

Waupaca County Nutrition Advisory Council Meeting Minutes

Thursday May 26th, 2016

1:30pm

New London Nutrition Site

600 W. Washington Street

New London, WI 54961

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 Keitzmann, Janet Reilly, Barbara Quinn, Caroline Adams, Shani Appleby, Joanne Samack, Mary Riske

Others Present: Mona Golla-Kolosso, Kim Ebert, Kristine Wiegman, Leah Klein

- I. **Adoption of Agenda:** Motion by Caroline Adams, second by Barbara Quinn to approve the agenda. **Motion Carried.**
- II. **Adoption of the Minutes of March 3rd, 2016 Meeting:** Motion by Caroline Adams, second by Barbara Quinn to approve the minutes. **Motion Carried**

Public Comment - None.

- III. **Chapter 8 Nutrition Program Operations Manual:** **Discussion**
Leah Klein provided paper copies of the Chapter 8 Nutrition Program Operations Manual from the Wisconsin Aging Network Manual of Policies, Procedures & Technical Assistance. Leah Klein instructed Members present to refer to the Chapter 8 Nutrition Program Operations Manual for questions on program procedures and regulations.
- IV. **Nutrition Program Transportation:** **Discussion**
Discussion was held regarding available options for transportation for seniors to and from the Nutrition Site to participate in the Congregate Dining program. It was noted that New London, Waupaca and Clintonville sites have access to public transportation via taxi or other services in their area. Discussion was held regarding the Waupaca County Volunteer Driver Transportation Program and it's availability to meet the transportation needs, if any, of the Congregate Dining population in Waupaca County.
- V. **Volunteer Home Delivered Meal Drivers Procedure and Training:** **Discussion**
Discussion was held regarding available in-person training and print training materials for our Volunteer Home Delivered Meal Drivers, Kitchen Volunteers and teaming up with our Volunteer Drivers of our Transportation Program.

VI. Weyauwega Nutrition Site Relocation: **Update**
Leah Klein verbally updated the Council with information on the upcoming move for the Weyauwega Nutrition Site. The Weyauwega Nutrition Site was relocated in 2013 due which was intended to be a short-term arrangement. The City of Weyauwega has remodeled their City Offices to include a community room, kitchen and separate and distinct office and storage area for the Waupaca County Nutrition Program. Anticipated move date of mid-July 2016.

VII. Nutrition Program Policy Approval: **Action**
Motion by Janet Reilly, second by Barbara Quinn to approve all 5 (five) Nutrition Program Policies with spelling corrections, including: *Waiting List, Leftover and Frozen Meal, Staff, Volunteer and Participant Behavior Expectations, Carry-Out Meals, and Ensuring Participant Contribution Confidentiality* policies.

VIII. Motion to Adjourn **Action**
Motion was made to adjourn at 2:16pm by Barbara Quinn, second by Shani Appleby. **Motion Carried.**

Next Meeting: Thursday August 25th, 2016, Manawa Nutrition Site, E6325 County Road N Manawa, WI 54949

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