



COUNCIL ON AGING NUTRITION ADVISORY BOARD MINUTES
Wednesday, November 18, 2020

Call to Order: The meeting of the Council on Aging Nutrition Advisory Board was called to order at 10:35 a.m. by Jean Boyle, 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 Sue McGinness, to approve the agenda. Motion carried.

Roll Call:

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

Excused: Mark Richardson

Staff Present: Paula Schutt, Lisa Messer, Linda Hardie

Introduction of Visitors: Amy Karas, Nutrition & Health Associates, Jeff Didelot

Approval of August 19, 2020 Nutrition Advisory Board Minutes: It was noted that the minutes incorrectly stated that Debbie Kraus seconded a motion to adjourn at the August meeting. This was not possible, as she was not there. With this corrected, it was asked that all in favor indicate their acceptance of the August 19, 2020 Nutrition Advisory Board Minutes (there was no motion or second). No dissenting opinions were expressed.

Citizen Participation, Communications and Announcements: None.

Staff Report:

Site Manager Vacancies: Linda Hardie stated that Lauri March, former site manager at the Riverview Heights dining site, has resigned; her last day was October 16. This position has been posted, but thus far, there have been no applicants. Also, the Milton site manager, Linda Fewell, has given notice, as she is moving out of state. Her last day will be Friday, November 20. This position has also been posted; there had been one applicant with the initial posting; an interview was scheduled, but she cancelled before it occurred. Assistance from the board would be appreciated in publicizing the need for site managers. Although food experience is preferred, it is not necessary. Training will be provided. Both positions have been re-posted. The only two available site manager substitutes are currently working every day: Susan Grund in Milton; Jim Grenawalt at Riverview Heights. There is a third site manager substitute, but she has gone south for the winter, and does not usually return until April or May.

Shelf Stable Meals: Shelf-stable meals have been ordered for those home delivered meal recipients who requested them. Each box contains components for three meals. The intent is that these meals be utilized in case home meal delivery must be cancelled due to inclement weather. This is an annual effort.

Evansville Church Coordination: The month of February is currently without a church coordinator. All other months have been covered except that one. Linda has been in contact with current church coordinators as well as other potential churches in the Evansville area, in attempt to see that meal delivery is able to be coordinated for February. Also, the current coordinator for St. Paul's wants to pass her coordination duties on to someone else, as she is a nurse in Madison, and has been working a lot of hours due to COVID.

WAND Conference / Other Trainings: Hardie attended the annual WAND (Wisconsin Association of Nutrition Directors) conference; it was held virtually, over the course of two days. She has attended multiple other trainings recently. One was on dementia (a significant percentage of current home delivered meal recipients have Alzheimer's or dementia, so it seemed especially helpful). Other trainings were on nutrition and ethics. In lieu of the annual fall nutrition site manager training, which is typically held regionally, the site managers gathered for a quarterly at COA offices in September, at which time they also watched a training video, in addition to discussing menu planning and other topics. Additional trainings will also be made available to site managers

New Reporting Year: September 30 concluded the end of the reporting year. Beginning each October 1, congregate meal recipients must re-register for the current reporting year. Registration forms are being done over the phone, in attempt to avoid exchanging clipboards, pens, forms, etc. and also to avoid holding up the line for those arriving at a meal site for curbside pickup.

Happenings: Some preliminary work has been done for spring/summer menu planning. An increase in home delivered meal participants has caused a need for additional home delivered meal drivers, and the need to add an additional route very soon in Janesville; also a need for more insulated bags for meal delivery. The annual volunteer appreciation luncheon at Rotary Gardens cannot be held this year, due to COVID. Gifts are being purchased for meal program volunteers. Information was received from a caseworker who stated that Mercy Meals on Wheels was going to be suspending operations. When Mercy MOW was contacted, staff assured Hardie that they are not dissolving operations.

New Business:

Emergency Plan: GWAAR has stated that there must be an emergency plan in place to address concerns caused by volunteer and staffing shortages, etc., due to COVID. Efforts are being made to plan for multiple scenarios. Due to current site manager vacancies, site manager staffing is the most problematic issue. Although some counties must have a back-up plan for caterers, Best Events has made assurances that they will continue to be able to provide meals, due to multiple kitchens around the city. Even if there were an outbreak at one kitchen, operations could be moved to a different location.

Old Business:

Aging Goal: The 2020 Nutrition Program aging goal of providing oral health presentations or screenings for 30 individuals, has been fulfilled. Angie Stone, a speaker and advocate for oral health, presented via Zoom on Thursday, September 3. She also made recordings of the presentation available for later viewing.

Routing Software: The decision was made to select Zippy Meals as a routing software, to help reduce the workload for Nutrition Program staff. The first training for this web-based software is scheduled for this afternoon. The person who designed the program was a former driver for his local home delivered meals program.

Reports:

Best Events: No report; Rodney Oksuita was not present.

Nutrition & Health Associates: Amy Karas stated that she is finishing fourth quarter dining site visits. In September and October she conducted a Healthy Eating Class at the Beloit Public Library. There were 3-4 people at most sessions. Changes had to be made due to COVID, including social distancing, mask-wearing, etc. For example, instead of passing around canned or boxed goods for nutrition-label reading, photos of nutrition labels were shown on a TV screen, which worked well; this facilitated better discussion, as everyone was looking at the same label at the same time. Although it was not possible to have a luncheon at the conclusion of the last class, as would typically happen, things went well overall. Lisa Messer stated that participant evaluations at the conclusion of the class were positive.

Dining Center Pick-up Meal Visits: Pat Burhans visited the Riverview Heights location for a curbside pickup meal on November 13. She stated that the pickup went smoothly; the food was good; and was adequately packaged for transport.

Home Delivered Meal Ride-Alongs: none.

Adjournment: A motion was made by Sue McGinness, seconded by Pat Burhans, to adjourn the meeting. Motion carried. Meeting adjourned at 11:10 a.m.

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