



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

DATE: Monday, January 13th, 2025
TIME: 1:00 p.m.
PLACE: Aging and Disability Resource Center- Downstairs Education Room
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. Evaluation of the program
 - a. Review of the new Registration forms for 2025- "Right Meal for You"
 - i. 'Right Meal for You' information
 - b. Annual Nutrition Satisfaction Survey Review
 - c. Aging Plan Goals- Nutrition (Review last, Intro new)
6. Promotion and outreach efforts
 - a. Radio- December (Nutrition Program) and January (SUYN)
 - b. Volunteer Driver Need- Manitowoc Site (M, F)
7. Planning Updates
8. Events planned for February, March, and April
9. Advocacy Updates
 - a. Elder input
10. Meal Site and Home Delivered Meal Reports
 - a. Congregate Meals served November, December
 - b. Home Delivered Meals served November, December
11. Other Items
 - a. Kiel Caterer
 - b. Home Delivered Meal Temperature Progress

Date: 01/06/2025

Kevin Hagerty, 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

Date: January 13, 2025

Location: Manitowoc County ADRC, Education Room

Members Present: Emily Siemers, Laura Affelbeck, Lori Fure, Virginia Coffman, Kevin Hagerty, Diane Hagerty

Excused: Gary Thomas

Meeting called to order at 1:00 by Emily Siemers, Nutrition Program Coordinator

Motion made by Kevin Hagerty, seconded by Laura Affelbeck, to accept the meeting minutes from May 13, 2024. Motion carried.

Motion made by Kevin Hagerty, seconded by Diane Hagerty, to accept the meeting agenda for January 13, 2025. Motion carried.

Public comment – none.

Evaluation of the program:

- a. The “Right Meal for You” Meal Prioritization Assessment form from GWAAR (Greater Wisconsin Agency on Aging Resources) was reviewed. Per the GWAAR Nutrition Team this assessment form is “to create a consistent and streamlined approach for prioritizing ENP (Elderly Nutrition Program) services that align with the intent of the OAA (Older Americans Act) by assuring **older adults at the highest need for meals, and greatest risk (economic, social, and nutrition insecurity)**, are being served with available resources.” After a trial period last year and following ACL (Administration for Community Living) recommendation, this form has been adopted as the required standardized process for any county with a waiting list. The assessment categorizes clients into 3 priority levels (high, moderate, and low). Staff are being trained on the assessment form and the goal is to roll it out March 1st.
- b. The Annual Nutrition Satisfaction Survey results were shared with the Council. 123 responses were received (about 1/3 of the participants). The majority of the responses were positive regarding the quality of the meals, the variety provided and the interaction with the drivers of the home delivered meals. The biggest reason given by clients that they feel prevents them from attending congregate meals is transportation and illness/condition/mobility issues.
- c. The County Aging Plan Goals relating to nutrition in both the prior plan and the new plan were reviewed. Both of the prior goals have been met and will continue. The goal to improve health and immunity has been accomplished with the Stepping Up Your Nutrition Class. 3 classes were held in the past 2 years. 2 classes are scheduled for this spring. The Farm Market Vouchers for home delivered recipients began this past summer. 13 individuals participated and feedback was very positive. This program will continue with the hope to increase participation. There are currently 2 new nutrition goals for 2025-2027 Aging Plan. The first involves nutrition education. In addition to required topics, education highlighting certain menu items is to be provided. Partnering with Foodwise will be explored for programs at the various centers. The second goal is to provide culturally authentic Hmong meals to Senior Nutrition Program participants using a voucher system. Further details regarding the Aging Plan can be found on the ADRC website.

Promotion and Outreach efforts:

- a. Radio spot by Emily regarding the Nutrition Program occurred in December. The January radio spot will focus on Stepping Up Your Nutrition.
- b. If anyone has suggestions, the Manitowoc Site is in need of a volunteer driver (M, F).

Planning updates:

The ADRC applied and was chosen to partner with The AARP Wish of a Lifetime to provide flowers and cards to be delivered to all home delivered participants for Valentine's Day.

Advocacy: No elder input noted.

Meal Site and Home Delivered Reports:

- a. Last year's Congregate Meal totals were reviewed. Kiel and Kewaunee showed increase. Manitowoc and Two Rivers were stable.
- b. Annual Home Delivered Meals showed some decline after implementation of the prioritization program.

Other items:

- a. Kiel is using a new caterer – North Shore from New Holstein.
- b. New heated containers are being introduced. They show improved temperature compliance.
- c. Possible groups to provide birthday cards for home delivered participants was discussed.

