

Waupaca County Nutrition Advisory Council Meeting Minutes

March 3rd, 2016

1:30pm

Waupaca County Courthouse

811 Harding Street

Room LL43

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.

Chairperson Carl Kietzmann called the meeting to order at 1:30pm

MEMBERS PRESENT: Carl Kietzmann, Mary Wais (Clintonville), Bette Kaminske (Weyauwega), Caroline Adams (Iola), Joanna Samack (Waupaca Alternate), Mona Golla-Kolosso (Manawa Alternate), Kim Ebert (New London Alternate)

MEMBERS EXCUSED: Mary Riske (Marion Alternate), Carol Elvery (Waupaca), Janet Reilly (Manawa)

OTHERS PRESENT: Leah Klein (ADRU Manager), Kristine Wiegman (Volunteer/Prevention Coordinator), Barbara Quinn (Possible New London Site Representative), Gary Kaminske

- I. **ADOPTION OF THE AGENDA:** Motion by Kim Ebert, second by Caroline Adams. ***Motion carried.***
- II. **ADOPTION OF THE MINUTES of June 11th, 2014:** Motion by Mona Golla-Kolosso, second by Joanne Samack. ***Motion carried***

PUBLIC COMMENT: No public comment

- III. **Council Member Introductions:** Council members introduced themselves and stated their interest in participating the Nutrition Advisory Council. Leah Klein started by explaining that she was the Aging & Disability Resource Unit Manager at Waupaca County Department of Health and Human Services. She has been in the position since May of 2015. Leah Klein also serves as the Nutrition Director for Waupaca County. Joanna Samack introduced herself as the Waupaca Nutrition Site Manager and stated she was representing the Waupaca Site as an alternate to appointed representative Carol Elvery. Mona Golla-Kolosso introduced herself as the Manawa Nutrition Site Manager and stated she was representing the Manawa Site as an alternate to appointed representative Janet Reilly. Bette Kaminske introduced herself as the Weyauwega Site representative and stated that her and her husband, Gary Kaminske (also present), have been Volunteer Home Delivered Meal drivers in the Weyauwega area for many years. Caroline Adams introduced herself as the Iola Site representative and stated that she has been a Volunteer Home Delivered Meal driver for the Iola Site for many years. Kim Ebert introduced herself as the New London Site Manager and introduced Barbara Quinn who is possibly interested in formally participating in the Nutrition Advisory Council in the future as the appointed New London Site representative. Mary Wais introduced herself as the Clintonville Site representative and stated that she is a Home Care Registered Nurse with interest in the committee and the Waupaca County Nutrition Program as it relates to the home care and medical needs of the participants of the program. Kristine Wiegman introduced herself as the Waupaca County Volunteer and Prevention

Program Coordinator. Carl Kietzmann introduced himself as the appointed County Board Chairperson and stated that he was from the New London are.

- IV. Nutrition Advisory Council – Roles/Responsibilities:** Leah Klein gave a brief verbal summary of the Nutrition Advisory Council member expectations and responsibilities. Leah Klein verbally summarized responsibilities including Nutrition Program participant confidentiality, attendance at all Nutrition Advisory Council meetings and advising the Nutrition Director on policies and procedures of the Nutrition Program. Leah Klein informed the Council members that she is in the process of drafting a Nutrition Advisory Council member handbook which will highlight necessary education information for members as well as include expectations and responsibilities of Nutrition Advisory Council Members. Leah Klein verbally reported that she hopes to have a draft version of the handbook prepared for the Council review at the next meeting.
- V. 2016-2018 Aging Plan Approval:** Leah Klein verbally summarized the purpose of the Waupaca County 2016-2018 Aging Plan and confirmed to the Nutrition Advisory Council members that the Waupaca County 2016-2018 Aging Plan had been submitted and approved by the Waupaca County Committee on Aging and Greater Wisconsin Agency on Aging Resources in December 2015. Leah Klein verbally explained that the Wisconsin Elder Nutrition Program was a focus area of the Aging Plan as determined by the State. Therefore each year of the Aging Plan an objective was to be written to reflect the goals of the Waupaca County Nutrition Program. Leah Klein verbally summarized the 2016-2018 Nutrition Program goals included in the Aging Plan as in 2016 a goal for creating a modernized training program for nutrition site managers and volunteers, in 2017 a goal for implementing at least one best practice from the training program developed in 2016 and in 2018 a goal for increasing congregate dining participation by 10% at each Nutrition Site.
- VI. Nutrition Policies Approval:** Leah Klein referenced the five (5) draft versions of Waupaca County Nutrition Program polices sent to all Nutrition Advisory Council members with their agenda packets prior to this meeting. Copies of the draft policies were also made available for the meeting for public viewing. Leah Klein explained to the Council members that the Waupaca County Nutrition Program is required to develop policies in the five areas outlined in the policies referenced. Policies included: Carry-Out Meals Policy, Waiting List Policy, Staff, Volunteer and Participant Behavior Expectations Policy, Leftover and Frozen Meals Policy, Ensuring Participant Contribution Confidentiality Policy. Discussion was held regarding the informal policy of not allowing Volunteer Home Delivered Meal drivers to enter a participants home if the door is unlocked but the participant did not answer the door in person or verbally authorize the Volunteer Meal Driver to enter the home and the participant was not visible. It was noted by several Council members in attendance that the importance of Volunteer Home Delivered Meal Drivers going into a participant's home to check on their well-being has proved life saving in the past. Leah Klein mentioned that primary reason for promoting that policy referencing the potential liability that places on the Volunteer Home Delivered Meal Driver. Joanne Samack had suggested a waiver or release of some kind to be signed by the participant authorizing Volunteer Home Delivered Meal Drivers to enter their home and search for them to ensure their well-being. Leah Klein agreed to pursue this with upper administration at Waupaca County Department of Health and Human Services and also the Corporation Counsel regarding Department and individual liability. There were no questions or comments regarding any of the five draft policies provided.
- VII. APPROVE 2016 MEETING DATES AND TIMES:** Proposed 2016 Meeting Dates and Times were included in the agenda packet sent to the Council members prior to this meeting. Brief discussion occurred regarding the location of the 2016 Meetings. It was decided that the following dates, times and locations would need approval:

Thursday May 26th, 2016 at 1:30pm at the New London Nutrition Site
Thursday August 25th, 2016 at 1:30pm at the Manawa Nutrition Site
Thursday November 17th, 2016 at 1:30pm at the Waupaca Nutrition Site

Motion to approve the 2016 Waupaca County Nutrition Advisory Council meeting dates, times and locations made by Kim Ebert and second by Mona Golla-Kolosso. ***Motion carried.***

**VIII. NEXT MEETING: THURSDAY MAY 26TH, 2016 AT 1:30PM AT THE NEW LONDON NUTRITION SITE:
600 W. WASHINGTON STREET
NEW LONDON, WI 54961**

IX. ADJOURN: Motion was made to adjourn at 2:38pm by Bette Kaminske, second by Caroline Adams.

Respectfully Submitted: Leah Klein
Aging & Disability Resource Unit Manager, Waupaca County DHHS