



MANITOWOC COUNTY
Ageing & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, March 28, 2018

TIME: 11:00 a.m.

PLACE: Community Congregational Church, 502 Center St., Kewaunee, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Review of the state survey of the Nutrition Program that was held March 22, 2018.
 - b. Meal Count/Volunteer Hours for 2017
 - c. Dining Site Assessment of the Kewaunee meal site
8. ADRC Updates
9. Next Meeting Date – June –date to be determined. Location – Grandview Apt. Algoma, WI
10. Adjournment

Date: Feb. 26, 2018

Rose Quinlan, Chair

By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this commission, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Kewaunee County Nutrition Project Council
ADRC of the Lakeshore - Kewaunee
Wednesday, March 28, 2018

Members Present: Helen Clinton, Nellie DeBaker, Rose Quinlan
Excused: Donna Wallace, Kaila Stencil
Absent: Marge Buresh

Meeting called to order by Rose Quinlan at 11 A.M.

Motion made by Helen Clinton, seconded by Nellie DeBaker to accept the minutes from Nov. 30, 2017. Motion carried.

Motion made by Rose Quinlan, seconded by Nellie DeBaker to accept the agenda for March 28, 2018. Motion carried.

Public Comment – none

Correspondence – none

Legislative – none

Nutrition:

- a. Review of state survey of the Nutrition Program that was held March 22, 2018. The survey was cancelled due to the surveyor having the flu. Will be rescheduled.
- b. Meal Count/Volunteer Hours for 2017 – handout and reviewed.
- c. Dining Site Assessment of the Kewaunee meal site – will be completed today
- d. Participant's surveys – all congregate and home delivered participants received a survey put together by the State of WI. Shared a copy. In the future results will be shared.
- e. Donation Boxes/Suggestions – new to the meal sites are wooden donation boxes that were handmade and donated. They have a lock on them per policy. All suggestions are sent each month to the Nutrition Program Coordinator for review. Offering envelopes to seal the suggestions in that remained sealed and sent to the Nutrition Program Coordinator or they can choose to mail them in. Policy has been established.
- f. Volunteer Appreciation Banquet – April 25, 2018. Invites being mailed out.

ADRC Updates – none

Next Meeting – June 27th at 10:45a. Location: Algoma Site – Grandview Apt - 145 Grandview Ave.

Rose Quinlan made a motion to adjourn at after completion of site survey - 12:15pm. Nellie DeBaker seconded. Motion carried.

Respectfully submitted by:
Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Aging & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Thursday, April 26, 2018

TIME: 11:15 a.m.

PLACE: Manitowoc Senior Center, 3330 Custer Street, Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Input
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours 2017
 - b. Meal Count/Volunteer Hours – 1st quarter 2018
 - c. Participants Annual Surveys
 - d. Donation Boxes/Suggestions
 - e. Meal Site Assessment by Nutrition Project Council
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date - June, 2018 at Kiel Community Center – date to be determined
11. Adjournment

Date: 4/2/2018

Darlyene Lau, Chair

By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Nutrition Project Council
Manitowoc Senior Center
3330 Custer Street, Manitowoc
Thursday, April 26, 2018

Members Present: Darlyene Lau, Randall Loose, Betty Kvitek, Paul Gintner, Rosie Gintner,

Meeting called to order by Darlyene Lau at 11:15 A.M.

Motion made by Randy Loose, seconded by Paul Gintner to accept the minutes from Nov. 9, 2017. Motion carried.

