



**NOTE: This is a Teleconference**

**COUNCIL ON AGING NUTRITION ADVISORY BOARD AGENDA**  
**Wednesday, May 20, 2020 - 10:00 a.m.**  
**3328 US Highway 51 North, Janesville, Wisconsin**

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, May 18, 2020. To submit a public comment use the following email: [paula.schutt@co.rock.wi.us](mailto:paula.schutt@co.rock.wi.us).

**COUNCIL ON AGING NUTRITION ADVISORY BOARD AGENDA**  
**Wednesday, May 20, 2020 - 10:00 a.m.**

**AGENDA**

- A. Call to Order
- B. Approval of Agenda
- C. Roll Call
- D. Introduction of Visitors
- E. Approval of February 19, 2020 Nutrition Advisory Board Minutes
- F. Citizen Participation, Communications and Announcements
- G. Staff Report
  - 1. Influx of Recipients
  - 2. Classification Changes
  - 3. Happenings
- H. New Business
  - 1. COVID-19
  - 2. Senior Farmers' Market Nutrition Program Vouchers
- I. Old Business
  - 1. Site Manager Status
  - 2. Grocery Store Resource Guide
- J. Reports
  - 1. Best Events
  - 2. Nutrition & Health Associates
  - 3. Dining Center Visits
  - 4. Home Delivered Meal Ride-Alongs
- K. Adjournment



**COUNCIL ON AGING NUTRITION ADVISORY BOARD MINUTES**  
**Wednesday, February 19, 2020**

**Call to Order:** The meeting of the Council on Aging Nutrition Advisory Board was called to order at 10:00 a.m. by Jean Boyle at the Council on Aging office, 3328 US Highway 51 North, Janesville, Wisconsin.

**Approval of Agenda:** A motion was made by Sherril Gilbertson, seconded by Karen Ferguson, to approve the agenda. Motion carried.

**Roll Call:**

Present: Robert Borremans, Jean Boyle, Tom Brien, Patricia Burhans, Rena DeWar, Karen Ferguson, Vicki Gobel, Sherril Gilbertson, Jack Kooyman, Debbie Kraus, Sue McGinness, Vicky O'Donnell, Mark Richardson, Janet Smith, and Janice Turner

Excused:

Unexcused:

Staff Present: Linda Hardie, Teresa Sukkert

**Introduction of Visitors:** Chuck Wilson, former board member; Amy Karas, Nutrition & Health Associates; Rodney Oksuita, Best Events

**Approval of January 15, 2020 Nutrition Advisory Board Minutes:** A motion was made by Tom Brien, seconded by Sue McGinness, to approve the January 15, 2020, Nutrition Advisory Board minutes. Motion carried.

**Citizen Participation, Communications and Announcements:** Chuck Wilson mentioned that Beloit Meals on Wheels is doing its annual March for Meals promotion, and is also looking for home delivered meal drivers.

**Staff Report:**

Contracts: Linda Hardie stated that contracts have been signed with Green County (for them to provide services to some Rock County home delivered meal recipients living close to the Rock/Green County line), Jefferson County (for Rock County to provide services for home delivered meal recipients close to the Rock/Jefferson County line), and Best Events (to continue to provide services for the program). There was inquiry made about serving county residents; Ms. Hardie stated that while not every county chooses to make home delivered meal available to all residents in their county, Rock County chooses to serve all residents (whether providing services directly or contracting with a neighboring county to provide services).

Dottie's Retirement: Paula Schutt, Linda Hardie and Mary Barrett, along with a number of home delivered meal drivers, Best Events staff, and Kandu clients, were able to honor Dottie Reitzel with surprise festivities upon her retirement on January 16. Ms. Hardie had composed a poem for the occasion (copies of the poem were distributed to board members at today's meeting). The Janesville Gazette sent a reporter and photographer to cover the event. A very nice article honoring Dottie appeared on the front page of the paper the next morning. Dottie had been packing meals for the Janesville home delivered routes since 2011. Best Events is now providing the service for an additional charge.

