

Waupaca County Nutrition Advisory Council Meeting Minutes

Thursday August 25, 2016

1:30 PM

Manawa Senior Nutrition Site

E6325 County Road N

Manawa, WI 54949

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, Caroline Adams, Wayne Laux, Barbara Quinn, Shani Appleby (Weyauwega Alternate) and Mona Golla-Kolosso (Manawa Alternate)

Others Present: Leah Klein

- I. **Adoption of Agenda:** Motion by Caroline Adams, second by Mona Golla-Kolosso. **Motion Carried.**
- II. **Adoption of the Minutes of May 26, 2016 Meeting:** Motion by Barb Quinn, second by Caroline Adams. **Motion Carried.**

Public Comment - None

- III. **Welcome to New Members & Introductions:** All members present introduced themselves and stated the Nutrition Site Location they represented on the Council. **Update**
- IV. **Weyauwega Nutrition Site Relocation:** Leah Klein updated the Council regarding the approval of the Weyauwega Nutrition Site Relocation from the First Presbyterian Church in Weyauwega to the new City of Weyauwega Community Center. No official move date has been established. **Update**
- V. **Request for Proposal – Caterers:** Leah Klein updated the Council regarding the Request for Proposal process which is required before the 2017 year. At this time the RFP is being reviewed and edited by Leah Klein and Waupaca County Corporation Counsel. **Update**
- VI. **Participant Satisfaction Surveys –** Leah Klein dispersed copies of the Nutrition Program participant satisfaction surveys to the Council for their Records. Surveys were dispersed at the sites the week of Monday August 15, 2016. Results of those surveys will be shared with this Council. **Update**
- VII. **New Nutrition Program Operations Manual:** Leah Klein informed the Council that a new Elderly Nutrition Program Operations Manual has been dispersed by the State Nutrition Staff. Those changes have not yet solidified and the manual is still in draft form. When the final manual **Update**

becomes available, Leah Klein will make it available to the Council

- VIII. New Position Request:** Leah Klein informed the Council that the Aging & Disability Resource Unit which houses the Elderly Nutrition Program has requested a new position for 2017. This position would manage and supervise the Waupaca County Elderly Nutrition Program and Waupaca County caregiver programs. The Council will be notified of the final decision as soon as it becomes available. **Update**
- IX. Dining Experience Form:** Each Council member was assigned a nutrition site that they do not represent to complete a Dining Experience Form. This Form will be utilized by Leah Klein and the Council to evaluate site operations and recognize areas of strength and room for improvement. A request for additional signage around Waupaca or outreach with Nutrition Site address and contact information was requested. **Discussion**
- X. Next Meeting – Thursday November 17, 2016, 1:30PM,** **Waupaca Nutrition Site**
Trinity Lutheran Church
206 East Badger Street
Waupaca, WI 54981
- XI. Adjourn:** Motion by Wayne Laux, second by Mona Golla-Kolosso to adjourn the meeting. **Action**

Respectfully Submitted: Leah Klein
Aging & Disability Resource Unit, Manager
Waupaca County Department of Health and Human Services