

Waupaca County Committee on Aging Meeting Minutes
Wednesday, September 28, 2016
9:00AM
Waupaca County Courthouse
811 Harding Street
Room 1068

This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

ADRU Manager, Chairperson Mary Kay Poehlman called the meeting to order at 9:00 A.M.

MEMBERS PRESENT: Mary Kay Poehlman, Dona Gabert, Jan Lehrer, Jan Lytie, Bob Appleby, Ray Claussen,

OTHERS PRESENT: Leah Klein, Linda Bowman, Darlene Kramer

- I. **ADOPTION OF AMENDED AGENDA:** *Motion by Jan Lehrer, second by Dona Gabert to approve the agenda.*
Motion carried.
- II. **ADOPTION OF THE MINUTES of July 26, 2016** *Motion by Jan Lehrer second by Bob Appleby.*
Motion Carried.

PUBLIC COMMENT: None

III. **Opening Bids for the Nutrition Program Caterers** **Action**

Chairperson Mary Kay Poehlman opened three (3) sealed Bids which were received by the Bid Closing date and time of Monday, September 26, 2016 at 12:00 P.M. (noon). The Committee reviewed the bid packages to ensure proper documentation was submitted. No other Bids were presented than those listed below.

- i. The committee reviewed a bid submitted by **Steve and Mary's Main Street Cafe**, located at: 216 N Main Street, Marion, WI. Bid stated caterer will furnish meals as per specified in the bid to the following nutrition sites in Waupaca County: Clintonville, Marion, and New London. Jan Lehrer motioned to recommend the terms of the bid, from Steve and Mary's Main Street Café, to the Waupaca County Department of Health and Human Services Board for final approval. Second by Dona Gabert. **Motion Carried**
- ii. The committee reviewed a bid submitted by **Crossroads Care Center of Weyauwega** located at 717 E Alfred St, Weyauwega, WI. Bid stated caterer will furnish meals as per specified in the bid to the following nutrition sites in Waupaca County: Weyauwega. The Committee requested that Leah Klein contact Crossroads Care Center of Weyauwega and ask if they would consider furnishing meals for the Waupaca site as well as Weyauwega. Dona Gabert motioned to recommend the terms of the bid, pending the submission of insurance and requested consideration of furnishing Waupaca Site Meals from

Crossroads Care Center of Weyauwega, to the Waupaca County Department of Health and Human Services Board for final approval. Second by Jan Lehrer.
Motion carried

- iii. The Committee reviewed a bid submitted by **Iola Living Assistance** located at 185 S. Chet Krause Drive, Iola, WI. Bid stated will furnish meals as per specified in the bid to the following nutrition sites in Waupaca County: Iola and Manawa. Delivery of catered food is an option in case a Waupaca County volunteer driver is unavailable to deliver food to the Manawa Nutrition Site. In the event that Iola Living Assistance will deliver the food, there will be a \$30.00 delivery charge. Jan Lehrer motioned to recommend the terms of the bid, from Iola Living Assistance, to the Waupaca County Department of Health and Human Services Board. Second by Ray Claussen. **Motion Carried**

IV. Under 60 Staff Person – Donation Based Meal **Action**

ADRU Manager, Leah Klein explained that paid Nutrition Program staff under the age of 60, required approval from the Committee on Aging to receive a donation-based meal on the days they managed the Nutrition Site. Without approval from the Committee on Aging, under age 60 staff persons would be required to pay the full cost of the meal which is \$7.35. Ray Claussen made a motion to approve donation-based meals for under age 60 Waupaca County Nutrition Staff persons. Seconded by Dona Gabert. **Motion Carried**

V. Dar Kramer, Regional ADRC Coordinator **Update**

Dar will send results of the Customer Satisfaction Surveys created by Dr. Amy Flowers. The surveys were done via phone vs. mail. Dar gave an update on new staff members and their roles.

VI. Nutrition Program Volunteer Policy **Discussion**

At this time we do not have a Waupaca County Volunteer policy in place. Leah Klein reviewed the considered topics this policy would detail including: compensation, background checks, DHHS customer confidentiality, age of volunteers as it relates to job assignment, necessity of following other applicable laws, necessary training. Committee member Dona Gabert recommended a confidentiality agreement be signed by Volunteers.

VII. New Position Request **Discussion**

ADRU Manager, Leah Klein discussed the request of an Aging Program Supervisor, to oversee the Nutrition and Caregiver programs. This position had been previously requested at the Waupaca County Department of Health and Human Services Board which has jurisdiction over such positions. Waupaca County Board approval is still needed. This County position has been requested as a Grade Ten (10) pay level and will have 6 direct staff reports.

VIII. Nutrition Program Survey Results **Discussion**

An annual survey of the Waupaca County Elderly Nutrition Program was conducted over the past two months. Leah Klein reviewed the results of that survey with the Committee.

NEXT MEETING – Tuesday, November 29, 2016 at 9:00am at the Waupaca County Courthouse, Room 1068

ADJOURN: Motion was made to adjourn at 10:24 A. M. by Jan Lehrer Second by Jan Lytie
Motion carried.

Respectfully Submitted:

Linda Ann Bowman
ADRC- Clerk