Motion made by Randy Loose, seconded by Paul Gintner to accept the agenda for April 26, 2018. Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Meal Count/Volunteer Hours 2017 – reviewed
- b. Meal Count/Volunteer Hours – 1st quarter – 2018 – reviewed
- c. Participants Annual Surveys – reviewed a copy of the survey for congregate and the one for home delivered meals. They were handed out in February. A volunteer is entering them all in. This form is designed by the State of WI. The results will be put together by the State of WI and shared sometime early next year.
- d. Donation Boxes/Suggestions – all sites who haven't yet will be receiving new donation boxes. A policy has been put in place. Donation boxes need to be locked. Question was asked about needing change – would need to ask the site manager to make change. New is the opportunity for suggestions for the senior meal program. Available are suggestion forms and envelopes. Anyone can make a suggestion and if they want it to remain confidential they can put it in the envelope and seal it and either place it in the box or mail it in. The site managers are to not open any sealed suggestions but must send those to the Nutrition Program Coordinator.
- e. Meal Site Assessment by Nutrition Project Council. The Nutrition Program Coordinator arrived to observe the operation at the start of the day. The council reviewed the meal site assessment and made comments about items they observed. The entire assessment will be made available at the next meeting. Council members had the opportunity to partake in the meal with other participants at the meal site.

ADRC Updates - none

Miscellaneous

- a. Volunteer Banquet was held on Tuesday, April 24th. All council members were appreciative of the banquet.

The next meeting will be determined at a later date.

June 9, 2018 – Kiel Community Center. Meeting will be from 11:15am – 12noon. To reserve lunch please call Kiel Community Center no later than 11am the day before – 894-7861 or Kim Loose, Nutrition Program Coordinator.

August – to be determined - Two Rivers Senior Center

November – to be determined - Manitowoc Senior Center

Betty Kvitek made a motion to adjourn at 12noon and Rosie Gintner seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Ageing & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Thursday, June 21, 2018

TIME: 11:00 a.m.

PLACE: Kiel Community Center
510 3rd Street, Kiel, WI 53042

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Input
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. State Survey Results
 - c. Meal Site Assessment by Nutrition Project Council
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date - August – Two Rivers Senior Center – date to be determined
11. Adjournment

Date: 6/11/2018

Darlyene Lau, Chair
By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Nutrition Project Council
Kiel Community Center
5210 Third St, Kiel
Thursday, June 21, 2018

Members Present: Darlyene Lau, Randall Loose, Paul Gintner, Rosie Gintner,

Meeting called to order by Darlyene Lau at 11:00A.M.

Motion made by Randy Loose, seconded by Paul Gintner to accept the minutes from April 26, 2018. Motion carried.

Motion made by Randy Loose, seconded by Paul Gintner to accept the agenda for June 21, 2018. Motion carried.

Public Comment – none

Correspondence – Email received TRSC that Darlene Reilly is resigning from the Nutrition Project Council as she has schedule conflicts.

Legislative - none

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through May reviewed.
- b. State Survey – was completed on May 15, 2018. No formal correspondence has been received from the State of Wisconsin regarding the results of the survey. A concern was expressed by the State surveyor in regards to food temperatures. At the States recommendation new digital thermometers have been purchased for the meal sites and for use on the home delivered meal routes. A new policy is in place – Food Temperatures. Part of that policy is utilizing a form recommended by the state that has food temperatures being taken upon arrival, start of packing home delivered meals and again when congregate meals are served. Additional heat packs and cold packs will be purchased for use on the home delivered routes. The State surveyor did review minutes and meal site assessments completed by the Nutrition Project Council. Randy Loose asked about food temperatures being taken on the routes for home delivered meals – how often do they need to be done. Any route under an hour has to have a test tray completed quarterly. Any route over an hour has to have a test tray taken monthly. The Nutrition Program Coordinator lets the meal site manager know when test trays need to be completed.
- c. Meal Site Assessment by Nutrition Project Council – completed

ADRC Updates - none

Miscellaneous

- a. Question was asked by Darlene Lau if the Valders senior meal program was still running. The Valders meal site is opened the 2nd Wednesday of each month.

The next meeting will be determined at a later date.

August 15, 2018 11am - Two Rivers Senior Center – Birthday Party at 12noon

November – date to be determined - location to be determined

Rosie Gintner made a motion to adjourn at 12noon and Randy Loose seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Aging & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, June 27, 2018

TIME: 10:45 a.m.

