



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

**DATE:** Wednesday, January 18, 2017

**TIME:** 9:30 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. Election of Officers
8. Recruitment of Board Members
9. Nutrition Report
  - a. Test Tray System
  - b. Meals for 2016
10. 2017 Dining Site Assessment/Assignments
11. ADRC Updates
  - a. Offices Moving
12. Miscellaneous
13. Next Meeting Date –May 17, 2017 at the ADRC Office/Tour
14. Adjournment

Date: December 28, 2016

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.

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.

Manitowoc County Nutrition Project Council  
Manitowoc Senior Center  
3330 Custer Street, Manitowoc  
Wednesday, January 18, 2017

Members Present: Darlyene Lau, Randall Loose, Judy Ruggirello, Carol Van Ells

Members Excused: Arthur and Ethel Heberlein

Meeting called to order by Darlyene Lau at 9:30 A.M.

Motion made by Carol Van Ells, seconded by Randy Loose to accept the minutes from Nov 1, 2016.  
Motion carried.

Motion made by Carol VanElls, seconded by Randy Loose to accept the agenda for January 18, 2017.  
Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Election of Officers – deferred till the next meeting. Darlyene Lau has offered to remain as President.  
Nominations will be needed for Vice-President and Secretary. Vote will take place at next meeting.

Recruitment of Board Members – ideas will be accepted.

Nutrition

- a. Test Trays – a PowerPoint presentation was made by Kim Loose. Test trays will be implemented in 2017 to all sites that offer home delivered meals. Starting in January, 2017 will be Kewaunee, St. Nazianz/Valders and Mishicot. More sites will be added when training is completed.
- b. Meals for 2016 – a PowerPoint presentation was made showing the number of meals and volunteer hours for each site for 2016.
  - a. Manitowoc – Congregate = 24,641
  - b. Manitowoc – Home Delivered = 66,754
  - c. Kewaunee – Congregate = 9381
  - d. Kewaunee – Home Delivered = 9466
  - e. Total Meals Manitowoc - = 91395
  - f. Total Meals Kewaunee = 18847
  - g. TOTAL = 110242
  - h. Volunteer HOURS
  - i. Manitowoc = 26, 216
  - j. Kewaunee = 3031
  - k. TOTAL = 29,247

2017 Dining Site Assessment/Assignments - none completed as of this time.

ADRC Updates

- a. The ADRC is moving April 11-13, 2017. The office will be closed on Thursday, April 13, 2017.
- b. Arthur and Ethel Heberlein have officially resigned from the board effective immediately.
- c. Aurora Hospital will no longer be a caterer for the home delivered meals effective March, 2017. The Two Rivers Senior Center will be working to take over those home delivered meals.

The next meeting will be held Wednesday, May 17, 2017 at 9:30am at the Manitowoc Senior Center.

Randy Loose made a motion to adjourn Darlyene Lau seconded. Motion carried.

Respectfully submitted by:

Kim Loose, Nutrition Program Coordinator



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

DATE: Thursday, March 16, 2017

TIME: 1:30 p.m.

PLACE: ADRC of the Lakeshore, 810 Lincoln 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 Input
5. Correspondence
6. Legislative
7. Election of Officers
8. Nutrition Report
  - a. Dining Site Reviews
  - b. 2016 Meal Statistics
  - c. 2016 Volunteer Statistics
9. ADRC Updates
  - a. Moving of Manitowoc ADRC Office
  - b. Volunteer Appreciation in April
10. Miscellaneous
11. Next Meeting Date - June 15, 2017
12. Adjournment

Date: March 6, 2017

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  
ADRC of the Lakeshore  
810 Lincoln Street, Kewaunee  
Thursday, March 16 2017

Members Present: Helen Clinton, Rose Quinlan, Rita LeGreve, Kim Loose

Meeting called to order by Rose Quinlan at 1:30 p.m.

Approve Minutes: Motion made Helen Clinton to approve the minutes, seconded by Rita LeGreve.  
Motion approved.

Approve Agenda: Motion made by Helen Clinton to approve the agenda, seconded by Rita LeGreve.  
Motion approved.

Public Input – none

Correspondence - none

Legislative

- a. Discussion on news stating that the cuts being made by the federal government may impact the Community Development Block Grant program which funds the Meals on Wheels program. The ADRC is in contact with our state representatives on this issue.

