



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

DATE: Monday, February 12<sup>th</sup>, 2024  
TIME: 1:00 p.m.  
PLACE: Manitowoc County Heritage Center  
Education Room (basement)  
1701 Michigan Ave, 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
5. Public Comment
6. Evaluation of the Program
  - a. 2024 Updated Registration Forms
  - b. Annual Nutrition Satisfaction Survey Review (2023)
7. Promotion and Outreach Efforts
  - a. Newsletter Review
  - b. Aging Plan Introduction - Lori Fure, Older American Act Program Supervisor
8. Planning Updates
  - a. Events planned for February, March, and April
  - b. Nutrition Program Review - May
9. Advocacy Updates
  - a. Elder input
10. Meal Site and Home Delivered Meal Reports
  - a. Congregate Meals served November, December, and January
  - b. Home Delivered Meals served November, December, and January
11. Other Items
  - a. August / November Meetings
12. Adjournment

Date: 2/7/2024

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

## Aging & Disability Resource Center Nutrition Project Council MINUTES

Date: Monday, February 12, 2024

Location: ADRC / Manitowoc County Heritage Center: Education Room  
1701 Michigan Ave., Manitowoc, WI

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

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

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

Public comment – none.

Evaluation of the program:

- a. The new 2024 registration forms for meal recipients are in effect. They are to be updated annually.
- b. The results of the Annual Nutrition Satisfaction Survey for 2023, which were submitted to and compiled by the state, have been returned. A summary of the results was provided to the Council members. The results will be shared with the site managers, placed in the newsletter, and provided to the home delivered meal recipients. There were about 150 replies from the home delivered recipients and about 20 replies from the congregate meal attendees. Some of the highlights were: 88% were pleased with their interactions. 63% had 0-3 visitors during the week the survey was completed. The importance of socialization aspect of the program was discussed. Future questionnaires will be planned to better reflect menu suggestions. There were some suggestions to add a Low Salt menu. Currently we have a No Added Salt menu.

Promotion and outreach:

- a. The newsletter nutrition section will continue to be updated.
- b. Lori Fure, Older American Act Program Manager, discussed the county's Aging Plan. All ADRC's are required to have a 3-year plan with goals and action plans. We are currently completing a 3-year cycle (2022-2024). The Aging Plan with current goals and progress is available on the ADRC website. The next cycle is in the planning stages. Volunteers are needed to help complete the surveys. The questions on the survey are based on state guidelines and are intended for the entire community, not just those utilizing programs. The Council suggested reaching community members at places frequented by seniors, such as mornings at Planet Fitness, Citizen Park indoor walking area, and church groups. A recommendation was made for the survey to be translated into other languages, such as Hmong and Spanish. The survey information will be used to develop programs, goals and action plans for the upcoming 3 years.

Planning updates:

- a. Upcoming events include National Nutrition Month in March. This year's theme is "Beyond the Table". Information and education will be included in the newsletter, on facebook, and on the website. In April, the Stepping Up Your Nutrition class will be provided as an addition to the Stepping On (fall prevention) program.

- b. May will include a state audit at meal sites for food safety and quality review. It is to be completed every 3 years and was last done pre-Covid.

Advocacy Updates:

- a. Written comments provided by elders in the program included:
  - Anonymous – Improvement seen. Especially enjoyed the chicken Caesar salad.
  - Judy Pero – “I am very happy with the meals.” “Thank you and all the ones who deliver my meals.” A list of food likes: raw veg, all fruit, all soup, mash potatoes/gravy, chicken, beef, brats, ham, cheesy potatoes, rice, chili, all desserts. A list of dislikes: fish, cooked broccoli/cauliflower/mix veg, sweet potato, squash, brussel sprouts, breads/rolls (always hard)
  - Scott Bender – “...want to mention that the food and service is all GOOD, service are right on que all the time...” “The staff works hard to deliver our food to us...thank you all.” Concern was expressed about the use of plastic bags and their lack of deterioration.
  - TR meal site – Broccoli and cauliflower are still very soft and mushy. Test tray food temperatures have seen some improvements, but can still struggle at times.

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

The numbers of congregate and home delivered meals have declined at all sites in the past year. This trend began with Covid. December 2023 showed the lowest levels and January numbers were significantly decreased for all. Possible reasons for the decline and ideas on how to increase the numbers were speculated. Some ideas included: special meal days (salad bar, sandwich bar, potato bar), cooking demo, program with the meal, advertising, flyers, renaming the congregate site.

Next meeting: May 13, 2024 at the Manitowoc Senior Center.

Emily Siemers made a motion to adjourn the meeting at 1415 p.m. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty.