PLACE: Grandview Terrace Apartments
145 Grand View Ct., Algoma, WI 54201

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. State Survey Results
 - c. Dining Site Assessment of the Algoma meal site by the Nutrition Project Council
 - d. Set location and date of next meeting
8. ADRC Updates
9. Next Meeting Date – August –date to be determined. Location – to be determined
10. Adjournment

Date: June 11, 2018

Rose Quinlan, Chair

By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Kewaunee County Nutrition Project Council
Grandview Apartments – Algoma Meal Site
145 Grandview Ct. Algoma
Wednesday, June 27, 2018

Members Present: Rose Quinlan, Helen Clinton, Donna Wallace, Nellie DeBaker

Meeting called to order by Rose Quinlan at 10:53am.

Motion made by Nellie DeBaker, seconded by Helen Clinton to accept the minutes from March 28, 2018. Motion carried.

Motion made by Nellie DeBaker, seconded by Donna Wallace to accept the agenda for June 27, 2018. Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through May reviewed.
- b. State Survey – was completed on May 15, 2018. No formal correspondence has been received from the State of Wisconsin regarding the results of the survey. A concern was expressed by the State surveyor in regards to food temperatures. At the States recommendation new digital thermometers have been purchased for the meal sites and for use on the home delivered meal routes. A new policy is in place – Food Temperatures. Part of that policy is utilizing a form recommended by the state that has food temperatures being taken upon arrival, start of packing home delivered meals and again when congregate meals are served. Additional heat packs and cold packs will be purchased for use on the home delivered routes. The State surveyor did review minutes and meal site assessments completed by the Nutrition Project Council. Randy Loose asked about food temperatures being taken on the routes for home delivered meals – how often do they need to be done. Any route under an hour has to have a test tray completed quarterly. Any route over an hour has to have a test tray taken monthly. The Nutrition Program Coordinator lets the meal site manager know when test trays need to be completed.
- c. Meal Site Assessment by Nutrition Project Council – completed

ADRC Updates - none

The next meeting will be determined at a later date.

August 27, 2018 11a.m. – Dyckesville Meal Site – St. Louis Church

Donna Wallace made a motion to adjourn at 12:02pm and Nellie De Baker seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Aging & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, August 15, 2018

TIME: 11:00 a.m.

PLACE: Two Rivers Senior Center
1520 17th Street, Two Rivers, WI 54241

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. Manitou Manor meal site – change in days of service
 - c. Food Temperature update
 - d. Meal Site Assessment by Nutrition Project Council
8. ADRC Updates
9. Miscellaneous
 - a. Resignation of board member
10. Next Meeting Date - November – Manitowoc Senior Center – date to be determined
11. Adjournment

Date: 7/30/2018

Darlyene Lau, Chair
By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Nutrition Project Council
Two Rivers Senior Center
1520 17th St. Two Rivers
Wednesday, August 15, 2018

Members Present: Darlyene Lau, Randall Loose, Patrick Gagne, Betty Kvitek

Meeting called to order by Darlyene Lau at 11:00A.M.

Motion made by Randy Loose, seconded by Patrick Gagne to accept the minutes from June 21, 2018.
Motion carried.

Motion made by Randy Loose, seconded by Patrick Gagne to accept the agenda for August 15, 2018.
Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through July reviewed.
- b. Manitou Manor meal site – change in days of service- GWAAR from the State of WI approved change in days of service for the Manitou Manor site going from 5 days per week to congregate 3 days a week on Tuesday, Wednesday and Thursday. Anyone on home delivered meals will continue to receive meals 5 days a week. This was necessary due to inability to find a meal site manager for 5 days a week.
- c. Food Temperature Update – all sites have received new digital food thermometers. New forms tracking temperatures when food arrives, before home delivered meals and before congregate meals are in place. New policy started that all cold food must have an ice pack and all hot bags must have two heat packs. All these changes are making an improvement in the food temperatures.
- d. Meal Site Assessment by Nutrition Project Council – completed

ADRC Updates - none

Miscellaneous

- a. Laverne Jorgensen has resigned from the council.
- b. Two new members have joined the council – Donna Casper and Fran Pitz. Both are from the Kiel meal site.

