

Nutrition Advisory Council - Minutes

Friday, August 17, 2018 at 9:00 a.m.

The Community Center, 916 N. 14th Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

Business Meeting

1. Call meeting to order at 9:00

- The meeting was called to order at 9:00 a.m. by Mike Green. Members present were: Megan Lundahl, Mike Green,, Lynn Ballendux, Carmen Schroeder, Sue Clemens (Late). Absent were: Christine Andersen and Jenny Spude. Other persons present were Jake Erickson and Jenny Fitzgerald. Barb Snow took minutes.

2. A quorum was established and the meeting continued.

3. Review and approve the agenda

- A motion was made by Mike Green and seconded by Lynn Ballendux to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 7/16/2018 Nutritional Advisory Council Meeting

- A motion was made by Megan Lundahl to approve the minutes and was seconded by Lynn Ballendux. The motion was carried unanimously.

5. Public Comment – No Public

6. Council Response – The committee asked that we find a better way to notify the public of the meetings. .

7. Old Business

• Operational Update.

- Jake mentioned that TWEAK is working with us to put videos on our Facebook page. Jake passed around the new brochures for the ADRC, Elderly Benefit Specialist, and Disability Benefit Specialist. TWEAK is also still working on the ADRC Webpage.
- LPI is selling ad space and printing our newsletters which has greatly reduced our cost. Our newsletter pages are now 28 pages and we have increased the amount of newsletters printed to 2100 newsletters. Mike mentioned the possibility of advertising at the movie theater as well.
- Jake referred to the Meals Comparison Report handout, discussing the increase in congregate meals emphasizing March thru May numbers.
- There is a fall open house tentatively scheduled for October 17th, to showcase the building. This will be more of a formal open house and take place in late afternoon.
- On September 26th at the Sturgeon Bay High School there is A Walk to End Alzheimer's. Jake invited the board to attend and bring others that may be interested in showing their support.
- We have done more Farmer's Market Voucher Outreach by attending local vendors at Farmer's Markets and talking about the voucher program. The committee asked about having vendors here again.

• Staffing Update

- The Information & Assistance position has been offered and accepted by our current Disability Benefit Specialist Jessica Holland. She will start right after her maternity leave.
- The Disability Benefit Specialist position has changed and will be 24 hours instead of 32 hours and will go in front of the Admin Committee for approval next week. Once approved the position will be posted on the County's website.

• Three Year Aging Plan Update

- The formal public hearing for the Three Year Aging Plan is September 11th at 12:45 pm here at the ADRC/Community Center. The Three Year Aging Plan will be updated based on the feedback from the public hearing and sent to the Human Services Board for approval in October. The final plan will be submitted by November 2nd.

8. New Business

• 1-on-1 Interviews

- Jake pointed out the Public Input Reports handout attached in the board packet.
- The satisfaction survey will be complete by the end of the year. Questions can then be composed based on the survey results for the 1-on-1 interviews. Jake mentioned that the interviews could be done starting in 2019 and throughout the years leading up to the next 3 Year Aging Plan. One suggestion was to set up a table in the lobby area and ask consumers to sit down and talk.
- Lynn and Sue mentioned that in reaching out to those they see in the building they have come across some consumers that assume they couldn't afford to eat here. Sue and Lynn explained the meal contributions to the consumer who then stayed for lunch. Megan brought up ways to make sure consumers are getting checked in, which include, a guide ribbon that goes directly to the front desk, signs on the front desk stating have you signed in, and a concierge type of greeter to guide consumers to the right areas.

• Relocation of the Southern Door Meal Site

- Tuesday, October 2nd the Forestville mealsite will be relocated to the Brussels Community Center. The meals will be held on Tuesdays and Thursdays by reservation. The Forestville meal site location does not meet GWAAR's criteria and is considered an undesirable location. The current Forestville meal site does not allow for expansion of complimentary programs and services. Currently, at the Brussels Community Center we are facilitating our Southern Door Caregiver Support Group. In addition, we have also scheduled office hours there. There is someone interested in holding an exercise class at the Brussels Community Center as well. This also helps meet the goals in the 3 Year Aging Plan of reaching more people in the Southern Door area. Lynn asked if there would be a shuttle that would carry Forestville meal participants to the Brussels mealsite. Jake and Jenny said they were exploring the possibilities. Jake said that there was an overall understanding among the Forestville participants although they were not excited about the move. He explained to them that with limited resources and time we needed to optimize our opportunities to provide services and Brussels Community Center is more centrally located and allows the ADRC more of an opportunity to provide services to those living in the Southern Door area. Brussels mealsite open house is Thursday, October 25th by reservations. The board is invited to attend. Jenny and Jamie Stephan will be going to the Brussels location on the 27th of this month to see if there is a freezer and other equipment they can use.

• Fall Open House – Was discussed in the Old Business – Operational Update

• Meal Site Updates/Carmen

- Carmen said that they have visited Liberty Grove and Forestville meal sites to complete the annual site reviews. The other mealsite reviews are scheduled and will be completed in the next coming months.
- GWAAR has changed the nutrition standards for meals. There are now 3 servings of fruits and vegetables that have to be included per meal, as well as 1 grain, calcium and protein. She mentioned that Arne is great at working the menu and including everything needed including bumping up portion sizes to fit the needs of the fruits and vegetables requirement. Carmen said that she would like to be put on the next agenda to show meal planning.

• Meeting Code – 817

9. Future Agenda Items

- Place Read Statement on Agenda
- Schedule board members visit to mealsites.
- Refill Jenny Spude's position on the board.
- Carmen meal planning.

10. Confirm Next Meeting Date and Time

- The next Nutritional Advisory Council meeting is tentatively scheduled for October 19th, 2018 at 9:00am.

11. Adjourn.

- Meeting was adjourned at 10:30 a.m.

The minutes for this meeting were recorded by Barb Snow.