

# **NUTRITION ADVISORY COUNCIL**

**Wednesday, November 15, 2017**

Thomas Koch called the Nutrition Program Advisory Council meeting to order at 8:59 am

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## **Roll Call**

Marlene Adelmeyer, Ivan Elm, Harvey Grulke, Patricia Kahlow, Patricia Knox, Thomas Koch, Caitlin Richardson, Carol Schulz

## **Also Present**

Kris Schefft, Jackie Wendlandt

## **Excused**

Eugene Bord, Anna Barbara Rich

## **Absent**

None

## **Action on the Minutes of the August 9, 2017 meeting**

Ivan Elm motioned and Carol Schulz seconded to approve the minutes of the August 9, 2017 Aging Advisory meeting. Motion carried.

## **Public Forum**

None.

## **Retirement of the Nutrition Supervisor and looking forward**

Stephanie Levenhagen, Nutrition Supervisor, retired back in October. Prospective applicants have been interviewed and it's hopeful that by next meeting there will be a new Supervisor of the program.

## **Discussion of GWAAR Updates**

The Nutrition Program is funded by the Older Americans Act (OAA). Every three years a new aging plan needs to be written. The hope is to gather ideas/input from this council as well as the public as to what you feel the needs of seniors are. Discussion followed.

## **Review and Discuss Nutrition Program**

Kris Schefft states that the home delivered routes in Hustisford are extremely large. There is talk about splitting into two different routes to help alleviate volunteers having to be traveling upwards of 60 miles each day. This takes the volunteers anywhere from 1-3 hours to complete the daily route. There is a need of more volunteers to help in Hustisford. Discussion followed.

## **Review and Discuss Nutrition By-Laws**

Kris Schefft reviewed the items as written in the *Nutrition Program Advisory Council Bylaws* handout provided for all council members. Carol Schulz motioned and Marlene Adelmeyer seconded to approve the Nutrition Program Advisory Council Bylaws as written. Motion carried.

## **Review Program Report and Program Statistics**

Kris Schefft reviewed the items as written in the *2017 Donation* and *Participants Averages* handouts. Discussion followed.

### **Dining Center Reports**

In depth discussion took place regarding extra meals at the dining centers. Patricia Knox, Bay Shore, states the meat is very dry – gravy would help. Ivan Elm, Mayville, states participants are bummed with the substitutes of menu items lately. Tom Koch, Randolph, says they can't complain about the temperature of the food but the muskmelon is hard as a rock and the fish was disappointing last time. No other reports made.

### **Next Meeting**

Meetings are held the second Wednesday of February, May, August, and November at 9:00 am. The next meeting of the Nutrition Advisory Council will be held on **Wednesday, February 14, 2018 at 9:00 am at 199 County Road DF in room G046 on the ground floor** of the Henry Dodge Office Building.

### **Adjournment**

Marlene Adelmeyer motioned and Tom Koch seconded to adjourn this meeting of the Nutrition Advisory Council at 9:42 am. Motion carried.

Respectfully Submitted,

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Marlene Adelmeyer, Secretary

*Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.*

## GWAAR Recap 1/23/2018

- Make sure apartment is at a minimum of 50% capacity elderly population
- Carryout meals-should not be happening over 2 weeks. Unless HDM is not an option
- Red Flag-volunteer training must be completed every 3 years
- Yearly fire/tornado drills
- Grievance/complaint policy
- Discipline policy for managers
- Nut. Director ServSafe certified within 90 days
- Meal Site Mangers-Serving Safe Food certified within 90 days
- Advisory members-monthly site visits
- Need shelf stable food options if you had to turn away meals r/t temps or short meals/portions

## DINING CENTER INFORMATION

All Dining Centers serve Monday through Friday at 11:30 AM or 11:45 AM

**BAY SHORE APARTMENTS:** served in the meeting room  
116 Lakecrest Drive, Beaver Dam  
Manager: Lynn Milkey-Phone 382-1240

**BEAVER DAM WATERMARK**  
209 S. Center St., Beaver Dam  
Manager: Rose Newman-Phone 887-4639 x 102

**FOX LAKE:** served in the community center  
248 E. State Street, Fox Lake  
Manager: Marcey Sage-Phone 928-4014 x 111

**HORICON:** served in the activity room at the Horicon City Hall, second floor  
404 E. Lake Street, Horicon  
Manager: Lisa Glamann & Jane Hilgendorf-Phone 485-3533 x 1

