

**VILAS COUNTY COMMISSION ON AGING
NUTRITION ADVISORY COUNCIL**

APRIL 16, 2010

Chairperson Platner called to order the Nutrition Advisory Council meeting of the Commission on Aging at 9:00 a.m., on April 16, 2010, at Vilas County Courthouse, Conference Room 1, in Eagle River, Wisconsin.

Present: The following persons were present: Ray Johnson, Mary Platner and Betty Hansen. Staff present were Director Joe Fortmann and Nutrition Coordinator, Susan Richmond. Excused were Betty Gussick, Lois Bodam, Donna Rollmann and Sharon Big John. Also present was Don Anderson, President of S.E.R.V.E. Inc.

Approve Agenda: Hansen moved and Johnson seconded the motion to approve the Agenda as mailed, which order may be changed at the discretion of the Chair. Carried.

Approve Minutes: Johnson moved and Hansen seconded the motion to approve the Minutes of the Nutrition Advisory Council held on November 17, 2009. Carried.

Agenda Item #5 Discussion and approval of Senior Dining Site Review (2):

- ✓ Richmond distributed the Reviews that were done on the Land O'Lakes Site and the Phelps Site.
- ✓ Johnson stated the food is normally very good and that once in a while the food is not good. The food is not always hot. Richmond will check with site manager to make sure she is taking the temperatures before food is served.
- ✓ Hansen reported their numbers have tripled in size due to her and Donna Lepisto going door to door to attract people to the site.
 - Hansen stated they are not always receiving bread with their meal unless it is specifically stated on menu. Richmond said she will call the Dietician Department and remind them that it is in their Contract that bread is always served with each meal.
 - Hansen questioned if it was right that Phelps Senior Club was charging money for bingo cards. Don Anderson explained that the State has specific rules regarding charging money for bingo and unless their Club is approved by the State to hold bingo, they are not allowed to charge for the cards.

There was a motion to approve the two Site Reviews by Hansen with a second by Johnson. Carried.

Agenda Item #6 New Meal Site Vendor Contract Consideration:

Fortmann stated that we are now in the second year of a two year Contract and we will be going out for bid in August, 2010. The following is the process that we need to follow:

1. In August, publish bid notice for following areas: Mantowish Waters/Boulder Junction/Presque Isle/Winchester, Eagle River, Land O'Lakes, Phelps, St. Germain/Sayner and Lac du Flambeau.
2. Bidders can contact us for bid packet or go on our website for a copy.
3. Bid Requirements will be reviewed by GWAAR for approval.
4. Task Force will be formed to review bids and determine who will be picked. Fortmann stated the Task Force may be the Nutrition Advisory Council Members.
5. Platner suggested that we brainstorm on how to get more bids.

Fortmann stated that we may not always make everyone happy with the food, but we try to cover the majority of people.

Agenda Item #7 Update from Nutrition Director's Meeting:

- Richmond attended the Nutrition Director's Meeting held in Stevens Point on April 15, 2010.
- Discussion held on the high cost Kalmar Senior Center charges for use of facility. The State felt our cost was very high for renting that space.
- Richmond stated that some counties had either County Board Members deliver meals for a day or the City Council Members. This was a good way for the Board members to see what the Commission on Aging does.
- Emergency Preparedness Kit will be posted the GWAAR website for the Nutrition Directors to use.
- GWAAR working on putting together a Management Toolkit for the Coordinators to use with their site managers. This should be out by the end of May.
- Activity Toolkit for site managers will be distributed at the Wisconsin Association of Nutrition Directors training in May. This will give the site managers ideas for theme days, brain teasers, etc to use at the sites.
- Platner questioned our relationship with the UW Extension Office on the nutrition education. Richmond explained that we are required to have them do nutrition education at least 4 times a year. We are lucky that they try to do it every month at each site.
- Richmond will put together a Congregate Welcome Kit sample packet for the next meeting that will include an "Expectation Sheet".
- We are there to empower the participants to be advocates.
- Richmond distributed copies of the Congregate and Home Delivered Meal Surveys that are to be distributed twice a year to see how we are doing.
- Richmond told the group about a pet problem the Commission on Aging is having with one of the home delivered meal participants. That participant will be taken off of meals for not complying with the policy.
- Richmond stated to the group that we are having an overage of requests for home delivered meals in the Eagle River area. Thoughts of creating a "waiting list" were discussed. GWAAR is putting together guidelines for us to follow when creating a waiting list. Discussion was held to create a third route. Richmond and LaFata are already working on that.
- Richmond passed around a sample of a "cold meal" that we could purchase and delivered 3 times a week along with one hot meal 3 times a week.

Agenda Item #8 Updates from Site Representatives:

Richmond stated that they will need to replace Betty Gussick, representative from Eagle River at her requests and Lois Bodam, representative from Boulder Junction because she has moved to Ashland.

Richmond did receive a call from a gentleman from Boulder Junction that he is interested and Richmond did send out paperwork to him.

Don Anderson from S.E.R.V.E. Inc. stated they are trying a few promotions to get more people into the dining site and it is going well. His numbers have increased over last year.

Agenda Item #9 Future Meeting Date:

- Platner suggested that we wait to set the next meeting until we find out who from the County Board will be appointed to our Committee. We are looking to set it up in July sometime, Richmond to send out a few dates for people to let her know if they are available.

Agenda Item #12 Adjournment

Hansen made a motion to adjourn at 10:50 a.m. with a second by Johnson.
Carried.

Next Meeting Date to be determined, Richmond will send out a few dates to pick from for sometime in July, 2010.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Susan Richmond
Nutrition Coordinator

Approved by:

Joe Fortmann
Director