

Nutrition Advisory Council - Minutes

Monday, May 20, 2019 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 9:07 a.m. by Sue Clemens. Members present were: Sue Clemens, Stephen Hey, Roxann Boran, Lynn Ballendux, Carmen Schroeder, Debbie Dahms. Absent were: Mehan Lundahl, Winnie Jackson and Jenny Spude. Other persons present were Jake Erickson and Jenny Fitzgerald 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 Carmen Schroeder and seconded by Lynn Ballendux to adopt the agenda. The motion was carried unanimously.

4. Review and approve the Minutes of the 3/18/2019 Nutritional Advisory Council Meeting

- A motion was made by Carmen Schroeder to approve the minutes and was seconded by Lynn Ballendux with corrections. The motion was carried unanimously.

5. Read Statement

6. Public Comment – No Public

7. Council Response

8. Old Business

• Approval of New Members

- The council approved new members Winnie Jackson from Sister Bay, Steven Hey from Baileys Harbor and Roxann Boran from Washington Island.
- A motion was made by Lynn Ballendux Schroeder to approve the new council members and seconded by Sue Clemens. The motion was carried unanimously.
- Council members suggested that we get the Nutrition Committee Members and the ADRC Board Members together to get to know each other and get a better understanding of what we do here.

• Operations Update.

- Jake showed the committee the new Meals on Wheels promotional video. The committee mentioned that it was hard to read the words with the background. The also mentioned if we should highlight the frozen meal program. Steve volunteered to speak to TWEAK about the frozen meal program. Jake mentioned that if anyone had any questions or ideas that would benefit those that live in the community please bring them forward. One idea was therapy dogs in the meals on wheels program to create more interaction.
- Jake reviewed the Human Services Statistics Handout. He explained that a lot of the volunteer hours were Dining room clean up, Meals on Wheels drivers, Check in station. Ambassador program and Administrative volunteers. Carmen asked about Ambassadors at the satellite sites. The council discussed how to spread and get people through the county to participate or be aware of programs. Jake explained that at the meal sites the meal would be the first step and then they find out more about what services we offered.
- Outreach events scheduled are: July 24th at noon Jake will be at the Aurora Clinic in Sturgeon Bay to meet with the Clinical Team about the ADRC and our services. On June 14th, Jake and other ADRC Staff will attend the Washington Island open house at Trinity Church in collaboration with the Washington Island Community Health Programs (WiCHP). On June 3rd Jenny will be at Door County Medical Center training the hospital Meals on Wheels Volunteer drivers the guidelines for the Rural route.

- **Staffing Update**
 - Last month Robyn Joly was hired part time in the kitchen. The kitchen is still looking to hire extra support. It was posted in the Pulse and other media. The position would be LTE from 6:00 am to 2:30 pm up to 16 hours weekly and entails prep, cleaning and meal site if needed. They are also looking or a casual call prep cook who would be as needed. This will all be posted in the June newsletter.
- **Community/Provider Survey**
 - Jake talked to the committee about developing a 5 to 7 question survey to develop some way to capture knowledge with and about community partners and their knowledge about meals programs, what they know, think, feel about our program.

9. New Business

- **Elect New Chair and Vice-Chair Positions**
 - Lynn nominated Megan as Chair and Sue seconded the motion. The council tentatively unanimously agreed on the nomination. Jake will touch base with Megan about staying on as chair.
 - Lynn nominated Sue as Vice-Chair and Debbie seconded the motion. The council passed the motion unanimously.
 - Jake will get Sue the Roberts Rule of Order for next meeting.
- **Three Year Aging Plan: 2018 Self-Assessment Review and Approve**
 - Jake explained that every year we are required to look back on the prior year of the 3 Year Aging Plan and fill out an assessment. Jake went over the Bureau of Aging and Disability Resources Aging Unit Self-Assessment for 2018 handout. This helps GWAAR gather information connecting all Aging Units in a real effective way that we can learn from.
- **Meal Site Updates/Carmen**
 - Carmen talked about the Safety and Sanitation schedule. June 28th they will be going to Baileys Harbor. July they will be going to Liberty Grove. They will visit Washington Island during the Packer party in August or September and Brussels in October.
 - Carmen did a presentation here at the ADRC on Healthy Fats and made Italian Salad Dressing. She is doing a presentation in June for the Aging Mastery Program as well as the Caregiver Support Group on November 11th.
- **2019 Meeting Schedule and Locations**
 - The council discussed setting the meeting dates for each meal site. The tentative schedule is as follows: Monday, July 15th from 9:00 – 11:00 in Liberty Grove; Friday, September 20th from 9:00 – 11:00 in Baileys Harbor; Thursday, November 21st from 9:00 – 11:00 in Brussels. The council will meet and then stay for lunch.
- **Meeting Code – 319**

10. Future Agenda Items

- Recruit individual volunteers for meal sites and maintain. Baileys Harbor, Liberty Grove and Brussels Mealsite Ambassadors.
- Community Provider survey – targeting clinics or other community organizations with brochures.

11. Confirm Next Meeting Date and Time

- The next Nutritional Advisory Council meeting is tentatively scheduled for July 15th, 2019 at 9:00 am at the Liberty Grove Mealsite.

12. Adjourn.

- A motion was made by Lynn Ballendux and seconded by Steve Hey to adjourn. The motion was carried unanimously
- Meeting was adjourned at 11:10 a.m.

The minutes for this meeting were recorded by Barb Snow.