Foodnet in the fall.

Steve: A resolution by Joy, seconded by Margaret and passed unanimously authorizes Steve to sign an agreement with the New York State Office for the Aging to extend the term of a contract through December 31, 2009. The extension will enable Foodnet to use \$1,300 that was left over from the original grant for the purchase of a delivery van.

The Principal Account Clerk from the Tompkins County Office for the Aging, Bob Slocum, will visit Foodnet next week to start the annual fiscal monitoring. After the independent audit, the Office for the Aging does a further check to make sure that Foodnet maintains program and financial standards stipulated in our contract.

State Senator Ruben Diaz, Sr., Chair of the Senate Standing Committee on Aging, has introduced legislation (S.3340) to "fully fund home delivered meals under the Supplemental Nutrition Assistance Program."

Old Business: none

New Business: none

The next meeting will be on August 10, 2009 at 6:15 p.m.

The meeting was adjourned at 7:37
Respectfully submitted by Christine Decker