**HUSTISFORD:** served at the Fire Station  
266 S. Lake Street, Hustisford  
Manager: Inez Feilbach-Phone 349-4558

**LOMIRA:** served in the Crystal Springs Elderly Apartments  
465 Main Street, Lomira  
Manager: Judy Schraufnagel-Phone 979-2262 & Jane Hilgendorf-Phone 210-2671

**LOWELL/REESEVILLE:** served at Reeseville Senior Apartments  
400 Main Street, Reeseville  
Manager: Linda Zastrow-Phone 296-6829

**MAYVILLE:** served at the Senior Center  
330 N. Walnut Street, Mayville  
Manager: Judy Hedstrom-Phone 387-7911

**RANDOLPH:** served at Greenview Apartments  
388 Holland Drive, Randolph  
Manager: Kate Deakin-Phone 262-993-1369

**WATERTOWN:** served at Park Hill Apartments  
1121 Highland, Watertown  
Manger: Joan Zehner or Shirley Dibble-Phone 262-9790

FLOATING DINING CENTER MANAGERS: Linda Voight, Kristin Mintzlaff

Nutrition Program Report  
Nutrition Program Advisory Council  
February 14, 2018

**PROGRAM REPORT**

- Nutrition Supervisor is making weekly visits to all meal sites.
  - Collect deposits
  - Educate managers/review paperwork
  - Completing all necessary assessments for the home delivered meals participants.
  
- Dining center contracts were reviewed by Corporate Council and sent out to all sites.
  
- We started contracting Columbia County at the beginning December 2017 to help us serve residents in our county that we were unable to deliver meals to d/t their location and our limited service area.
  
- Updating the Dodge County Senior Dining Center Manager Procedure Manual
  - Deposits-**POLICY CHANGE**
  - Carry Out Meals-no longer than 2 week time period-**POLICY CHANGE?**
  - Sanitation-updated MSDS Sheets, correct procedures/testing
  - Home Delivered Meals-Temperatures need to be done weekly-Monday
  - Calibrate thermometers-weekly at a minimum, more as needed
  
- Working on Scheduling Special Meal Days and ADRC Resource Specialists Visits with Various Topics
  
- Nutrition Advisory Council members monthly on-site review of the dining centers.
  
- Working on improving our volunteer recruitment, training-mandatory Red Flags training that is required every 3 years.
  
- Feil's Contract
  - Receiving cold food
  - Timeliness of meals
  - Substitutions without notice
  
- Chemicals/Machines
  - Ecolab
  - DeVere

**PROGRAM STATISTICS**

Total Meals Served at All Dining Centers for 2017

	# of Days	Meal Site Participants												Total To Date
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
TOTAL 2010	229	3256	2989	3526	3272	3100	3417	3144	3429	3223	3169	3225	3172	<b>38922</b>
TOTAL 2011	228	3019	2744	3352	2957	3097	3216	2840	3251	2949	3028	3059	2908	<b>36420</b>
TOTAL 2012	232	2477	2549	2483	2253	2457	2352	2387	2568	2093	2454	2314	1802	<b>28189</b>
TOTAL 2013	229	2214	1991	2151	2610	2447	2262	2500	2452	2123	2437	2041	1904	<b>27132</b>
TOTAL 2014	226	1757	1990	1987	1987	1942	1949	1974	1827	1839	1972	1811	1955	<b>22990</b>
TOTAL 2015	230	1935	1891	2081	2076	1870	2109	2205	2091	2108	2016	1754	1709	<b>23845</b>
TOTAL 2016	230	1547	1596	1822	1651	1682	1763	1469	1626	1414	1466	1485	1357	<b>18878</b>
TOTAL 2017	230	1337	1313	1467	1375	1620	1677	1590	1917	1669	1852	1777	1649	<b>19243</b>