The next meeting will be:

November 15, 2018 at Reedsville Manor Apartments located at 431 Madison St. in Reedsville at 11am.

Patrick Gagne made a motion to adjourn at 11:45am and Randy Loose seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Aging & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Monday, August 27, 2018

TIME: 10:45 a.m.

PLACE: Dyckesville Meal Site
St. Louis Church
E8726 County Line Rd., Luxemburg, WI 54217

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. Food Temperature Update
 - c. Dining Site Assessment of the Algoma meal site by the Nutrition Project Council
8. ADRC Updates
9. Next Meeting Date – November –date to be determined. Location – to be determined
10. Adjournment

Date: July 30, 2018

Rose Quinlan, Chair

By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Nutrition Project Council
Dyckesville Meal Site
St. Louis Church
E 8726 County Line Rd, Luxemburg, WI
Monday, August 27, 2018

Members Present: Nellie DeBaker, Helen Clinton, Donna Wallace

Meeting called to order by Kim Loose at 11:00 A.M.

Motion made by Nellie DeBaker, seconded by Donna Wallace to accept the minutes from June 27, 2018.
Motion carried.

Motion made by Helen Clinton, seconded by Nellie DeBaker to accept the agenda for August 27, 2018 with one correction to 7c. Algoma changed to Dyckesville. Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through July reviewed.
- b. Manitou Manor meal site – change in days of service- GWAAR from the State of WI approved change in days of service for the Manitou Manor site going from 5 days per week to congregate 3 days a week on Tuesday, Wednesday and Thursday. Anyone on home delivered meals will continue to receive meals 5 days a week. This was necessary due to inability to find a meal site manager for 5 days a week.
- c. Food Temperature Update – all sites have received new digital food thermometers. New forms tracking temperatures when food arrives, before home delivered meals and before congregate meals are in place. New policy started that all cold food must have an ice pack and all hot bags must have two heat packs. All these changes are making an improvement in the food temperatures.
- d. Meal Site Assessment by Nutrition Project Council – completed

ADRC Updates - none

Miscellaneous

- a. Helen Clinton expressed concern over the chunked boiled potatoes with the skins on being very difficult for the meal site manager to package for the HDM meals and not very eye appealing. Kim Loose will share that with the dietician and caterer.
- b. Helen Clinton expressed how excited the meal participants were to receive potato pancakes and then by the time they were served to the congregate participants they were very dried out. Kim Loose will share that with the dietician and caterer.
- c. Helen Clinton wondered about the type of milk served. She did not realize a survey was distributed back in June 2018. The consensus of all participants was for 2%.
- d. Helen Clinton asked if the Hmong nutrition site in Manitowoc was up and running. Stated that the ADRC is still working on the possibility of this.

The next meeting will be:

November 14, 2018 at Luxemburg meal site, St. John's Lutheran Church, 700 Heritage St., Luxemburg at 10:45am.

Helen Clinton made a motion to adjourn at 12:15am and Donna Wallace seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Ageing & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, November 14, 2018

TIME: 10:30 a.m.

PLACE: Luxemburg Meal Site – St. John Lutheran Church
700 Heritage Rd., Luxemburg

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. Social Worker Intern
 - c. Frozen Meals
 - d. New Nutritional Components 2019
 - e. Route Changes
 - f. 2019 Meeting Months/Locations
 - g. Hmong Meal Site 2019
 - h. Review of Training October 2018
 - i. Dining Site Assessment of the Luxemburg meal site by the Nutrition Project Council
8. ADRC Updates
9. Next Meeting Date – March 2019–date to be determined. Location – to be determined
10. Adjournment

Date: October 26, 2018

Rose Quinlan, Chair

By: Kim Loose, Nutrition Program Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Nutrition Project Council
Luxemburg Meal Site – St. John’s Lutheran Church
700 Heritage St. Luxemburg
Wednesday, November 14, 2018

Members Present: Helen Clinton Rose Quinlan, Kaila Stencil, and Donna Wallace

Meeting called to order by Rose Quinlan at 10:35A.M.

