

Waupaca County Nutrition Advisory Council Meeting Minutes

Thursday November 17, 2016

1:30 PM

Waupaca Nutrition Site

206 E. Badger Street

Waupaca, WI 54981

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, Caroline Adams, Wayne Laux, Barbara Quinn, Carol Elvery and Mona Golla-Kolosso (Manawa Alternate)

Others Present: Leah Klein (ADRU Manager) and Beverly Laux (Public)

- I. **Adoption of Agenda:** Motion by Caroline Adams, second by Mona Golla-Kolosso. **Motion Carried.**
- II. **Adoption of the Minutes of August 25, 2016 Meeting:** Motion by Barbara Quinn, second by Caroline Adams. **Motion Carried.**

Public Comment – None

- III. **Requested New Position Update** **Update**

Leah Klein informed the group verbally, that the Aging Supervisor position had been approved via the Waupaca County Board of Supervisors. This position was included in the 2017 overall County Budget that was approved at the Tuesday November 8, 2016 County Board meeting. As a reminder, this position will have direct oversight and supervision of the Waupaca County Elderly Nutrition Program and the Waupaca County Caregiver support programs. Leah Klein is in the process of developing a final job description with the Human Resources department which will be posted mid-to-late December 2016. Hiring for this position will include the Director, Deputy Director, Human Resources Director, a Department of Health & Human Services Board member and Leah Klein.
- IV. **Participant Satisfaction Surveys** **Update**

Leah Klein gave copies of the collected data from the 2016 Waupaca County Elderly Nutrition Program Participant Satisfaction Surveys. Data was reviewed.
- V. **Site Sanitation Reviews** **Update**

Leah Klein gave copies of four Site Sanitation Reviews completed by the Environmental Health Specialists from the Waupaca County Health Department. Site Sanitation Reviews are required on an annual basis. This was the first year the Health Department assisted with these Reviews.

VI. New Signage & Posters for the Nutrition Program **Update**

At the last Nutrition Advisory Council meeting it was noted that the Waupaca County Elderly Nutrition Program lacked signage and advertisement of the programs. Leah Klein presented samples of signs made to be put up around the County to advertise the Senior Dining program. Also presented was signage advertising the need for Home Delivered Meal Drivers.

VII. Proposed Meeting Dates for 2017 **Action**

Members discussed dates. A discrepancy was noted on the information mailed out to the Council members and information handed out at the meeting on this day. Leah Klein confirmed that the dates listed on the information mailed to the Council members was correct.

Dates of 2017 Nutrition Advisory Council Meetings are as follows*:

All meetings held at 1:30pm

February 16, 2017 – Weyauwega Nutrition Site: 109 E. Main Street, Weyauwega, WI 54983

May 18, 2017 – Marion Nutrition Site: 325 W. Garfield Avenue, Marion, WI 54950

August 17, 2017 – Clintonville Nutrition Site: 30 S. Main Street, Clintonville, WI 54929

November 16, 2017 – Iola Nutrition Site: 505 W. Iola Street, Iola, WI 54945

**dates subject to change due to weather or other circumstances*

VIII. Next meeting – February 16, 2017, 1:30pm **Weyauwega Nutrition Site**
109 East Main Street
Weyauwega, WI 54983

IX. Adjourn: Motion by Wayne Laux, second by Carol Elvery. **Motion Carried.**

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