



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

DATE: Monday, May 8<sup>th</sup>, 2023

TIME: 1:00 p.m.

PLACE: Manitowoc Meal Site – Manitowoc Senior Center  
3330 Custer St.  
Dining Room  
Manitowoc, WI 54220

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. Welcome & Introductions
  - a. New members
5. Evaluation of the program
  - a. Review of the progress for Assessments and Registration of elders
  - b. Annual Nutrition Satisfaction Survey Review
6. Promotion and outreach efforts
  - a. Newsletter review
  - b. Social Media and Website review
7. Planning Updates
  - a. Nutrition Education review
  - b. Events planned for May, June and July
8. Advocacy Updates
  - a. Elder input
9. Meal Site and Home Delivered Meal Reports
  - a. Congregate Meals served February, March, and April
  - b. Home Delivered Meals served February, March, and April
10. Site Audit
11. Next Meeting Date – August 14<sup>th</sup>, 2023- Two Rivers Senior Center
12. Adjournment

Date: 05/02/2023

OPEN, Chair

By: Emily Siemers, 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 Meal Site  
Monday, May 8<sup>th</sup>, 2023

Members Present: Laura Apfelbeck, Gary Thomas, Kevin & Diane Hagerty

Meeting called to order by Emily Siemers at 1:10 P.M.

Motion made by Emily Siemers, seconded by Lori Fure to accept the agenda for Monday May 8<sup>th</sup>, 2023.  
Motion carried.

Public Comment – none

Correspondence – Robert Miller, Lori Fure (OAA Manager)

Legislative – Handed out 3 articles: April/May ADRC newsletter, Agenda, Door Step Nutrition handout

Nutrition:

1. Welcome & Introductions
  - a. New members
2. Evaluation of the Program
  - a. Review of the progress for Assessments and Registration of elders
    - i. Updated members the assessments are all caught up. Request for sample assessment for next meeting.
3. Promotion and Outreach Efforts
  - a. Newsletter review - no suggestions at this time.
  - b. Social Media and Website review - no suggestions at this time.
4. Planning Updates
  - a. Nutrition Education review - no suggestions at this time
  - b. Events planned for May, June and July
    - i. WAND conference update
    - ii. Senior Farmers market - offer for UW extension to potential partner with ADRC to conduct tours.
    - iii. Aging advocacy days - option presented to send advocacy flier produced by GWAAR to all Nutrition Program participants.
  - c. Reedsville Route
    - i. Discussed barriers to current operation of the Reedsville/ Whitelaw route including: temperatures, mileage, welfare check concerns
5. Advocacy Updates
  - a. Elder input
    - i. Robert, gave feedback on how he greatly enjoys the meals provided, sometimes he feels the meal is heavy starch based. Thomas shared when completing the test trays the vegetables are often “mushy”. Emily/ Lori will bring this to the respective caterers attention at next meeting.
      1. Reviewed the current Dietary meal requirements. Each menu is approved by the county’s dietitian.

6. Meal Site and Home Delivered Meal Reports
  - a. Congregate Meals served February, March, and April
  - b. Home Delivered Meals served February, March, and April
7. Other Items:
  - a. Site Audit - to be completed by Thomas Gary and returned to Emily Siemers.

ADRC Updates - none

The next meeting will be:

- a. August 14<sup>th</sup>, 2023 - Two Rivers Senior Center

Emily Siemers made a motion to adjourn at 2:15 P.M. and Lori Fure seconded. Motion carried.

Respectfully submitted by:

Emily Siemers, Nutrition Program Coordinator





# MANITOWOC COUNTY

## Aging & Disability Resource Center Nutrition Project Council MEETING NOTICE

DATE: Monday, August 14<sup>th</sup>, 2023  
TIME: 1:00 p.m.  
PLACE: Two Rivers Meal Site – Two Rivers Senior Center (Koska Room)  
1520 17<sup>th</sup> St. 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. Welcome & Introductions
  - a. Election of Chair, minutes
5. Evaluation of the program
  - a. Nutrition Satisfaction Survey
  - b. Temperature Regulations Home Delivered Meals
6. Promotion and outreach efforts
  - a. Newsletter review
    - i. New Format
  - b. Social Media and Website review
    - i. Malnutrition Week (Sept. 18-22)
7. Planning Updates
  - a. Awareness of Programs and recruitment of Elders to program
    - i. Farmer Market Vouchers
    - ii. HDM/Congregate Update- Meal Prioritization
    - iii. Stepping up your Nutrition
  - b. Events planned for August, September, and October
    - i. Malnutrition Awareness Week (Sept. 18-22)
    - ii. Kewaunee Resource Fair (October 3rd 9-12pm at Fair Grounds Luxemburg)
8. Advocacy Updates
  - a. Senior Meal Price locations
9. Meal Site and Home Delivered Meal Reports
  - a. Congregate Meals served May, June and July
  - b. Home Delivered Meals served May, June and July
10. Other Items
  - a. Site Audit
11. Next Meeting Date – November 13<sup>th</sup>, 2023 Kiel Community Center
12. Adjournment

Date: 07/31/2023

OPEN, Chair

By: Emily Siemers, 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

## Aging & Disability Resource Center Nutrition Project Council MINUTES

Date: August 14, 2023

Location: Two Rivers Senior Center  
1520 17<sup>th</sup> Street  
Two Rivers

Members Present: Emily Siemers, Robert Miller, Gary Thomas, Diane Hagerty, Kevin Hagerty

Meeting called to order at 1300 by Emily Siemers, Nutrition Program Coordinator.

Motion made by Emily Siemers, seconded by Diane Hagerty, to accept the agenda for August 14, 2023. Motion Carried.

Public comment – none.

Election of Chair, minutes: Kevin Hagerty accepted position of chair. Diane Hagerty accepted as minutes taker.

Evaluation of the program:

- Nutrition Satisfaction Surveys have been mailed out to home delivered and congregate meal clients and are beginning to come back. Will be reviewed upon completion. Sample of the survey to be shared with the council.
- Temperature regulation of home delivered meals has improved with the new plug-in inserts. Other suggestions include possibly doubling the cover film on the tray, decreasing the number of times the hot container is being opened for recounting, and pre-heating the containers.

Promotion and outreach:

- ADRC newsletter Senior Nutrition Program page has been revamped to be easier to read.
- Malnutrition Awareness Week is Sep 18-22. Events planned to promote this are daily Facebook postings, weekly radio spot, information to be provided to home delivered meal recipients, Jeopardy game played at each congregate dining site.

Planning updates:

- Farmer's market vouchers have had significant increase in usage. About 100 remain in Mtwc Co. and 15 in Kewaunee Co. ADRC Aging Goal for next year will be to reach out to the homebound.
- Meal Prioritization Effort is being trialed through the end of the year. This is a state and country wide effort to best serve those with the highest need utilizing limited resources. COVID resulted in increased need. Individual assessments are to be conducted at least yearly. Recipients are assigned to 3 tiers (Tier 1 is highest need). Wait lists are possible. An appeal process is available.
- Stepping Up Your Nutrition class will be given in collaboration with the Stepping On class. This class has been given in the past with the goal of balancing nutrition with the prevention of falls, Emily will be certified to teach this.
- Upcoming events include Malnutrition Awareness week and the Kewaunee Resource Fair (Oct 3, 2023 at the Fair Grounds at Luxemburg) and will include a cooking demonstration by Emily.

Advocacy Updates:

- Emily is compiling a list of establishments that provide lower senior pricing. She would welcome assist in calling around to local restaurants.
- NEW Food Access Map was introduced. It is an app through the UW extension that provides a map to highlight places to obtain food in Brown, Door, Kewaunee, and Manitowoc counties. A flyer was provided and a request to post it in a public accessible area.

Meal Site and Home delivered reports (3 month trend):

- Congregate: Kiel - increasing, Manitowoc and Two Rivers - slight decrease.
- Home Delivered: Kiel – slight increase, Manitowoc – decrease 150 from June to July, Two Rivers to decrease 50 from June – July, Reedsville – decrease 20 from June to July.

Other items:

- Site audit has been completed for Manitowoc. Two Rivers site audit will be completed next.
- Volunteer recruitment ideas welcomed.
- Home delivered meal recipient note was shared with meal suggestions for the Manitowoc site.