Motion made by Donna Wallace, seconded by Helen Clinton to accept the minutes from August 27, 2018. Motion carried.

Motion made by Donna Wallace, seconded by Helen Clinton to accept the agenda for November 14, 2018 with date at the bottom to have read October 26, 2018 and not November 26 2018. Motion carried.

Public Comment – none

Correspondence – none

Legislative – Federal government has approved increasing funds to senior meals in 2019.

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through October reviewed.
- b. Social Worker Intern – Katrina Pratt – is helping with home delivered meal participants annual reassessments.
- c. Frozen Meals – effective October 14th Konop’s Catering is supplying frozen meals only for our home delivered meal participants for the Kewaunee Frozen Route and through the Manitowoc Senior Center. This is an improvement in the quality of service we will be providing. The option to purchase just frozen meals for seniors through the ADRC is no longer available nor a service that was required.
- d. New Nutrition Components for 2019 – shared a handout reviewing the new components. Will be adding an additional ½ cup of a fruit or vegetable. Will also see a bean requirement every week. This will go into effect with the January 2019 menus.
- e. Route Changes – effective December 1, 2018 the Whitelaw route and the Valders route are combining due to low meal participants into one route coming out of the Reedsville meal site. The Reedsville School has decided to no longer make the meals for Reedsville, St. Nazianz and Valders meal sites. We are pleased to announce Konop Catering will be the new caterer effective January 1, 2019. We truly appreciate the site managers, kitchen volunteers and volunteer drivers from the St. Nazianz site.
- f. 2019 Meeting Months/Locations:
 - a. March 26, 2019 – Casco
 - b. June 2019 – date to be determined – Kewaunee
 - c. August 2019 – date to be determined – Algoma
 - d. November 2019 – Dyckesville
- g. Training Oct 2018 – council members and site managers were invited to attend. Reviewed the main topics covered – Opioids and Seniors and Trauma Informed Care.
- h. Hmong Meal Site 2019 – will be opening a senior Hmong meal site in January 2019 at the UW-Extension building in Manitowoc.
- i. Dining Site Assessment of the Luxemburg meal site completed.

ADRC Updates – none

Miscellaneous –

- a. Kaila Stencil shared that she is looking at meal sites or locations in the community that would not have exercise classes offered to seniors that she could bring the Strong Bodies class to. It also offers a nutrition education component to it. Casco site is very interested. Helen Clinton will look into maybe the Kewaunee meal site on a Tuesday/Thursday to help boost congregate attendance at the meal site and will get back to Kaila.
- b. Helen Clinton expressed concerns again about the large chunks of potatoes being served. Konop's catering and dietician will be notified.

The next meeting will be:

March 26, 2019 at Casco Meal site located at the Casco Northside Apartments 201 Wiesner Ave. at 10:30am.

Helen Clinton made a motion to adjourn at 11:30am and Donna Wallace seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator





MANITOWOC COUNTY
Aging & Disability Resource Center Nutrition Project Council
MEETING NOTICE

DATE: Thursday, November 15, 2018

TIME: 10:15 a.m.

