



**COUNCIL ON AGING NUTRITION ADVISORY BOARD MINUTES**  
**Wednesday, May 20, 2020**

**Call to Order:** The meeting of the Council on Aging Nutrition Advisory Board was called to order at 10:00 a.m. by Mark Richardson (who stepped in for Jean Boyle, due to technical difficulties) via Zoom conference, in lieu of being in person at the Council on Aging office, 3328 US Highway 51 North, Janesville, Wisconsin.

**Approval of Agenda:** A motion was made by Tom Brien, seconded by Pat Gilbertson, to approve the agenda. Motion carried.

**Roll Call:**

Present: (via phone call or Zoom) Robert Borremans, Jean Boyle, Tom Brien, Patricia Burhans, Karen Ferguson, Vicki Gobel, Jack Kooyman, Debbie Kraus, Sue McGinness, Vicky O'Donnell, Mark Richardson, Janet Smith, and Janice Turner

Excused: Rena DeWar, Sherril Gilbertson

Unexcused:

Staff Present: Paula Schutt, Lisa Messer, Linda Hardie

**Introduction of Visitors:** Pam Bostwick, EVAs committee.

**Approval of February 19, 2020 Nutrition Advisory Board Minutes:** A motion was made by Sue McGinness, seconded by Karen Ferguson, to approve the February 19, 2020, Nutrition Advisory Board minutes. Motion carried.

**Citizen Participation, Communications and Announcements:** Mark Richardson shared that, due to COVID-19, two friends of his had passed away; another friend has a positive diagnosis.

**Staff Report:**

Influx of Recipients: Linda Hardie stated that there has been a huge influx of home delivered meal recipients; however, there have been several which have cancelled their meals until the pandemic is past, as they don't feel comfortable with driver contact.

Classification Changes: A few weeks after the initial shutdown, Ms. Hardie discovered, via a GWAAR conference call, that anyone who was getting the curbside pick-up meals needed to be classified as a home delivered meal (HDM) recipient; consequently, those persons would need a HDM assessment, since the meal was not being eaten in a social setting (as required to be classified as a congregate meal). Subsequent to that time, she learned that the additional HDM

assessment questions were unnecessary for anyone who was doing curbside pick-up who already had a registration form on file prior to the time the dining centers closed. There was a lot of confusion about the requirements, as things were switching over from on-site dining to curbside pickup. All new curbside pick-up meal recipients are calling COA offices so registration forms can be completed the phone (to reduce the chance of coronavirus infection), rather than handing clipboards, pens, and forms back and forth, and increasing face to face time between meal recipients and site managers.

Happenings: Hardie stated that there have been a few HDM drivers who don't want to deliver during COVID-19; however, there also have been others who volunteered to drive and also to assist in the kitchen, so it all seems to be working out.

#### **New Business:**

COVID-19: Hardie shared that there have been lots of changes due to the virus. One HDM recipient has tested positive; another referral was received yesterday for a person who is COVID-positive, who is to be released from the hospital soon. Meal delivery must be done very carefully to ensure the safety of the drivers, particularly when delivering to a COVID-positive residence. One HDM driver had to self-quarantine because of exposure; one HDM driver had to self-quarantine because someone else in the driver's house had been exposed; subsequently, the driver also exhibited symptoms. HDM drivers are wearing masks and using hand sanitizer between deliveries.

Senior Farmers' Market Nutrition Program Vouchers: Shipment of vouchers was received yesterday. Voucher availability is being publicized. As of this morning, there had been more than 50 phone calls inquiring about the vouchers. There is no way to compare current numbers with numbers from last year at this stage, as voucher distribution is being done entirely differently, with all in-person voucher distributions cancelled; eligibility being determined over the phone; forms sent out for signature; then vouchers being mailed to recipients.

#### **Old Business:**

Site Manager Status: Ms. Hardie stated that all site managers currently working on a regular basis will start in county employ as of June 1. Interviews for subs and an additional site manager for Milton will be scheduled soon. Deb Richey, former Milton site manager, has left the program, due to an upcoming move out of state. To fill the void, Linda Fewell has taken over four days per week; Susan Grund has taken one day per week. Prior to this time, both Linda and Susan had been site manager substitutes.

Grocery Delivery Resource: This guide has been completed and been published on the COA website under the "Nutrition & Meals" section, under "Nutrition Printables".

#### **Reports:**

Best Events: no report, as Rodney Oksuita was not able to be present.

Nutrition & Health Associates: Amy Karas emailed an update to be shared at the meeting, stating that she is currently doing second quarter site visits and should have them finished by the end of May. To ensure quarterly nutrition education requirements (which are usually provided at these site visits) are met, she put together a nutritional packet on beans, which is going out to all of the diners who are picking up meals. It includes nutritional information, easy

ways to incorporate beans into their meals as well as a word search. In the next few weeks, work will begin on the Fall/Winter menu. Lisa Messer, COA Health Promotions Coordinator shared that there is still hope of holding a healthy eating class this summer, but a location still needs to be secured. Please contact Lisa or Amy Karas if you have suggestions.

Dining Center Visits: none, as dining sites are closed.

Home Delivered Meal Ride-Alongs: none, due to social distancing requirements.

**Adjournment:** A motion was made by Sue McGinness, seconded by Jean Boyle, to adjourn the meeting. Motion carried. Meeting adjourned at 10:45 a.m.

*Minutes not official until approved by the Council on Aging Nutrition Advisory Board.*