Trainings and Presentations: Linda Hardie attended two webinars recently: "Defeat Malnutrition Today: GAO Report Discussion: What's Next for Senior Programs" and "Volunteer Pro: Top 5 Secrets to Growing a Committed, Consistent Volunteer Corps in 2020 and Beyond". Ms. Hardie also has other trainings coming up soon, and plans to attend the WAND (Wisconsin Association of Nutrition Directors) Conference at the end of April. She recently presented to the Mercy Health Stroke Survivor Group and to employees at Home Instead Senior Care, informing them of Nutrition Program offerings. She will also be presenting at the ADRC staff meeting later this month.

Happenings: Ms. Hardie stated that she submitted requested information for the GWAAR (Greater Wisconsin Agency on Aging) audit. Also, there has been a recent significant influx of new home delivered meal clients, causing her to re-configure several of the distribution routes. She has been doing home delivered meal visits, accompanied by Teresa Sukkert, the UW-Whitewater intern. In response to discussion at a prior meeting, Hardie distributed a one-page meal component specification handout which is an overview of the requirements for Nutrition Program meals. Amy Karas and Rodney Oksuita also provided input on the subject. Amy stated that a lot of time and effort goes into designing a menu which conforms to the guidelines in the Older Americans Act. There is an initial meeting with site managers, to incorporate feedback (all input, including comment cards, phone calls, and diner complaints are taken into account as much as possible). Starting point is the menu from the prior year; six different entrees were eliminated for this spring/summer menu cycle, because they weren't widely liked. Amy must make sure that entrees contain sufficient protein, along with other components. She tries to be creative with the menu for variety sake. In addition to the standard menu, there must be accommodation made for diabetic, soft, and soft diabetic. There are also special requirements for dining sites which are open only two days per week, like Evansville. (It was noted that even though the dining site is only open two days per week, home delivered meals go out in Evansville on a daily basis). Amy has been successful in reducing the frequency with which broccoli is served and has found new ways to incorporate beans/legumes, to meet requirements. Rodney mentioned that from a production standpoint, there are other factors which must be considered, such as the home delivered meal trays have just 3 compartments; that certain menu items are very labor intensive; and there is a lot of time involved in preparation and packaging of home delivered meals. Janice Turner mentioned that her experience sharing an office with a dietitian in a long term care facility was an eye-opening experience, as she watched the frustration of the dietitian trying to balance nutritional requirements with likes and dislikes, in attempt to get people not only food that they would actually eat, but which would also conform to regulations. A current Janesville home delivered meal driver who used to work in information technology, offered to investigate options for an on-line scheduling program for home delivered meal drivers. She is particularly looking into

Volgistics and into Signup.com. Karen Ferguson said that a local hospital also uses online scheduling for their volunteers.

**New Business:**

Site Manager Status: A resolution was passed by the Rock County Board last Thursday, to transition site managers from Manpower employment to County employment. When the job is posted, Linda will notify current site managers, so that they may apply. In addition to current site managers, one additional person will be needed, as the Milton job will be shared by two persons, in order that each position can stay within the guidelines for hours.

**Old Business:**

Grocery Delivery Resource: Board members submitted pertinent forms after contacting grocery stores in their communities to gather information. This information will be assembled and included in the Food Resource Guide.

**Reports:**

Best Events: Rodney Oksuita talked about packaging meals after Dottie's retirement. There are currently two ladies who are handling that responsibility.

Nutrition & Health Associates: Amy Karas stated that she will begin quarterly site visits shortly (following the completion of the spring/summer menu).

Dining Center Visits: Pat Burhans visited Grinnell Hall Senior Center, in Beloit. She noted that she had a nice conversation with former Supervisor Norvain Pleasant, who was also eating there.

Home Delivered Meal Ride-Alongs: Janice Turner did a ride-along in Evansville. The driver was a young man who did a great job. Janice noted that there had been a definite increase in the number of home delivered meal recipients since her last ride-along.

**Adjournment:** A motion was made by Janice Turner, seconded by Mark Richardson, to adjourn the meeting. Motion carried. Meeting adjourned at 11:03 a.m.

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