	Home Delivered Participants												Total To Date	Combo Total
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec		
2010	1430	1345	1741	1547	1474	1628	1637	1610	1487	1499	1528	1548	<b>18474</b>	<b>57396</b>
2011	1437	1395	1650	1603	1716	1721	1560	1749	1562	1602	1603	1464	<b>19062</b>	<b>55482</b>
2012	2263	2192	2371	2098	2379	2137	2214	2426	1984	2211	2020	1770	<b>26065</b>	<b>54254</b>
2013	2360	2114	2115	2254	2177	2067	2314	2229	1897	2249	2011	2185	<b>25972</b>	<b>53104</b>
2014	2055	2214	2295	2276	2209	2263	2262	2158	2210	2370	1791	1969	<b>26072</b>	<b>49062</b>
2015	2090	1950	2114	1966	1852	2056	1950	1873	2017	2007	1912	2068	<b>23855</b>	<b>47700</b>
2016	2150	2149	2425	2177	2081	2134	1959	2149	1909	1862	1913	1848	<b>24756</b>	<b>43634</b>
2017	1924	1887	2097	1750	1983	1982	1759	2097	1786	1914	1908	1663	<b>22750</b>	<b>41993</b>

**2017 DONATION AVERAGES**

		<b>CONGREGATE DONATIONS</b>												<b>2017</b>
<b>Last Yr's</b>		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Average</b>
	<b>Avg's</b>	2.73	2.48	2.42	2.67	1.57	1.81	1.25	1.89	1.85	1.53	0.75	1.13	<b>1.84</b>
Bay Shore	<b>1.97</b>													
Beaver Dam Sr Center	<b>2.24</b>	2.12	2.15	1.98	1.11	1.42	1.23	1.58	1.10	1.45	0.89	1.14	1.57	<b>1.48</b>
Fox Lake	<b>3.39</b>	3.31	2.67	4.30	4.92	3.86	2.61	2.94	3.93	2.96	4.74	2.98	3.73	<b>3.58</b>
Horicon	<b>2.71</b>	1.93	0.18	3.23	3.08	2.19	2.37	0.97	3.82	2.60	3.49	2.36	2.31	<b>2.38</b>
Hustisford	<b>2.02</b>	2.17	3.12	1.90	2.08	2.62	2.17	1.54	2.83	2.49	2.02	2.71	2.56	<b>2.35</b>
Juneau	<b>0.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Lomira	<b>2.78</b>	3.60	1.45	1.12	1.69	1.80	0.76	2.16	2.91	3.54	2.70	2.53	2.33	<b>2.22</b>
Lowell	<b>2.75</b>	2.50	1.73	1.66	1.49	1.23	1.39	1.37	1.42	0.96	0.94	1.20	1.12	<b>1.42</b>
Mayville	<b>2.52</b>	1.71	2.35	2.86	3.03	3.47	2.74	2.58	2.26	2.42	2.32	2.57	2.88	<b>2.60</b>
Randolph	<b>2.28</b>	2.22	2.54	1.68	2.30	3.29	2.01	2.15	2.74	2.25	2.52	1.94	1.65	<b>2.27</b>
Watertown	<b>2.14</b>	2.32	2.51	1.97	2.46	2.49	2.03	2.64	2.37	2.51	2.48	2.29	1.94	<b>2.33</b>
	<b>2.32</b>	<b>2.34</b>	<b>2.30</b>	<b>2.18</b>	<b>2.22</b>	<b>2.22</b>	<b>1.84</b>	<b>1.89</b>	<b>2.25</b>	<b>2.07</b>	<b>1.91</b>	<b>1.77</b>	<b>1.87</b>	<b>1.71</b>
		0.02	-0.02	-0.14	-0.10	-0.10	-0.48	-0.43	-0.07	-0.25	-0.41	-0.55	-0.45	<b>-0.61</b>