Next meeting: TBD

Emily Siemers made a motion to adjourn the meeting at 1405. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty



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

DATE: Monday, July 14th, 2025
TIME: 1:00 p.m.
PLACE: Two Rivers Senior Center- Koska Room
1520 17th 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
5. Evaluation of the program
 - a. Temperature Regulations Home Delivered Meals
 - b. Upcoming GWAAR Audit
6. Promotion and outreach efforts
 - a. Malnutrition Week (Sept. 8-12)
7. Planning Updates
 - a. Awareness of Programs and recruitment of Elders to program
 - i. Farmer Market Vouchers
 - ii. HDM - Meal Prioritization Update
 - iii. Stepping up your Nutrition- June/July
 - b. Events planned for August, September, and October
 - i. Malnutrition Awareness Week (Sept. 8-12)
 - ii. Kewaunee Resource Fair (September 30th- 9-12pm at Fair Grounds Luxemburg)
 - iii. Site manager Training (Oct 23rd)- all sites remain open
8. Advocacy Updates
 - a. Federal Funding Update
 - b. Elder input
9. Meal Site and Home Delivered Meal Reports
 - a. Congregate Meals served May and June
 - b. Home Delivered Meals served May and June
10. Other Items
 - a. Driver Training- August 2025 via email presentation

Date: 06/23/2025

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

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Manitowoc County

Aging & Disability Resource Center Nutrition Project Council

Date: July 14, 2025

Location: Two Rivers Senior Center, Koska Room

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

Excused: Virginia Coffman

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

Motion made by Diane Hagerty, seconded by Kevin Hagerty, to accept the meeting minutes from January 13, 2025. Motion carried.

Motion made by Emily Siemers, seconded by Kevin Hagerty, to accept the meeting agenda for July 14, 2025. Motion carried.

Public comment – none.

Evaluation of the program:

- a. Temperature regulation of home delivered meals has greatly improved with new heated carriers.
- b. We had a GWAAR audit last year that went well. We have been chosen for an audit again this year. We then will go to a 3-year cycle for future audits. This audit will also include a site visit to Kewaunee County. This is expected to occur next week.

Promotion and Outreach efforts:

- a. Malnutrition Awareness Week is Sept 8-12 this year. Emily will be visiting all congregate meal sites for a fun educational program playing Jeopardy. Marketing and education continue via Facebook, in newsletters, with the menus etc.

Planning updates:

- a.
 - i. Farmer Market Vouchers have gotten a great response this year, especially during the 2 week outreach. 429 vouchers were available. 50 extra vouchers were requested at that time due to the good turnout. 71 vouchers are still available for the rest of the summer. 44 Home Delivered meal Clients have signed up for delivery of a monthly produce basket (an increase from 13 last year). In addition, Sullivan Farms visits the Two Rivers Senior Center on most Tuesday mornings with fresh produce. This has been well received. Sullivan Farms will also be visiting the Manitowoc Senior Center in the future.
 - ii. Home Delivered Meal Prioritization is based on the standard form of "Right Meal For You". Participants who have recently been discharged from the hospital, a rehabilitation facility or hospice are automatically considered to be a high priority and will be able to receive meals to meet recovery needs for up to 12 weeks. The physical home assessment is waived until after the 12- week period. If they are still on the program after the 12-week period, the home assessment will then be done. This streamlines the use of personnel time.
 - iii. Stepping Up Your Nutrition Class has shown increased participation possibly due to marketing. Manitowoc and Kewaunee have had their biggest classes yet.

- b. Upcoming events for August, September, and October include:
 - i. Malnutrition Week (Sept 8-12)
 - ii. The Kewaunee Resource Fair (Sept 30th from 9-12 pm) at the Fair Grounds in Luxemburg
 - iii. Site Manager training (Oct 23). All sites will remain open.

Advocacy Updates:

- a. Federal Funding has shown no changes currently. A letter has been sent out to reassure participants that Meals on Wheels will continue. 65% of the funding comes from contributions.
- b. Elder input has been positive. Participants are pleased with improved food temperatures and overall food quality.

Meal site and Home Delivered Reports:

- a. Congregate meals served in Manitowoc County for May were 295 and June were 283. The Manitowoc and Two Rivers sites have been stable. The Kiel site has a decrease of about 7.
- b. Home delivered meals served in Manitowoc County for May were 292 and June were 317. The Manitowoc site has slightly increased. The Two Rivers and Kiel sites are stable. The year-to-date average is 307.

