

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

**JUNE 28, 2011**

Chairperson Platner called to order the Nutrition Advisory Council meeting of the Commission on Aging at 9:30 a.m., on June 28, 2011, at Vilas County Courthouse, Conference Room 2, in Eagle River, Wisconsin.

**Present:** The following persons were present: Mary Platner, Betty Hansen, Shirley Haws, Donna Rollmann, Sharon Bigjohn, Champ and Donna Ruffner. Staff present was Director, Joe Fortmann and Nutrition Coordinator, Susan Richmond. Also present were Don Anderson and new Committee member Robert Wuytack.

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

**Approve Minutes:** Champ Ruffner moved and Rollmann seconded the motion to approve the Minutes of the Nutrition Advisory Council held on March 22, 2011. Carried. Platner stated that on page 2 of the Minutes, the reference to the Cooking for Two magazine is no longer active, but she suggested to go on-line and key in "Cooking For Two" and there are a lot of recipes there.

**Agenda Item #5 Coordinator's Report:**

- There was a motion by Haws with a second by Rollmann to accept the new Advisory member, Robert Wuytack. Carried. Everyone went around and introduced themselves.
- Richmond gave the sad news that Ray Johnson had passed away. He will be missed by everyone that he came into contact with. Platner requested that Richmond would send out a card to the family from the Advisory Council.
- Richmond stated that the new Land O'Lakes site has opened and is doing well. The new site is at the State Line Restaurant, same location, different owners. There are a few items that will need to be corrected, but that is expected at a new site.
- Richmond attended a Nutrition Director's Meeting in Wausau on Thursday, March 31, 2011. She distributed the notes from that meeting and if anyone would like a copy please put your name at the top and she will mail out.
- Richmond attended the Wisconsin Association of Nutrition Directors Training (WAND) where she was asked to serve as the Chairperson for the Training Committee.
  - From training, Richmond distributed Using Nutrition Facts Labels booklet and asked if members would like her to get more copies for the sites.
  - Richmond talked about a Free Oral Health Screening that Public Health is involved in. She will contact them and get more information.
  - Richmond explained that she dressed up as a pill bottle for the MUST (Medication Use Safety Training) presentation.
- Discussion was held on the new Carry Concealed Weapon Law and Richmond has a call to GWAAR to see if we are allowed to put up a sign and if yes, what can it say.
- Don Anderson asked if there was a training for the Home Delivered Drivers. Richmond explained that it is the Site Manager's duty to make sure they are

trained when they first start. Platner asked Richmond to make up a half sheet of five pointers that they should remember.

- Richmond stated she has scheduled a CPR Training which will be mandatory for the site managers and their substitutes on August 25, 2011, at the courthouse. If anyone else would like to attend, please call Sue as soon as possible since there is limited space.
- Richmond informed the group that the site managers will be attending a training on July 13, 2011, in Crandon. We were invited by Gayle Webster, Director of the Aging Unit.
- Our Nutrition Program will have its Nutrition Assessment by GWAAR on July 14, 2011. Discussion held on the question regarding the Registered Dietician.
- Richmond explained that the Personnel Committee is requiring all employees to have an Employee Performance Review. Richmond is conducting these on the site managers.

#### **Agenda Item#6 Discussion and approval of Increasing Suggested Donations:**

- ✓ Hansen stated that she didn't want the donations to increase, but if given the choice of decreasing days or increasing donation, she would vote for increasing donations. Ruffner asked where do the increased donations go and how long do they last. Fortmann explained the "suggested donations" and compared how much the meals really cost. We use these funds to start off the year. It was suggested that Fortmann send out a copy of the Annual Report and the Bid Packet to the members so they would have a better idea of how many people we serve and what is required of the vendors.
- ✓ Wuytack made a motion to keep the donations at \$3.00 until it absolutely jeopardizes losing a day at the sites and giving Fortmann and Richmond the authority to bring it to the full Commission before a decision to increase would take place, Rollmann seconded this motion. Carried.
- ✓ Hansen stated there was a letter from Jennie Johnson coming to us requesting to be reimbursed for the bus to go pick up the Land O'Lakes people.

#### **Agenda Item#7 Discussion and approval of Senior Dining Site Review (1):**

- ✓ Richmond distributed the Review that was completed on the Boulder Junction site. Platner asked Ruffners if they felt the Review paperwork was adequate and they stated it was adequate.
- ✓ Richmond stated the next two sites would be Land O'Lakes and St. Germain.

#### **Agenda Item #8 Updates from Site Representatives:**

- PHELPS: Hansen stated they are still having problems with getting salads on the menus. Richmond stated that she will send one of their menus to our dietician and see what she says regarding no salads. Hansen reported that Donna Lepisto is the new President.
- LAND O LAKES: Wuytack reported that they are happy with the new vendor, the menus look good, site manager is doing a great job and the food taste very good. He mentioned that there don't always have bread and Richmond stated she would check into that with Fred Reimer.
- LAC DUE FLAMBEAU: Bigjohn announced that she is the new Site Director. They are getting more staff. She asked for a copy of the Site Manager Handbook to be mailed to her.
- Fortmann stated that we have the oldest age population in the State of Wisconsin.

- Fortmann reminded everyone not to allow political candidates to speak at the nutrition sites. If anyone shows up at the site, please call Fortmann right away.

**Agenda Item #9 Future Meeting Date:**

**Next Meeting Date will be Tuesday, September 27, 2011 at 9:30 a.m.**

Ruffner made a motion to adjourn this meeting at 11:10 a.m. and Wuytack seconded. Carried.

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

Submitted by:

Approved by:

Susan Richmond  
Nutrition Coordinator

Joe Fortmann  
Director