

DRAFT

NUTRITION ADVISORY COUNCIL

Wednesday, February 14, 2018

Thomas Koch called the Nutrition Advisory Council meeting to order at 9:03 am

Roll Call

Marlene Adelmeyer, Ivan Elm, Harvey Grulke, Patricia Kahlow, Patricia Knox, Thomas Koch, Anna Barbara Rich

Also Present

Becky Bell, Sheila Drays, Amy Ewerdt, Kris Schefft, Jackie Wendlandt

Excused

Eugene Bord, Caitlin Richardson, Carol Schulz

Absent

None

Consideration to deviate from the agenda if necessary

Tom Koch motioned and Harvey Grulke seconded to deviate from the agenda if necessary. Motion carried.

Action on the Minutes of the November 15, 2017 meeting

Ivan Elm motioned and Pat Kahlow seconded to approve the minutes of the November 15, 2017 Nutrition Advisory Council meeting. Motion carried.

Public Forum

None.

Discussion of GWAAR Updates

Amy Ewerdt stated she met with GWAAR a couple weeks ago and review items as written in the *GWAAR Recap* handout provided for members of the council. Discussion followed.

Review Dining Center Information

Amy Ewerdt reviewed items as written in the *Dining Center Information* handout provided for members of the council. Discussion followed. Ivan Elm suggested providing a cell phone to each dining center in the case the delivery driver doesn't have one to be able to call with questions or emergencies.

Review Program Report and Program Statistics

Amy Ewerdt reviewed the items as written in the *Nutrition Program Report*, the *2017 Donation and Participants Averages*, and the *Dodge County Meal Sites/Delivery* handouts. Discussion followed.

Action: Review and Discuss Changes to the Dodge County Senior Dining Center Manager Procedure Manual

Agenda item will be tabled until the next meeting. Amy Ewerdt will bring the policy changes on deposits and carry out meals to the next meeting for review.

Action: Review and Discuss Donation from the Maas Brothers

Becky Bell, Director of the Human Services and Health Department, stated that Dodge County received a donation of \$5,000 from Maas Brothers. They asked to utilize the monies on the Nutrition and Transportation Programs. One recommendation is to use \$2,000 of it to add 10 more licenses (\$200 each) to RouteMatch, our transportation software as licenses are maxed out at this point. The other recommendation is to use \$3,000 to reimburse volunteer mileage for delivery of home delivered meals in Beaver Dam. Pat Kahlow motioned and Marlene Adelmeyer second to recommend to the Human Services and Health Board the utilizing of the Maas Brothers donation for the Nutrition and Transportation Programs. Motion carried.

Dining Center Reports

Tom Koch mentioned he hopes for more people to attend the meals in Randolph. Patricia Knox, Bay Shore, asked what happens to the extra servings. It seems like a waste just to throw the extra away. Amy will look into the correct protocol for the next meeting. Anna Barbara Rich states that she has seen increasing numbers at the Watertown dining center. Marlene Adelmeyer, Lomira, stated it seems to be a struggle to get people in to eat the dining center. Harvey Grulke, Hustisford, states a lot of times they are short servings. A suggestion was made by both Marlene and Ivan to put the menus up at area grocery stores, libraries, even church bulletins. Discussion followed.

Success Stories

Amy Ewerdt reported that due to our committed volunteers and daily contact with home delivered meal participants, we have been able to alert medical personnel to a participant who fell at home recently. Our program provides a nutritious meal and watchful eye for our community members, which is an invaluable asset.

Action: Request to add a meeting in April to analyze current program/growth opportunities

Harvey Grulke motioned and Pat Knox seconded to add an extra Nutrition Advisory Council meeting on April 11, 2018 in room G050 at 9 am. Motion carried.

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, April 11, 2018 at 9:00 am** at **199 County Road DF** in **room G050** as well as **Wednesday, May 9, August 8,** and **November 14 at 9:00 am** in **room G046** on the **ground floor** of the Henry Dodge Office Building.

Adjournment

Tom Koch motioned and Ivan Elm seconded to adjourn this meeting of the Nutrition Advisory Council at 10:07 am. Motion carried.

Respectfully Submitted,

Marlene Adelmeyer, Secretary

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

DRAFT

NUTRITION ADVISORY COUNCIL

Wednesday, April 11, 2018

Thomas Koch called the Nutrition Advisory Council meeting to order at 9:02 am

Roll Call

Marlene Adelmeyer, Ivan Elm, Harvey Grulke, Patricia Kahlow, Patricia Knox, Thomas Koch, Anna Barbara Rich, Carol Schulz

Also Present

Becky Bell, Sheila Drays, Amy Ewerdt, Jackie Wendlandt

Excused

Eugene Bord, Caitlin Richardson

Absent

None

Consideration to deviate from the agenda if necessary

No action taken.

Public Forum

None.

Action: Review, Discuss, Vote on Change to several dining sites in order to expand services to those in need

Amy Ewerdt reviewed items as written in the *Dodge County Senior Nutrition Program* handout provided for members of the council. Amy also reviewed in depth the *Dodge County Senior Nutrition Program Revitalization Plan* handout proposed to members of the council. Pat Kahlow, Fox Lake Representative, suggested trying a church location for the Fox Lake dining center. Patricia Knox, Bay Shore Representative, expressed concerns about closing the dining center at Bay Shore Apartments. Marlene Adelmeyer, Lomira Representative, expressed concerns about running the home delivered meals out of the Mayville dining center. Ultimately, she just wants to ensure the home delivered participants of the Lomira area to be served. Amy stated that both Columbia and Jefferson counties have considerably less congregate dining centers.