PLACE: Reedsville Meal Site – Reedsville Manor
431 Madison St., Reedsville

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

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3. Agenda Approval
4. Public Comment
5. Correspondence
6. Legislative
7. Nutrition Report
 - a. Meal Count/Volunteer Hours
 - b. Social Worker Intern
 - c. Frozen Meals
 - d. New Nutritional Components 2019
 - e. Route Changes
 - f. 2019 Meeting Months/Locations
 - g. Hmong Meal Site 2019
 - h. Review of Training October 2018
 - i. Dining Site Assessment of the Reedsville meal site by the Nutrition Project Council
8. ADRC Updates
9. Miscellaneous
 - a. Resignation of board member
10. Next Meeting Date - April, 2019 at Manitou Manor – date to be determined
11. Adjournment

Date: 10/26/18

Darlyene Lau, Chair

By: Kim Loose, Nutrition Program Coordinator

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Manitowoc County Nutrition Project Council
Reedsville Meal Site – Reedsville Manor Apartments
431 Madison St. Reedsville
Thursday, November 15, 2018

Members Present: Darlyene Lau, Randall Loose, Rosie Gintner, Paul Gintner

Meeting called to order by Darlyene Lau at 10:15A.M.

Motion made by Paul Gintner, seconded by Randy Loose to accept the minutes from August 15, 2018.
Motion carried.

Motion made by Rosie Gintner, seconded by Randy Loose to accept the agenda for November 15, 2018.
Motion carried.

Public Comment – none

Correspondence – none

Legislative – Federal government has approved increasing funds to senior meals in 2019.

Nutrition:

- a. Meal Count/Volunteer Hours 2018 –January through October reviewed.
- b. Social Worker Intern – Katrina Pratt – is helping with home delivered meal participants annual reassessments.
- c. Frozen Meals – effective October 14th Konop’s Catering is supplying frozen meals only for our home delivered meal participants for the Kewaunee Frozen Route and through the Manitowoc Senior Center. This is an improvement in the quality of service we will be providing. The option to purchase just frozen meals for seniors through the ADRC is no longer available nor a service that was required.
- d. New Nutrition Components for 2019 – shared a handout reviewing the new components. Will be adding an additional ½ cup of a fruit or vegetable. Will also see a bean requirement every week. This will go into effect with the January 2019 menus.
- e. Route Changes – effective December 1, 2018 the Whitelaw route and the Valdars route are combining due to low meal participants into one route coming out of the Reedsville meal site. The Reedsville School has decided to no longer make the meals for Reedsville, St. Nazianz and Valdars meal sites. We are pleased to announce Konop Catering will be the new caterer effective January 1, 2019. Motion was made by Rosie Gintner, seconded by Randy Loose to close the St. Nazianz site and move the home delivered meals /route to the Reedsville meal site effective January 1, 2019. Motion carried. Discussion was about congregate participants and the only regular participants at the St. Nazianz site are the site manager and volunteers. This change will allow those receiving home delivered meals from St. Nazianz, Whitelaw and Valdars to increase the opportunity for hot meals from 2-3 times a week to 5 days a week. Our challenge will be to find enough volunteer drivers for 5 days a week to St. Nazianz/Valdars area out of the Reedsville meal site. We truly appreciate the site managers, kitchen volunteers and volunteer drivers from the St. Nazianz site.
- f. 2019 Meeting Months/Locations:
 - a. April 25, 2019 – Manitou Manor
 - b. June 2019 – date to be determined – Mishicot
 - c. August 2019 – date to be determined – Manitowoc Hmong
 - d. November 13, 2019 – Valdars

- g. Training Oct 2018 – council members and site managers were invited to attend. Reviewed the main topics covered – Opioids and Seniors and Trauma Informed Care.
- h. Hmong Meal Site 2019 – will be opening a senior Hmong meal site in January 2019 at the UW-Extension building in Manitowoc. The council members expressed interest in seeing this site in the future.
- i. Dining Site Assessment of the Reedsville meal site completed.

ADRC Updates - none

Miscellaneous

- a. Carol VanElls has resigned from the council.

The next meeting will be:

April 25, 2019 at Manitou Manor Apartments located at 1433 N. 6th St. Manitowoc at 10:30am.

Randy Loose made a motion to adjourn at 11am and Rosie Gintner seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator

