

# Nutrition Advisory Council - Minutes

Friday, October 19, 2018 at 9:00 a.m.

The Community Center, 916 N. 14<sup>th</sup> 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, Jenny Spude (Late). Absent were: Christine Andersen. Other persons present were 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 Carmen Schroeder and seconded by Sue Clemens 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 Carmen Schroeder to approve the minutes and was seconded by Sue Clemens. The motion was carried unanimously.

### 5. Read Statement

### 6. Public Comment – No Public

### 7. Council Response – No Response.

### 8. Old Business

#### • Operational Update.

- Jenny discussed the Congregate Meals and Meals on Wheels handout with the board. Jenny mentioned that the Congregate meals participants for all the mealsites are up 29% and is up by about 4000 participants compared to 2017. Meals on Wheels are down 4%. Jenny explained that part of this is caused by those that use the service temporarily while recovering. Meals on Wheels serves between 55 and 60 participants at the moment.
- Every 2 years an Request for Proposal (RFP) is released for food vendors. The vendors will apply for a 2 year contract and we will pick the best offer.
- Jenny referred to the updated Nutrition Brochure handout in the packet. The brochure has not been submitted to the printer yet but will be shortly. The committee reviewed the brochure and mentioned the phone numbers and the transportation information in the brochure.

#### • Staffing Update

- There is one more budget meeting in November to approve another kitchen staff.
- The Disability Benefit Specialist position is still open until October 31<sup>st</sup>. The position is a 24 hour position. Mary Bink the Elderly Benefit Specialist is covering for the DBS. Jess will be moving into the Information and Assistance Specialist position and start training when she returns October 29<sup>th</sup>. She will be working 3 days a week for awhile before transitioning into full time.

#### • Three Year Aging Plan Update

- The final draft of the Three Year Aging Plan submitted November 2<sup>nd</sup> with comments that were submitted from the Public hearing.
- Mike asked if we had a plan for frozen meals for power outages at our mealsite locations.
- Jenny mentioned that she has already talked to Brussels about a freezer at that location and they are able to have a freezer there.

### 9. New Business

#### • Southern Door Meal Site Relocation Update

- The Southern Door meal site had 12 people the first day and as many as 23 people in one day since opening. Some of the Forestville participants are attending the Brussels meal site.
- **Temporary Relocation of the Washington Island Mealsite**
  - The Washington Island Community Center kitchen is being renovated. We gave them some of the equipment from the old building to use and they are making some adjustments to the kitchen for space and convenience. Jenny was on Washington Island working with Nelvie to set up the mealsite in the Bethel Church. They were closed this week to set up the temporary location. They should be ready to open end of March beginning of April. They have an average of 10 people eating at the mealsite.
- **Meal Site Updates/Carmen**
  - Carmen brought some information to the committee to explain how she and Arnie decide portion sizes for menu's. They had to reschedule the Baileys Harbor Meal site because of short staff.
- **1-on-1 Interviews**
  - The board would like to work on questions at the next meeting.
- **2019 Meeting Schedule and Locations**
  - 5 Meal sites and 6 meetings. Need to check on cost and approval for mileage and maybe getting a county van. Other ideas were alternate sites each year with visiting 2 or 3 a year. Having a January joint meeting, March in Baileys Harbor, May in Brussels, August in Washington Island because of the Packer Party, and September in Liberty Grove, with November being in Sturgeon Bay.
- **Refill Council Position**
  - Jenny Spude will step down so that we can look for a replacement, possibly from Southern Door.
- **Meeting Code – 119**
- 10. Future Agenda Items**
  - Questions for 1 – on 1
- 11. Confirm Next Meeting Date and Time**
  - The next Nutritional Advisory Council meeting is tentatively scheduled for December 21st, 2018 at 9:00am.
- 12. Adjourn.**
  - A motion was made by Lynn Ballendux and seconded by Megan Lundahl to adjourn. The motion was carried unanimously
  - Meeting was adjourned at 10:20 a.m.

The minutes for this meeting were recorded by Barb Snow.