



COUNCIL ON AGING NUTRITION ADVISORY BOARD MINUTES
Wednesday, January 20, 2021

Call to Order: The meeting of the Council on Aging Nutrition Advisory Board was called to order at 10:00 a.m. by Chuck Wilson, 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 Janice Turner, to approve the agenda. Motion carried.

Roll Call:

Present: (via phone call or Zoom) Pam Bostwick, Tom Brien, Patricia Burhans, Rena DeWar, Jeff Didelot, Karen Ferguson, Sherril Gilbertson, Vicki Gobel, Debbie Kraus, Sue McGinness, Vicky O'Donnell, and Janice Turner, and Chuck Wilson

Excused: Jack Kooyman

Staff Present: Paula Schutt, Lisa Messer, Linda Hardie

Introduction of Visitors: Amy Karas, Nutrition & Health Associates (attending, but could not be heard)

Approval of December 16, 2020 Nutrition Advisory Board Minutes: A motion was made by Pat Burhans, seconded by Karen Ferguson, to approve the December 16, 2020 Nutrition Advisory Board minutes. Motion carried.

Citizen Participation, Communications and Announcements:

Staff Report:

Site Manager Vacancies: Linda Hardie stated that interviews were held and three people have been hired: Celane Poteat was hired as the site manager at Riverview Heights; Patricia Didelot was hired as the site manager in Milton (this position will be shared one day per week with Susan Grund, who has been substituting since the prior site manager left mid-November); Jeff Didelot, COA Board member, was hired as a relief site manager.

Shelf Stable Meals: All requested shelf-stable meals have been delivered; most were delivered just prior to the big snowstorm which forced cancellation of meals on Dec. 30, 2020.

Happenings: An order of new insulated bags and an order of gel packs (both for temperature control of home delivered meals) were recently received. The nutrition program clerical position has been reduced back to 16 hours per week. (Hours had been temporarily flexed up

to full time June through December last year.) A presentation was made to the EVAs (Education, Veterans and Aging) Committee last night, with the end goal of requesting an additional full-time position in the Nutrition program. The proposal will be put to a resolution, and process will begin to (hopefully) gain that additional staff position. A few facts of note: Prior to 2014, there had been only one full time position (Nutrition Program Supervisor); in the fall of 2014, a .4 position was added due to increased program volume. Comparing 2014 to 2020: the program is now serving more than 3 times as many home delivered meals, but with the same staffing levels as 2014. Lack of staff hours makes it impossible to accomplish all program duties in a timely fashion. In 2014, the program served 12,170 home delivered meals; in 2020, the program served 37,913 home delivered meals, in addition to congregate meals and curbside pickup meals (which began when in-person dining was suspended mid-March, due to COVID concerns). Total meals served in 2020: 85,304 (including 31,750 meals served by Beloit Meals on Wheels, the contracted provider for home delivered meals in Beloit).

Board members expressed appreciation for the gift of a blanket. Linda stated that some board members have not yet stopped at COA offices to get their gift.

Chuck inquired as to whether staff and volunteers would be eligible to get COVID vaccines earlier than their scheduled age groups, because they have daily contact with seniors. At this time, only vaccines for those 65+ have been authorized; no special provisions for Nutrition Program staff or volunteers. Hardie stated that, despite the pandemic, hot meals have gone out every day; many counties have switched to delivery of frozen meals once or twice a week, but this is not practical for many clients, as there are growing numbers of home delivered meal recipients who have Alzheimer's and dementia, and who would not be capable of heating frozen meals for themselves.

New Business: No new business

Old Business:

Routing Software: The Nutrition Program is unable to utilize Zippy Meals, due to HIPAA compliance, as determined by Corporation Counsel. In order to utilize the program, the meal type would have had to be omitted from the data on each individual meal recipient. This would essentially make the program of no use, since the driver would not know what type of meal to deliver to each person, and would need supplementary documentation for meal delivery.

Emergency Plan: Due to overwhelming work load, there has been no opportunity to document an emergency plan as of this time.

Reports:

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

Nutrition & Health Associates: Amy Karas was present at the meeting, but was unable to be heard; however, Linda read an update from Amy which stated that she has been working on nutrition education handouts to be utilized during her upcoming dining site visits, which she intends to begin scheduling for late February and early March. She is also working on the spring/summer menus and monthly nutrition articles.

Dining Center /Curbside Pick-up Meal Visits: none.

Home Delivered Meal Ride-Alongs: none.

Adjournment: A motion was made by Sue McGinness, seconded by Karen Ferguson, to adjourn the meeting. Motion carried. Meeting adjourned at 10:35 a.m.

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