Next meeting: 1300 on Nov 13, 2023 at the Kiel Community Center (510 Third Street, Kiel)

Emily Siemers made a motion to adjourn the meeting at 1400. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty



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

**DATE:** Monday, November 13<sup>th</sup>, 2023

**TIME:** 1:00 p.m.

**PLACE:** Kiel Meal Site – Kiel Community Center  
510 Third St. Kiel, WI, 53042- Downstairs Area

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. Welcome
5. Evaluation of the program
  - a. Review of the Progress
    - i. Meal Prioritization- Home Delivered Meals
  - b. Closure of Algoma Meal site
6. Planning Updates
  - i. Aging Plan 2022-2024 Nutrition Goal Review
  - b. Events planned for November, December, and January
    - i. Site Manager Training
    - ii. Thanksgiving Meal
    - iii. December 14<sup>th</sup>- 'Be My Guest' on WOMT 1240AM
    - iv. Holiday Closures/ Weather Preparedness
7. Meal Site and Home Delivered Meal Reports
  - a. Congregate Meals served August, September, and October
  - b. Home Delivered Meals served August, September, and October
8. Next Meeting Date – February 12<sup>th</sup>, 2023 1:00pm at ADRC office (1701 Michigan Ave- Education Room)
9. Adjournment

Date: 10/18/2023

Kevin Hagerty, Chair

By: Emily Siemers, Nutrition Program Coordinator

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# Manitowoc County

## Aging & Disability Resource Center Nutrition Project Council MINUTES

Date: Monday, November 13, 2023

Location: Kiel Meal Site – Kiel Community Center  
510 Third St., Kiel, WI 53042

Members Present: Emily Siemers, Gary Thomas, Virginia Coffman, Laura Apfelbeck, Kevin and Diane Hagerty.

Meeting called to order at 1:00 p.m. by Emily Siemers.

Motion made by Emily Siemers seconded by Kevin Hagerty, to accept the agenda for November 13, 2023.  
Motion carried.

Introduction to the Kiel Meal Site was given. It serves about 40 home delivered meals per day. It is open to congregate meals and serves 1-2. Meals are provided through the Eagles Club from Chilton.

Evaluation of the program:

- Meal prioritization of home delivered meals is going well. Trained I&A specialist is using a trial form and is 2 months into it. 8 total are to be trained by the first of the year. The standardized form will likely continue and be used throughout the state. It is currently being used for clients that are starting the program. Long-term clients are to be re-evaluated yearly and short-term clients are to be re-evaluated as needed. One standardized procedure for prioritization needs to be completed by the first of the year. It was questioned if the form is available in other languages. It is not at this time.
- The Algoma congregate meal site will close mainly due to lack of participation and budget. Home delivered meals will continue through the Kewaunee site. Kevin questioned how the decision is made if a site is worth remaining open. Emily replied many factors contribute to the decisions. Council supported decision.

Planning updates:

- The Aging Plan 2022-2024 Nutrition Goal was reviewed. The goal is to be able to partnership with a local farmer to get fresh produce to the homebound. Requests for submissions of farms interested received no responses. Wilfert Farms has been secured to bring the produce to the meal sites for start up next summer. It will start with 30 participants. Produce will be individually packaged and delivered in 3 separate bundles that must meet the required monetary worth of \$35 total. The 3 bundles that are planned are: July – strawberries, peas in the pod / August – slicing and pickling cucumbers, cherry tomatoes, sweet corn, kohlrabi / September – potatoes, apples, squash. We are only 1 of 2 counties in this region to begin this. It was mentioned that the Extension has handouts available that include how to care for this produce and recipes.
- Events planned for November, December and January include Site Manager Training which has taken place at the Farm Discovery Center. It was very informative and included multiple speakers. There will be a Thanksgiving meal with Froedert Hospital for 46 Manitowoc city participants. On December 14<sup>th</sup> the WOMT “Be My Guest” program will feature Emily Siemers, Nutrition Program Coordinator. If anyone has requests for topics, please forward those to Emily.
- Holiday closures and meal cancellations due to inclement weather will be included in the upcoming newsletter. TV and radio stations that air cancellations will be listed, as well a list of pantry items to have on hand as a precaution.



Meal site and home delivered reports:

- Congregate meals for Manitowoc County: Aug – 485, Sep - 460, Oct – 460. The highest month was June at 500.
- Home delivered meals: Aug – 5000, Sep – 4080, Oct – 4300. The highest month has been May and Aug at 5000.

Other input:

- The Nutrition Satisfaction Surveys have been completed. These have been submitted to the state and the state will compile results and get back to us. Some noted suggestions were for more salads, more soups in winter, more fish and alternative types of rice, such as brown rice and wild rice.
- A note from a recipient was read and requests were for more salads, more sweet potatoes, more fruit for dessert instead of sweets and a concern about salad that was withered.

Next meeting: 1:00 p.m. on Feb. 13, 2024 at the ADRC Office (1701 Michigan Ave, Manitowoc, WI in the Education Room).

Emily Siemers made a motion to adjourn the meeting at 2:00 p.m. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty.