

Waupaca County Nutrition Advisory Council  
Thursday July 18, 2019  
Waupaca County Courthouse  
LL42 811 Harding Street · Waupaca, WI 54981

*This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, place, and agenda of the meeting.*

Chairperson Jan Lehrer called the meeting to order at 1:31 pm and a quorum was established.

**Members Present:**

**Chairperson:** Jan Lehrer

**Clintonville Site Representative:** Dave Steffens

**Manawa Site Representative:** Dr. Janet Reilly

**Weyauwega Site Representative:** Bette Kaminske

**Community Members Present (Per Public Sign-in Sheet):** Donna Noffke, Judy Morris, Jan Lytie.

**Others Present:** Melissa Anderson (Aging Programs Supervisor), Leah Klein (ADRU Manager), Diane Meulemans (Corporation Counsel), Mandy Welch (Human Resources), Joanne Samack (Waupaca Nutrition Site Manager)

- I. **Adoption of the Agenda:** A motion was made by Janet Reilly and seconded by Dave Steffens that we adopt the agenda. **Motion carried.**
- II. **Adoption of the Minutes of May 23, 2019:** A motion was made by Dave Steffens and seconded by Bette Kaminske that we approve the minutes as printed. **Motion carried.**

**Public Comment:** Jan Lytie questioned how the housebound seniors can participate in the voucher program.

- III. **Nutrition Site Updates:** Melissa Anderson detailed the number of meals served during the first and second quarter of 2019. Handouts provided. Janet Reilly commented that the February data might not be easily compared to the other months because of the number of snow days and with it being a shorter month and suggested going forward that the number of serving days per month be listed for reference. Melissa Anderson also noted there were monthly differences in participation number due to seasons changing.
- IV. **Home Delivered Meal Reassessments:** Melissa Anderson reviewed the discussion from the previous Council meeting regarding the Home Delivered Meal (HDM) assessment and eligibility criteria. Melissa notified the Council that Brogan Bartel, Manawa Nutrition Site Manager-Project Manager, is currently reassessing all HDM participants systematically by service area. Participants whose needs have changed and are no longer eligible as a result of the reassessment will be notified of their ineligibility by Melissa Anderson. Leah Klein reported that all HDM service requests are being forwarded to her at this time. Leah noted that there are times when an inquirers needs are better suited for an Aging & Disability Resource Center referral along with an assessment for HDM eligibility. Melissa discussed a suggestion from Janet Reilly at the previous Council meeting that DHHS investigate an algorithm to increase consistency with HDM eligibility assessments. Melissa explained that due to the transition planning of the Nutrition Program, that exploration has yet to begin. Bette Kaminske noted her experience in delivering HDM to participants who continue to drive in the community.
- V. **Request for Proposal – Home Delivered Meals:** Leah reported the decision of the DHHS Board at the June 5, 2019 to 1) transition the traditional-catered senior dining sites to restaurant-voucher sites in all 7 communities currently served by senior dining services, release a Request for Proposal for countywide home delivered meal

service, and 3) institute and immediate waiting list for senior dining and home delivered meal service. Melissa Anderson noted that the reason for seeking a new HDM vendor model via the RFP is to ensure the stability and consistency with that service while the senior dining sites transition to a new model. Leah noted that the DHHS Board was provided 3 possibilities to move forward with the Nutrition Program. Leah noted that because of input and recommendation from the Council and Committee on Aging, two of the three possibilities presented included treating all 7 service areas equally and ensuring countywide senior dining access.

Melissa reported that the RFP was released on July 1, 2019 and an Informational Meeting for possible vendors was held on July 17, 2019. 160 possible vendors throughout the county received letters notifying them about the RFP's release. The RFP and supporting documents are on the Waupaca County Website. The RFP is requesting vendors to bid on the service of producing a daily meal, individually packaging each meal, and delivering bulk individually packaged meals to each service area. As this service model is also different, Leah and Melissa will be working through any barriers or challenges. The RFP is due by noon on Friday August 2, 2019 and will be opened at 2:00pm on August 2<sup>nd</sup>. The sealed bid opening is open to the public.

- VI. Transition Plan Status Update:** Melissa clarified that although the decision to transition senior dining site models was made, the focus of DHHS at this time is the RFP for home delivered meal service and transitioning that service first. Current senior dining operations will remain unchanged at this time. At which point a senior dining site will transition, informational meetings and feedback opportunities will be presented to participants in that area. Concerns and points of consideration will be taken under advisement as changes are implemented.

Leah mentioned themes of feedback DHHS has received to date regarding the decision to transition the senior dining service model. Themes of feedback include concern for socialization opportunities for seniors, lack of awareness of public meetings and any change in need for volunteers.

Questions and comments regarding the Nutrition Program can continue to be forwarded to Leah Klein and Melissa Anderson. Janet Reilly recommended using financial efficiency as a continued measure of success for the transition of the Nutrition Program to ensure consistency in evaluating the program. Janet shared her experience at Familiar Grounds in New London, WI noting the welcoming atmosphere and demographic of clientele spending their time at that establishment. Janet noted that from her observation, a location like Familiar Grounds, would be a good opportunity for seniors to gather and eat a meal.

Jan Lehrer shared that she will be attending an upcoming meeting in Stevens Point featuring Janet Zander of the Greater Wisconsin Agency on Aging Resources. Jan mentioned this meeting to discuss the importance of financial growth advocacy at the state level. Jan encouraged others to attend. Leah expanded on the aging program's financial status at the state funding level. Leah shared that WI Department of Health Services will be introducing two new formulas used to determine how much funding each county aging unit gets. Preliminary formula projections include Waupaca County's allocation decreasing.

- VII. Adjournment:** Janet Reilly expressed that she had attended this meeting of the Council with recommendations to dissolve the Council as she and others felt that input was not being taken into consideration. She explained that her position has changed after learning the steps that both Leah Klein and Melissa Anderson have taken to ensure that the input from this Council is considered in their recommendations to the DHHS Board regarding Nutrition Program changes. Janet recommended the documented follow-up on recommendations made by the Council.

Melissa shared that this meeting of the Council will be the last for Weyauwega/Fremont service area representative Bette Kaminske. The Council thanked Bette for her years of service to the Council and to the Nutrition Program. Jan noted the representative vacancies in the Iola, New London, and now

Weyauwega/Fremont service areas. More members are needed for the Council. A motion was made by Dave Steffens and seconded by Bette Kaminske to adjourn. **Motion carried.**

**Next Meeting – September 19, 2019, at 1:30 pm – Waupaca County Courthouse  
Room LL42  
811 Harding St  
Waupaca, WI 54981**

**Respectfully Submitted,  
Pat Huber, ADRC Clerk**

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