Thomas Koch motioned and Carol Schulz seconded to approve closing the dining center in Fox Lake and run the home delivered meals out of the Randolph dining center. Three were in favor of this proposal, zero stated no, and the rest of the council abstained.

Thomas Koch motioned and Marlene Adelmeyer seconded to approve closing the dining center at Bay Shore only if the current participants are ensured a meal. Five were in favor of this proposal, two stated no, and Patricia Knox opposed.

Thomas Koch motioned and Carol Schulz seconded to approve moving Lomira dining center to a different location. Motion carried.

Next Meeting

The next meetings of the Nutrition Advisory Council will be held on **Wednesday, May 9, August 8,** and **November 14** at **9:00 am** in **room G046** on the **ground floor** of the Henry Dodge Office Building.

Adjournment

Thomas Koch, Chairperson, adjourned this meeting of the Nutrition Advisory Council at 10:12 am. Motion carried.

Respectfully Submitted,

Marlene Adelmeyer, Secretary

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Request to Change wording in Manager Manual

39. CARRY OUT MEALS

Any carry out meals must have the approval of the Nutrition Program Manager. A carry out meal may be appropriate if:

- A spouse, family member, roommate, or close neighbor can safely deliver a meal to a regular congregate participant who has an acute illness or condition.
- A spouse, family member, roommate, or close neighbor can safely deliver a meal to a participant who qualifies for a home delivered meal.

The person taking the meal must be instructed in food safety guidelines for the meal and must receive the written food safety instructions when given out. The dining center manager or other individual in charge of releasing the meal has the responsibility to not send the meal if they feel it cannot be delivered safely. Carry out meals are reported as congregate meals.

TO

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The person taking the meal must be instructed in food safety guidelines for the meal and must receive the written food safety instructions when given out. The dining center manager or other individual in charge of releasing the meal has the responsibility to not send the meal if they feel it cannot be delivered safely. Carry out meals are reported as congregate meals. If a carry out meal happens for longer than 2 weeks, then a home delivered assessment must be completed.

51. CONTRIBUTIONS (DONATIONS)

Each person attending a dining center must be given an opportunity to voluntarily contribute to the cost of service. To maintain integrity of the intention of the Older Americans Act regarding voluntary contributions, programs must do all of the following:

1. provide each older person with an opportunity to voluntarily contribute to the cost of the service
2. protect the privacy of each older person with respect to his or her contributions
3. establish appropriate procedures to safeguard and account for all contributions
4. not deny an older person a service because the older person cannot or will not contribute to the cost of the service
5. not require a contribution or in any way imply one is required in order to participate

Each dining center shall have a sign posted daily which informs participants of the suggested donation of the meal. However, in no case will nutrition program participants be expected or required to contribute a set or certain amount toward the cost of the meal.

Regard for dignity not only entails an opportunity to contribute by persons who are able, but also freedom from embarrassment for those who cannot. Accordingly, the methods of receiving contributions must be handled in a manner that does not publicly display the differing contributions of participants. Donation containers must be located so that other participants cannot see what an individual is giving towards the meal. Each eligible individual must be allowed to determine for herself or himself what she or he is able to contribute toward the cost of a service received. No person may be denied a service, or in any way penalized, for their inability or failure to contribute.

Nutrition programs must use special safeguards for participant contributions which include: making two persons responsible for counting donations: keeping donations in a locked box in a secured area or safe until deposited: all contributions must be deposited at the bank regularly: and manager must assure that bank deposit slips agree with amount recorded on the daily report sheets.

Nutrition Programs must record all participant contributions immediately and maintain a daily receipts log. This record must agree with the bank deposit record.

All home delivered meal participants will be sent a meal summary letter each month. The letter will inform them of how many meals they received the previous month. Donations from home delivered meal participants sent to the dining center should be recorded on the Daily Report sheet and deposited at the bank with the dining center donations.

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counting donations: keeping donations in a locked box in a secured area or safe until the Nutrition Supervisor or a Dodge county employee collects the money.

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All home delivered meal participants will be sent a meal summary letter each month. The letter will inform them of how many meals they received the previous month. Donations from home delivered meal participants sent to the dining center should be recorded on the Daily Report sheet and deposited at the bank with the dining center donations.

Nutrition Program Report
Nutrition Program Advisory Council
May 9, 2018

PROGRAM REPORT

- Recruitment for new home delivered meal drivers!
- ADRC Resource Specialists Visits
- Chemicals/Dish machines
- Red Flag Training
- Tornado/Fire Drills
- Horicon Library-1st Friday of the Month DIY Craft Café
- Dodgeland Elementary decorate home delivered meal bags
- September 26th-Meal Site Manager Training in Sun Prairie (all sites will be closed that day)
- Extra funding to the home delivered meal program for 2019

PROGRAM STATISTICS

See attached spreadsheet

