

Waupaca County Nutrition Advisory Council Meeting Minutes
Thursday, December 6, 2018
Waupaca County Courthouse
811 Harding Street
Room LL42

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 citizenry may be aware of the time, place and agenda of the meeting.

Chairperson Jan Lehrer called the meeting to order at 1:30 pm and a quorum was established.

Members Present:

Chairperson: Jan Lehrer

Marion Site Representative: Wayne Laux

Waupaca Site Representative: Carol Elvery

Clintonville Site Representative: Dave Steffens

Weyauwega Site Representative: Betty Kaminske

Manawa Site Representative Alternate: Jeffrey Green

Iola Site Representative Alternates: Beth Fietzer and Heather Berg

New London Representative: Vacant

Members Absent:

Manawa Site Representative: Dr. Janet Reilly

Others Present: Melissa Anderson, *Aging Services Supervisor*, Leah Klein, *ADRU Manager*, Pat Huber, *ADRC Clerk*, Bev Laux, *Community Member*, DeAnn Miller, *Community Member*.

- I. **Adoption of Agenda:** *A motion to adopt the agenda as written was made by Wayne Laux and seconded by Carol Elvery. Motion carried.*
- II. **Adoption of the Minutes of the August 16, 2018 meeting:** *A motion to accept the minutes of the August 16, 2018 meeting was made by Carol Elvery and seconded by Dave Steffens. Motion carried.*

Public Comment: None

III. **Nutrition Site & Staff Updates:**

Iola: Melissa reported the resignation of Iola Living Assistance employee (contracted Nutrition Site Manager position) for Iola Site. Heather Berg reported that as of this week, Iola Living Assistance has hired Susan Jones who will begin Site Manager responsibilities next week. Melissa reported rising food costs for Iola Living Assistance caterer who recently requested increase of per meal cost from \$5.00 to \$5.25. DHHS declined the request for increased per meal price noting financial incapability to do so. Discussion held regarding food waste, food distributor costs for caterers, nutritional value and variety, and bulk vs. independently purchased condiments.

Manawa: Melissa reported Jeff Green is doing well as Manawa Site Manager. A recent recruitment effort for meal transport from Iola to Manawa was successful and Jim Green of Manawa is performing that responsibility. Volunteer food transport from Iola to Manawa will produce estimated cost savings of approximately \$3,000/year. Melissa and Leah Klein toured two new potential Manawa Congregate site hosts; Manawa School District and Sacred Heart Catholic Church. Both facilities would have the amenities needed, with minimal

changes required, to host site. Discussion was held regarding Manawa School Districts recent passed referendum which would increase the possibility of housing the Congregate Site of Manawa at the secondary school. Leah updated the Council members and provided DRAFT minutes from the December 4, 2018 Committee on Aging meeting. Committee on Aging requested that Melissa and Leah look into the possibility of operating the Manawa Congregate Dining 3 days per week and the costs associated with keep the site open 3 days per week at the current location (Town Hall of Little Wolf), Sacred Heart Catholic Church, and explore restaurant models with the Manawa Steak House and The Daily Grind Café in Manawa.

Clintonville & Marion: Melissa shared that the Clintonville & Marion Sites are sharing a part-time Senior Aide position through Curative Connections, Green Bay, WI. The Senior Aide will assist in operations at each site one day per week.

New London: Melissa shared the retirement notice of Kimberlee Ebert, long-time Nutrition Site Manager for the New London area; effective December 28, 2018. DHHS has posted one round of recruitment effort and has recently posted a 2nd round recruitment effort. If the position is not filled by Dec. 28th, Melissa will be covering as Nutrition Site Manager.

Waupaca: Melissa shared the growing and ongoing need for Volunteer meal deliverers at the Waupaca site. Waupaca Nutrition Site Manager delivering several times per week.

Weyauwega: Congregate dining now offered 3 days per week effective Sept. 10th. Site open to Congregate Dining Tuesdays, Wednesdays and Thursdays. Crossroads Care Center of Weyauwega will continue to offer Toe Nail Clinics one day per month through 2019 located at the Weyauwega City Community Center.

Catering: DHHS renegotiated Schueller's Great ExSPECTations catering contract to reflect a per meal cost reduction from \$6.95/meal to \$5.50/meal effective December 2, 2018. This will produce an approximate cost savings of \$41,000 in 2019.

- IV. **2019 Meeting Dates:** Council agreed to increase frequency of Nutrition Advisory Council meetings to bi-monthly. Meeting dates to proceed Committee on Aging meetings so suggestions and recommendations can be shared timely. Next meeting of the Nutrition Advisory Council scheduled Thursday January 17, 2019. 2019 meetings, until further notice, will be held at the Waupaca County Courthouse as decided by the Council.
- V. **Nutrition Program Budget:** Melissa reiterated the cost savings of the Schueller's contract renegotiation. In November 2018, Leah requested Congregate Site hosts in all communities to consider donating the cost of rent to the Nutrition Program for a projected annual cost savings of \$22,000. Leah has not heard back from all communities at this time and some communities would like to consider this option in 2020. Group discussed ongoing need for cost effective solutions while still meeting the nutrition needs of as many Waupaca County seniors as possible. Long-term planning discussion included Sustainable Kitchen, Restaurant Model, increased activity offerings, site rental donation, and more. Chairperson Lehrer encouraged the group to continue brainstorming ideas.
- VI. **Nutrition Program Evaluation & Surveys:** Annual Congregate Dining Experience Tool was distributed to Council members in August. Melissa has received a few Tools back, looking to collect all by years end. This Tool provides ongoing quality assurance at each congregare site.
- VII. **NAC Bylaws:** Melissa shared that the bylaws are still in draft form. Leah reported that program operations manuals, statutes and county ordinances are not consistent and are therefore being interpreted by Waupaca County Corporation Counsel's office at this time.

- VIII. NAC Member Updates:** Melissa reported the resignation of New London Site representative, Barbara Quinn. Recruitment for her replacement is underway. Chairperson Lehrer to provide contact information for possible interested party to Melissa Anderson to represent Iola Site. DeAnn Miller was introduced as an interested and qualified party to represent the Manawa Site alongside Dr. Janet Reilly. *A motion was made to formally recommend DeAnn Miller's appointment as 2nd Manawa Site Representative to the DHHS Board by Wayne Laux and seconded by Carol Elvery.* **Motion Carried.**
- IX. Adjournment:** *A motion to adjourn was made by Bette Kaminske and seconded by Wayne Laux.* **Motion carried.**

Next Meeting – January 17, 2019, 1:30 pm in the Courthouse, room to be determined.

Respectfully Submitted,

Pat Huber, ADRC Clerk