		<b>HOME DELIVERY DONATIONS</b>												<b>2017</b>
<b>Last Yr's</b>		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Average</b>
	<b>Avg's</b>	0.68	0.82	1.22	0.81	1.06	1.32	1.81	1.62	1.93	1.86	2.95	2.55	<b>1.55</b>
Bay Shore	<b>1.28</b>													
Beaver Dam Sr Center	<b>0.00</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>0.00</b>
Fox Lake	<b>3.49</b>	2.89	4.60	4.63	4.74	1.93	4.55	2.75	4.82	4.27	3.38	3.08	2.15	<b>3.65</b>
Horicon	<b>3.51</b>	3.03	2.79	2.62	4.15	2.03	3.70	3.35	2.57	3.11	2.87	4.45	2.01	<b>3.06</b>
Hustisford	<b>2.98</b>	1.95	2.13	4.01	3.60	2.23	2.09	2.12	3.05	2.70	3.22	1.93	0.62	<b>2.47</b>
Juneau	<b>2.17</b>	1.79	1.79	2.40	2.23	2.03	2.49	2.35	2.42	2.41	2.72	1.89	1.40	<b>2.16</b>
Lomira	<b>2.62</b>	2.67	2.79	2.44	2.36	2.95	2.65	2.98	2.63	2.46	2.33	2.19	1.00	<b>2.45</b>
Reeseville (Lowell)	<b>3.73</b>	1.53	3.33	2.57	3.59	1.84	3.20	3.33	4.03	3.35	5.12	3.09	2.50	<b>3.12</b>
Mayville	<b>2.19</b>	1.68	2.34	1.90	2.46	1.16	2.07	2.59	2.66	1.98	1.86	2.16	1.26	<b>2.01</b>
Randolph	<b>3.17</b>	2.86	3.71	2.42	3.49	0.62	2.78	3.43	2.66	2.88	3.25	2.91	1.45	<b>2.71</b>
Watertown	<b>3.59</b>	4.13	3.31	3.62	4.18	3.13	4.11	2.37	4.40	4.22	3.53	3.12	2.69	<b>3.57</b>
Other - Columbia Co.	<b>2.00</b>	0.00	0.00	0.00	3.99	2.72	2.73	2.73	3.99	3.99	0.00	4.69	0.00	<b>2.07</b>
	<b>2.75</b>	<b>2.38</b>	<b>2.55</b>	<b>2.59</b>	<b>2.98</b>	<b>1.81</b>	<b>2.74</b>	<b>2.54</b>	<b>2.86</b>	<b>2.75</b>	<b>2.63</b>	<b>2.55</b>	<b>1.62</b>	<b>1.92</b>
		-0.37	-0.20	-0.16	0.23	-0.94	-0.01	-0.21	0.11	0.00	-0.12	-0.20	-1.13	<b>-0.83</b>