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

DATE: Friday, April 11, 2014

TIME: 2:00 p.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)
3. Agenda Approval
4. Nutrition
  - a. Dining Site Changes
5. Next Meeting Date –May 21, 2014
6. Adjournment

Date: April 9, 2014

Darlyene Lau, Chair  
By: Alyssa Weber, RD, CD, Nutrition Coordinator

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

DATE: Monday, May 13<sup>th</sup>, 2024  
TIME: 1:00 p.m.  
PLACE: Manitowoc Senior Center (Dining area)  
3330 Custer St.  
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
5. Public Comment
6. Evaluation of the Program
  - a. Review of the progress for assessments and registration of elders
  - b. Program review Results
7. Promotion, Outreach Efforts, and Planning Updates
  - a. Newsletter 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. Other Items
  - a. Site Audit
11. Adjournment

Date: 4/22/2024

Kevin Hagerty, Chair  
By: Emily Siemers, Nutrition Program Coordinator

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**Manitowoc County**  
**Aging & Disability Resource Center Nutrition Project Council**

Date: May 13, 2024

Location: Manitowoc Senior Center

Members Present: Emily Siemers, Gary Thomas, Laura Affelbeck, Kevin Hagerty, Diane Hagerty

Excused: Virginia Coffman

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

Motion made by Kevin Hagerty, seconded by Gary Thomas, to accept the minutes from Feb 12, 2024.  
Motion carried.

Motion made by Gary Thomas, seconded by Kevin Hagerty, to accept the agenda for May 13, 2024.  
Motion carried.

Public comment – none.

The site manager at the Manitowoc site has resigned. Interviewing for her replacement is occurring. Emily is taking over her duties until a replacement is found.

Evaluation of the program:

- a. Assessments of the elders participating in the home delivered meal program are complete. Registration for the congregate meal participants continues. Individuals need to be encouraged to fill out the form completely.
- b. The program review is underway. A 3-hour virtual review took place last Friday looking at temperature logs, policies, etc. It went well. Three results were discussed. As required by the program, vaccine information needs to be sent out to all home delivered meal recipients by the end of the year. A policy is needed for documentation of any corrective action given to a volunteer, just as HR does for employees. Temperature issues are ongoing but are showing improvement. The in-person audits for all sites will be this Thursday by the regional representative. Our county was chosen to have the state DHS position also be present to audit the regional representative.

Promotion, Outreach efforts, and planning updates:

- a. The ADRC newsletter continues to provide information and education.
- b. Upcoming events include The Stepping Up Your Nutrition Class from 1-3 on May 29th at the Manitowoc Senior Center. It will emphasize protein and hydration. The recently completed class in Kewaunee received positive feedback. It was suggested that offering the class on the radio might be an option, however there are visual displays and class interaction which would be limited with a radio format.  
Aging Advocacy Days in Madison is happening tomorrow. 2 full vans from the ADRC will be going down to meet with legislators and to advocate for programs.  
In June the Farmers Market Vouchers will be starting. Posting is done in the newsletter and on the radio. Emily will send the Council members a copy of the Senior Farmer's Market Nutrition Program (SFMNP) information to share with individuals who may qualify as there are still spots available. The cash value has increased to 45 dollars total. This is provided through 5 vouchers of 9 dollars each. It may be difficult to spend 9 dollars at one stand and change cannot be given out. Alternatives are being considered for the future such as smaller voucher values, debit cards, etc. Education on how to use the vouchers and to find where they are accepted is helpful for the recipients.

Advocacy:

Elder input – A congregate meal member in Two Rivers who is diabetic, felt that her blood sugars are elevated on days that she participates in the meal. Manitowoc overall has been getting positive feedback regarding the food, delivery timing and meal cancellation requirements. One member shared a dislike of lima beans.

The Aging Plan Surveys are done and are being compiled. From this feedback, the goals for the Aging Plan will be developed. A suggested nutrition goal is tying education pieces to the menu for greater understanding of the nutrition requirements of the program.

Meal Site and Home Delivered Reports:

For the months of February, March and April the numbers have been consistent and are about the same as 1 year ago for the home delivered meals. Congregate meal numbers are also consistent for Two Rivers and Manitowoc. Kiel shows an increase in congregate meal numbers. Detailed numbers are available from Emily if anyone desires.

Other items:

Manitowoc yearly internal site audit to be done. Gary has agreed to do this.

The Extension has added a Heart Corp position funded through the American Heart Association.

The position provides education in various aspects of heart health including nutrition. The extension has numerous educational resources.

Next meeting: The August meeting is cancelled as Emily will be on maternity leave. The November meeting details will be sent out by Lori Fure closer to the date.

Kevin made a motion to adjourn the meeting at 1350. Seconded by Gary. Motion carried.

Respectfully submitted by Diane Hagerty