Election of Officers

- a. Chair – Rose Quinlan and Vice-Chair - Helen Clinton. Secretary – open position. Motion made by Rose Quinlan to accept the nominees. Seconded by Helen Clinton. Motion approved.

Nutrition Report

- a. Dining Site Reviews
  - a. Luxemburg – attendance is down. Due to recent deaths and weather
  - b. Kewaunee – celebrating the 36<sup>th</sup> Anniversary of the Senior Center at the meal site on April 10<sup>th</sup>. If interested in attending call in by noon the Friday before to make your reservation. Entertainment by Mike Peterson and entertainment being sponsored by The Atrium. Will also be celebrating Mildred I's 100<sup>th</sup> birthday!
  - c. Grandview – promoting frozen entrees that can be purchased through the ADRC office.
- b. 2016 Meal Statistics – presentation was given. Total meals – 110,242:
  - a. Manitowoc County = 91,395
  - b. Kewaunee County = 18,847
- c. 2016 Volunteer Statistics – presentation was given. Volunteer hours – 29,247.13:
  - a. Manitowoc County = 26,215.88
  - b. Kewaunee County = 3,031.25
  - c. Financial Impact = \$56,552.72

ADRC of the Lakeshore

- a. The Manitowoc office will be moving April 12 and 13<sup>th</sup>. The office will be closed those days.
- b. Volunteer Appreciation is set for Wednesday, April 19<sup>th</sup> at Holy Trinity, Casco. Invitations will be mailed out soon.

Miscellaneous:

- a. Lee D. - Who has been a member, has not been able to be contacted. Will cease trying to make contact via phone and mail.

Next meeting: The next meeting will be held on Thursday, June 22, 2017 at the Kewaunee ADRC.

Adjournment: Helen Clinton made a motion to adjourn, second by Rose Quinlan. Motion approved.

Adjourned at 2:30pm



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

DATE: Thursday, June 22, 2017

TIME: 1:30 p.m.

PLACE: ADRC of the Lakeshore, 810 Lincoln 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 Input
5. Correspondence
6. Legislative
7. Nutrition Report
  - a. Satisfaction Survey 2016 – Congregate
  - b. Satisfaction Survey 2016 – Home Delivered
  - c. Nutrition Satisfaction Survey Stats of Significance and Recommendations
  - d. Sugar Free/Diabetic Dessert
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date - August 24, 2017
11. Adjournment

Date: June 13, 2017

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  
ADRC of the Lakeshore  
810 Lincoln Street, Kewaunee  
Thursday, June 22, 2017

Members Present: Helen Clinton, Rose Quinlan, Rita LeGreve, Kim Loose.

Meeting called to order by Rose Quinlan at 1:30 p.m.

Approve Minutes: Motion made by Rose Quinlan to approve the minutes, seconded by Helen Clinton. Motion approved.

Approve Agenda: Motion made by Helen Clinton to approve the agenda, seconded by Rita LeGreve. Motion approved.

Public Input – none

Correspondence - none

Legislative:

- a. Rose Quinlan stated that she spoke to Senator Ron Johnson about having no cuts to the Senior Nutrition Program.

Nutrition Report:

- a. Satisfaction Survey 2016 – Congregate – reviewed the slide presentation.
- b. Satisfaction Survey 2016 – Home Delivered Meals – reviewed the slide presentation.
- c. Nutrition Satisfaction Survey Stats of Significance and Recommendations – An identified area is more nutrition education at the meal sites. Encouraged board members that if they know of any speakers to invite them to the meal site or if they know of anything offered in their community to share that at the meal site.

ADRC of the Lakeshore:

- a. Open House – Wednesday, June 28<sup>th</sup> at the Manitowoc location from 1-5 p.m.

Miscellaneous:

- a. New Member – Kaila Stencil – Nutrition Educator -UW Extension for Kewaunee/Manitowoc will be joining. Could not make this meeting.
- b. Outreach- Kewaunee Health and Fitness has been offering classes on Nutrition and open to the public.
- c. Casco Site - hosting a 6 week Nutrition Education program through UW Extension grant program.
- d. Kewaunee Senior Center – hosted their anniversary dinner in April with 60 attendees.
- e. Kewaunee Site – had a potluck on Memorial Day with 25 attendees. Planning another one for Labor Day.

- f. Kewaunee Site – Monday, June 26<sup>th</sup> – Golden Age offering free dinner – expecting around 20 participants.
- g. Health Fair – wondering about date this will be held in for fall. Interested in attending and promoting the event.
- h. Sugar Free Dessert for Diabetics on the Senior Nutrition Program – Effective July 1, 2017 the program will no longer be offering a sugar free “diabetic” dessert. Diabetics are restricted by their total carbohydrate intake and not just by “sugar”. We feel we have been doing a disserve to our participants by implying that just by changing the dessert we were offering a “diabetic meal”.

Next meeting: The next meeting will be held on Thursday, August 24, 2017 at the Kewaunee ADRC.

Adjournment: Helen Clinton made a motion to adjourn, second by Rose Quinlan. Motion approved.

Adjourned at 2:15 p.m.



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

**DATE:** Thursday, August 24, 2017

**TIME:** 1:30 p.m.

**PLACE:** ADRC of the Lakeshore, 810 Lincoln 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 Input
5. Correspondence
6. Legislative
7. Nutrition Report
  - a. Algoma Meal Site
  - b. Congregate Sites inside of Senior Living Apartments
  - c. Training for Home Delivered Meal volunteers
  - d. Senior Fair
  - e. GWAAR Training for Meal Site Managers – Friday, November 10<sup>th</sup> – Appleton
  - f. Holiday Dates – no meal sites opened
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date – November 30, 2017
11. Adjournment

Date: August 8, 2017

Rose Quinlan, Chair

By: Kim Loose, Nutrition Program Coordinator

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Kewaunee County Nutrition Project Council  
ADRC of the Lakeshore  
810 Lincoln Street, Kewaunee  
Thursday, August 24, 2017

Members Present: Helen Clinton, Rose Quinlan, Rita LeGreve, Kaila Stencil, Donna Wallace, Kim Loose and guest Bonita Pederson.

Meeting called to order by Rose Quinlan at 1:30 p.m.

Approve Minutes: Motion made by Helen Clinton to approve the minutes, seconded by Rose Quinlan. Motion approved.

Approve Agenda: Motion made by Helen Clinton to approve the agenda, seconded by Donna Wallace. Motion approved.

Introductions - welcome to two new board members – Kaila Stencil from UW Extension who runs the Food Wise Program that targets low income populations with nutrition education. Donna Wallace – is representing the Kewaunee Home Delivered Meal recipients. Donna is a volunteer driver and helps as a substitute site manager.

Public Input – none

Correspondence - none

#### Legislative

- a. Kim Loose shared an article printed by The Washington Post – “Hunger Receded after Recession but not for Older Americans, U.S. Figures Show dated 8/17/17.

#### Nutrition Report

- a. Algoma Meal Site Update
  - a. Motion was made by Rose Quinlan to recommend to the ADRC of the Lakeshore to close the Algoma congregate meal site held at the United Methodist Church knowing that recipients will have the opportunity to attend the Grandview congregate site also located in Algoma. Motion was seconded by Helen Clinton. Discussion – Kim Loose explained that the meal site manager will be going out for surgery so the site will be temporarily closed at this time. Participants will be able to use the Grandview congregate site which is open on Monday and Wednesdays. The Algoma site is averaging only 1-2 participants a day. Grandview is considering in the future to possibly being open on Fridays. Discussion is being held by the ADRC of the Lakeshore to look into the possibility of closing the Algoma

congregate site located at the United Methodist Church. Kim Loose will be alerting participants by mail and meet with them in person as to the changes. This final decision will need to be approved by the State of WI. Motion approved.

- b. Training for Home Delivered Meal Volunteers
  - a. During August and September all volunteer drivers and runners will be offered an opportunity for training. This is a requirement of the program to be held no less than every 3 years. Kim Loose went through the training with the board members.
- c. Senior Fair – Thursday, October 12<sup>th</sup> – Luxemburg Fair grounds
- d. GWAAR Training for Meal Site Managers – Friday, November 10<sup>th</sup> - Appleton. Kim Loose will send the information to all board members who are welcome to attend. Registration will be paid for by the Nutrition program. We try to set up carpooling.
- e. Holiday Dates – no meal sites opened Nov 23,24/2107, Dec 25, 26/2017 and Jan 1,2 /2018

ADRC Updates – position open for a Dementia Care Specialist.

Next meeting: The next meeting will be held on Thursday, November 30, 2017 at the Kewaunee ADRC.

Adjournment: Helen Clinton made a motion to adjourn, second by Rose Quinlan. Motion approved.

Adjourned at 2:30pm



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

**DATE:** Thursday, September 21, 2017

**TIME:** 9:30 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. Satisfaction Survey 2016 – Congregate
  - b. Satisfaction Survey 2016 – Home Delivered
  - c. Nutrition Satisfaction Survey Stats of Significance and Recommendations
  - d. Council Member Update – Judy R – resigned
  - e. Sugar Free/Diabetic Dessert
  - f. Algoma Meal Site – temporary closure
  - g. Upcoming State survey
  - h. Congregate Sites inside of Senior Living Apartments
  - i. Training for Home Delivered Meal Volunteers
  - j. GWAAR Training for Meal Site Managers – Friday, November 10<sup>th</sup> – Appleton
  - k. Holiday Dates – no meals sites opened
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date - Thursday, November 9, 2017
11. Adjournment

Date: 9/7/17

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, September 21, 2017

Members Present: Darlyene Lau, Randall Loose, Patrick Gagne, Paul Gintner, Rosie Gintner, Laverne Jorgenson

Meeting called to order by Darlyene Lau at 9:30 A.M.

Motion made by Paul Gintner, seconded by Patrick Gagne to accept the minutes from Jan 18, 2017. Motion carried.

Motion made by Rosie Gintner, seconded by Randall Loose to accept the agenda for Sept 21, 2017. Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Satisfaction Survey 2016 – Congregate - results compiled by the State of WI were shared.
- b. Satisfaction Survey 2016 – Home Delivered Meals - results compiled by the State of WI were shared.
- c. Nutrition Satisfaction Survey Stats and Significance and Recommendations - results compiled by the State of WI were shared.
- d. Council Member Update – Judy Ruggirello has resigned.
- e. Sugar Free/Diabetic Dessert- effective July 1, 2017 the nutrition program discontinued the sugar free dessert option as this was not offering a true diabetic meal. All participants received a letter explaining the change. The one concern was addressed to satisfaction.
- f. Algoma Meal Site – temporary closure. The site located at the United Methodist Church has had very low congregate attendance and the meal site manager would not be available for several weeks. The decision is to go forward and close the site. Another site is available in Algoma at the Grandview Apts and they are open to anyone on Mondays and Wednesdays. All participants were made aware of the closure/change.
- g. Upcoming State Survey – date is set for Tuesday, Sept 26, 2017.

- h. Congregate Sites inside of Senior Living Apartments – seniors living in an apartment are to eat congregate and the practice of allowing meals carried out has been or soon will be discontinued at those sites. The policies governing this program do not allow this practice. All participants at these sites have been made aware of the changes.
- i. Training for Home Delivered Meal Volunteers- all drivers and runners have been receiving training in August or Sept. The areas covered included: Red Flags, Weather, Confidentiality, Route Sheets, Test Trays, Timeliness of Meal Delivery and Dogs. The PowerPoint presentation was reviewed.
- j. GWAAR Training for Meal Site Managers – Friday, November 10<sup>th</sup> – Appleton – all members of the Nutrition Councils will be invited to attend this training also.
- k. Holiday Updates – no meals sites opened – Nov 23, 24, Dec 25, 26 and Jan 1,2.

ADRC Updates – none

Miscellaneous – None

The next meeting will be held Thursday, Nov. 9, 2017 at 9:30am at the Manitowoc Senior Center.

Rosie Gintner made a motion to adjourn at 10:40am Randall Loose 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 9, 2017

**TIME:** 9:30 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:

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6. Legislative
7. Nutrition Report
  - a. Council Member Update – Eleanor S. – resigned
  - b. Algoma Meal Site –closure
  - c. Meal count 2017
  - d. America’s Health Rankings Senior Report – 2017
  - e. Moving Meeting Locations in 2018 to various meal sites
  - f. 2017-2018 Dining Site Assessments
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date - Dates to be determined
11. Adjournment

Date: 10/26/17

Darlyene Lau, Chair

By: Kim Loose, Nutrition Program Coordinator

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Manitowoc County Nutrition Project Council  
Manitowoc Senior Center  
3330 Custer Street, Manitowoc  
Thursday, November 9, 2017

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

Meeting called to order by Darlyene Lau at 9:30 A.M.

Motion made by Pat Gagne, seconded by Randy Loose to accept the minutes from Sept 21, 2017. Motion carried.

Motion made by Pat Gagne, seconded by Betty Kvitek to accept the agenda for Nov 9, 2017. Motion carried.

Public Comment – none

Correspondence – none

Legislative - none

Nutrition:

- a. Council Member Update – Eleanor S has resigned.
- b. Algoma Meal Site Closure – the congregate only site at the United Methodist Church will not be reopening. The form was completed and sent to the State of WI. The other congregate only site at Grandview Apt in Algoma is open on Mondays and Wednesdays.
- c. Meal Count 2017 – reviewed the meals at each meal site though Oct 2017.
- d. America's Health Rankings Senior Report- 2017 – shared the information from this report that covered seniors with food insecurity and home delivered meals.
- e. Moving Locations in 2018 to various meal sites. Discussion was held to move 3 of the meetings to other meal site locations during the year. This would then also be an opportunity for the board members to do a dining site assessment. This will also be a chance for participants to meet board members. Chosen sites for 2018 were: April – MSC, June – Kiel, August – Two Rivers. Meet again in November at the MSC for end of the year meeting.
- f. 2017-2018 Dining Site Assessments – shared the form that will be used during the chosen site visits.

ADRC Updates – Gift Certificates – gift certificates for congregate or home delivered meals are available at the ADRC for purchase.

Miscellaneous – None

The next meeting will be determined at a later date.

April – Manitowoc Senior Center

June – Kiel Community Center

August – Two Rivers Senior Center

November – Manitowoc Senior Center

Patrick Gagne made a motion to adjourn at 10:30am Betty Kvitek 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 30, 2017

**TIME:** 1:30 p.m.

**PLACE:** ADRC of the Lakeshore, 810 Lincoln St., Kewaunee, WI  
(Kewaunee County Public Health & Human Services Center)

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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5. Correspondence
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7. Nutrition Report
  - a. Council Member Update- Rita L – resigned. New member – Nellie D.
  - b. Algoma Meal Site –closure
  - c. Meal count 2017
  - d. America's Health Rankings Senior Report – 2017
  - e. Moving Meeting Locations in 2018 to various meal sites
  - f. 2017-2018 Dining Site Assessments
  - g. Gift Certificates
8. ADRC Updates
9. Miscellaneous
  - a. Moving meeting locations in 2018 to various meal sites
10. Next Meeting Date – To be determined
11. Adjournment

Date: Nov 22, 2017

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  
ADRC of the Lakeshore - Kewaunee  
Thursday, November 30, 2017

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

Meeting called to order by Rose Quinlan at 9:30 A.M.

Motion made by Helen Clinton, seconded by Donna Wallace to accept the minutes from August 24, 2017.  
Motion carried.

Motion made by Rose Quinlan, seconded by Helen Clinton to accept the agenda for Nov 30, 2017. Motion carried.

Public Comment – none

Correspondence – none

Legislative – Rose Quinlan did contact Legislature Joel Kitchens regarding the importance of continued funding for the Senior Nutrition Meal.

Nutrition:

- a. Council Member Update – Rita L has resigned. New member – Nellie D.
- b. Algoma Meal Site Closure – the congregate only site at the United Methodist Church will not be reopening. The form was completed and sent to the State of WI. The other congregate only site at Grandview Apt in Algoma is open on Mondays and Wednesdays. Effective Jan 2018 this site will be open M, W, F for congregate meals and preparing home delivered meals 5 days a week. The meal site manager will be Mary Noah. The caterer will be Konop Catering.
- c. Meal Count 2017 – reviewed the meals at each meal site though Nov 2017.
- d. America's Health Rankings Senior Report- 2017 – shared the information from this report that covered seniors with food insecurity and home delivered meals.
- e. Moving Locations in 2018 to various meal sites. Discussion was held to move at least 3 of the meetings to other meal site locations during the year. This would then also be an opportunity for the board members to do a dining site assessment. This will also be a chance for participants to meet board members. Chosen sites for 2018 were: March – Kewaunee, June – Grandview, August – to be determined. Nov – to be determined.
- f. 2017-2018 Dining Site Assessments – shared the form that will be used during the chosen site visits.
- g. Gift Certificates – gift certificates for congregate or home delivered meals are available at the ADRC for purchase.

Miscellaneous – Question was asked about meal donation costs for 2018. In Kewaunee the meal donation rate will remain at \$5.00. The NOAA rate will increase from \$7 to \$7.75. This will be posted at all sites in January 2018.

Helen Clinton made a motion to adjourn at 2:40pm. Nellie DeBaker seconded. Motion carried.

Respectfully submitted by:  
Kim Loose, Nutrition Program Coordinator