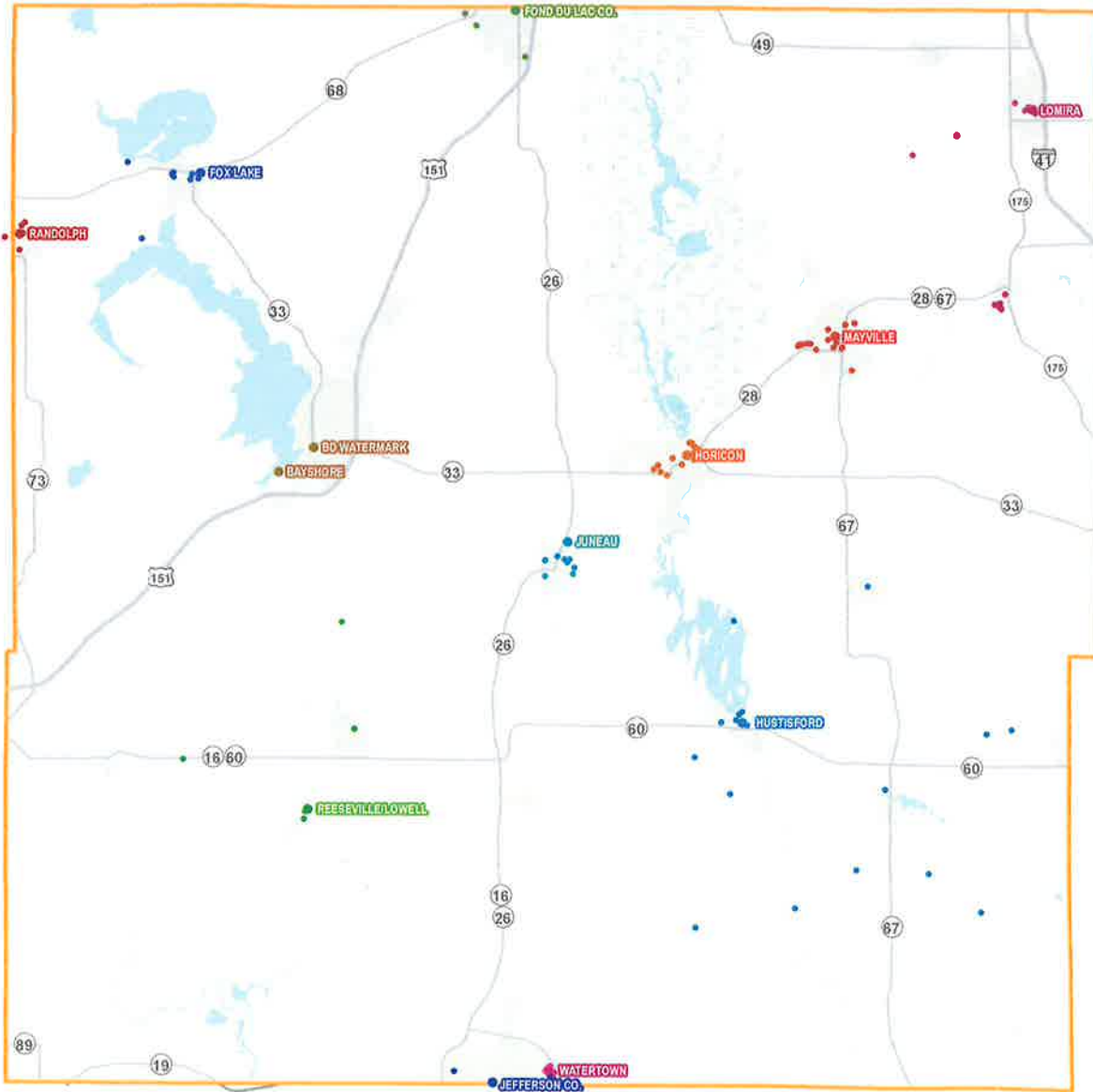
**2017 PARTICIPANT AVERAGES**

Last Yr's Avg's	CONGREGATE PARTICIPANTS												2017 Average
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
11	8	8	7	6	8	11	11	11	10	12	12	12	10
10	5	6	8	10	10	11	13	12	15	17	17	16	12
3	3	2	3	2	3	3	3	4	3	0	0	0	2
5	5	5	5	5	4	4	5	4	3	4	3	4	4
6	7	7	6	6	7	6	7	8	9	9	9	9	8
0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2	2	1	3	3	3	3	4	3	4	4	5	3
3	3	3	6	10	11	11	9	10	10	11	12	12	9
5	4	4	3	4	4	4	4	5	4	4	4	5	4
9	8	8	8	8	7	7	7	9	8	8	8	8	8
23	20	20	18	17	18	18	18	18	18	18	18	18	18
<b>78</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>71</b>	<b>75</b>	<b>78</b>	<b>80</b>	<b>85</b>	<b>83</b>	<b>87</b>	<b>87</b>	<b>89</b>	<b>75</b>
	-13	-13	-13	-7	-3	0	2	7	5	9	9	11	-3

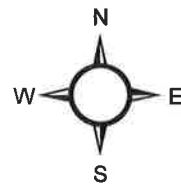
Last Yr's Avg's	HOME DELIVERY PARTICIPANTS												2017 Average
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
3	6	5	4	6	6	5	5	4	4	4	4	4	5
0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	6	5	5	4	5	5	5	4	5	5	5	4	5
9	9	11	12	12	11	11	9	12	13	14	13	13	12
14	14	14	13	12	12	11	12	13	13	13	15	15	13
10	10	9	9	8	8	8	8	7	8	7	9	9	8
11	14	14	14	15	14	15	14	14	13	13	14	11	14
4	4	3	3	3	9	4	4	5	5	3	3	4	4
13	13	12	12	12	12	14	12	13	13	14	14	14	13
5	5	5	4	4	4	4	5	5	4	4	4	3	4
27	19	19	17	17	17	16	16	14	15	15	17	17	17
2	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>105</b>	<b>101</b>	<b>98</b>	<b>94</b>	<b>94</b>	<b>99</b>	<b>94</b>	<b>91</b>	<b>92</b>	<b>94</b>	<b>93</b>	<b>99</b>	<b>95</b>	<b>96</b>
	-4	-7	-11	-11	-6	-11	-14	-13	-11	-12	-6	-10	-9



# Dodge County Meal Sites / Deliveries as of 1/16/18



- Meal Sites
- Deliveries
- Major Roads
- County Boundary
- Cities & Villages
- Major Waterbodies
- Horicon Marsh



Dodge County Land Resources & Parks  
January 2018