Other items:

- a. Driver training will take place in August via an email presentation. If drivers do not have email, an alternative method will be found.
- b. SNAP-ed Foodwise federal funding has been eliminated in the recent One Big Beautiful Bill Act.
- c. An alternative meal site for authentic Hmong meals is still in progress.

Next meeting: Monday, October 13, 2025 from 1-2pm at the Manitowoc Senior Center

Emily Siemers made a motion to adjourn the meeting at 1335. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty



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

DATE: Monday, Oct 13th, 2025
TIME: 1:00 p.m.
PLACE: ADRC of the Lakeshore- Education Room
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
5. Evaluation of the program
 - a. Review of the Annual survey
 - b. GWAAR audit results
6. Promotion and outreach efforts
 - a. Newsletter/ Website/ Social Media review
7. Planning Updates
 - a. Hmong Meal site Update
 - b. Nutrition Education Handout Goal update
 - c. Events planned for November, December, and January
8. Advocacy Updates
 - a. Elder input
9. Meal Site and Home Delivered Meal Reports
 - a. Congregate Meals served August, September, and October
 - b. Home Delivered Meals served August, September, and October
10. Other Items

Date: 09/29/2025

Kevin Hagerty, Chair

By: Emily Siemers, Nutrition Program Coordinator

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Manitowoc County

Aging & Disability Resource Center Nutrition Project Council

Date: October 13, 2025

Location: ADRC of the Lakeshore – Education Room

Members Present: Emily Siemers, Gary Thomas, Kevin Hagerty, Diane Hagerty, Guest Paul Hacker

Excused : Laura Affelbeck, Virginia Coffman

Meeting called to order at 1:00 by Emily Siemers, Nutrition Program Coordinator

Motion made by Diane Hagerty, seconded by Kevin Hagerty, to accept the meeting minutes from July 14, 2025. Motion carried.

Motion made by Emily Siemers, seconded by Kevin Hagerty, to accept the meeting agenda for October 13, 2025. Motion carried.

Evaluation of the program:

- a. Annual Survey results reviewed. Menu preferences for the 8-week cycle have been adjusted based on client input. It was noted that the quality of some menu suggestions would not hold up well, such as pizza and French fries. Some clients (31%) have requested that carb counts be included on the menu. It was suggested that possibly providing carb counts of the standard menu items could be done separately for those who request it. Ways to improve revenue are being explored. Some other counties use the Food Share Cards. 23% responded that they would consider this. It would require a machine to run the card. The Council agreed not to pursue this at this time. Clients commended the work of the volunteers.
- b. The GWAAR audit results were good.

Promotion and Outreach efforts:

- a. The ADRC newsletter Senior Nutrition Program page will be simplified to decrease wordiness and promote interaction with the ADRC staff. The website also will decrease wordiness and prompt connecting with the ADRC. The social Media outlets are doing a great job and will be kept as they are at this time.

Planning updates:

- a. The Hmong meal site goal is being worked on with Ann's Noodles as a possibility to provide a weekly in person meal and also a meal for the weekly group that meets with Human Services. Currently, it is cost prohibitive. Portion size adjustment may bring down the price and will be discussed with them
- b. Nutrition Education topics that have been suggested are: simple meal recipes, high fiber diets, and high potassium foods.
- c. Upcoming events include partnering with Froedtert Hospital for a Thanksgiving Day meal for Manitowoc City home delivered meal recipients. Local high school choir groups will be performing at the Manitowoc and Two Rivers congregate meal sites on Dec 10. Lutheran High School will be in Manitowoc and TRHS will be in Two Rivers.

Advocacy Updates:

Elder input has been positive about the meals. Positive remarks regarding the monthly summer fresh produce deliveries were also noted. No issues or concerns.

Meal site and Home Delivered Reports:

In August, 315 Congregate meals and 4088 home delivered meals were served. In Sep, 355 congregare meals and 3967 home delivered meals were served.

Trends : Sep had the highest number of congregare meals YTD. Manitowoc had a decrease in congregare meals and an increase in home delivered meals. Two Rivers has been trending upward for congregare and home delivered. Kiel has been stable.

Other items:

There have been discussions with Amber Daus with Grow It Forward in possibly partnering outreach to the Home Delivered Meal program.

The Home Delivered Meal Program also has 150 shelf stable meals available that will need to be utilized soon.

Next meeting: January 12, 2026 at the Manitowoc Senior Center.

Emily Siemers made a motion to adjourn the meeting at 1405. Seconded by Kevin Hagerty. Motion carried.

Respectfully submitted by Diane Hagerty