

**Council on Aging Nutrition Advisory Council Minutes  
Wednesday, November 20, 2013**

**Call to Order:** Chair Marti Everts called the meeting to order at 10:00 a.m.

**Approval of Agenda:** Janet Kopp, seconded by Sonja Heiser, made a motion to approve the agenda. Motion carried.

**Roll Call:**

Present: Nancy Arnold, Terry Burrington, Marti Everts, Nancy Flood, Dawn Fossum, Janet Kopp, Sonja Heiser, Char Levzow, Hjordis Olson, Daryl Porter, Mike Santucci, Peg Slaback, Diane Tester, Ronnie Thomas, Supervisor Terry Thomas

Staff Present: Ranee Goodroad

**Introduction of Visitors:** Also present were Kim Whitford, Rodney Oksuita and Marcy Berner-Reedy.

**Citizen Participation, Communications, and Announcements:** Sonja Heiser stated that she had completed the six-week Healthy Eating for Successful Living in Older Adults class held in Evansville.

**Approval of October 16, 2013 Minutes:** Daryl Porter made a motion to approve the October 16, 2013 minutes as distributed, seconded by Janet Kopp. Motion carried.

**Staff Report:**

Wisconsin Association of Nutrition Directors (WAND): Ranee Goodroad distributed two handouts from the WAND conference: *What to Do When Seniors "Bully"!* and *Customer Service: Experience Senior Dining at its Best.*

Special Holiday Menus: All dining centers will serve the traditional turkey meal on November 23 and a special holiday menu, including ham, on December 23<sup>rd</sup>.

Changes to the Dining Centers: In an effort to reduce costs and increase environmentally friendly practices several changes have been made, including replacing the plastic trays with paper trays for home delivered meals. Styrofoam dishes used at the dining centers have been replaced with reusable dishware.

Volunteers Needed To Complete Home Assessment Visits: Sonja Heiser, Marti Everts and Diane Tester volunteered to work with Ranee Goodroad to complete the required assessment visits to those receiving home delivered meals.

## **Old Business:**

Brochures: New brochures for both the home delivered meals and dining center programs are nearing completion. They will be used to promote both programs throughout Rock County.

## **New Business:**

Approval of Request to Transfer Funds from Title III-C1 to Title III-C2: A motion was made by Ronnie Thomas to approve the transfer of \$41,515 from congregate meals to home delivered meals in the 2014 budget, seconded by Terry Burrington. Motion carried.

Promoting the Nutrition Program: A worksheet, designed to generate ideas for promoting the nutrition program, was distributed. Advisory council members were asked to bring their completed worksheets to the next advisory meeting for the purpose of sharing and discussion.

Dining Center Evaluations Forms: Copies of three draft evaluation forms were distributed to council members for review. Advisory council members were asked to review the options before the December meeting at which time it will be discussed and recommendations made.

## **Reports:**

Dining Center Visits: Reports of visits to dining centers were provided by Char Levzow, Daryl Porter, Sonja Heiser, Janet Kopp, Mike Santucci, Diane Tester, and Ronnie Thomas

Nutrition & Health Associates: No report.

Best Events: Kim Whitford will be working on the spring/summer menu. The first draft is to be completed by January 2014.

Adjournment: A motion was made by Janet Kopp to adjourn, seconded by Hjordis Olson. Motion carried. Meeting adjourned at 11:01 a.m.

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