



MANITOWOC COUNTY
Aging & Disability Resource Center of the Lakeshore
Nutrition Project Council
MEETING NOTICE

DATE: Friday, April 11, 2014

TIME: 2:00 p.m.

PLACE: Manitowoc Senior Center, 3330 Custer Street, Manitowoc, WI



The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call)
3. Agenda Approval
4. Nutrition
 - a. Dining Site Changes
5. Next Meeting Date –May 21, 2014
6. Adjournment

Date: April 9, 2014

Darlyene Lau, Chair
By: Alyssa Weber, RD, CD, Nutrition Coordinator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this commission, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



MANITOWOC COUNTY
Aging & Disability Resource Center of the Lakeshore
Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, May 21, 2014

TIME: 9:30 a.m.

PLACE: Manitowoc Senior Center, 3330 Custer Street, Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Input
5. Correspondence
 - a. Council Vacancies
6. Legislative
 - a. Elections
 - b. Site Representatives
7. ADRC Updates
 - a. Volunteer Week
 - b. Health Fair
8. Nutrition
 - a. Dining Site Closure
 - b. 2013 & 2014 Dining Site Evaluations
 - c. Congregate Survey
 - d. Congregate Assessment Updates
 - e. Nutrition Program Policy and Procedure Review
9. Reports
 - a. Dining Site Attendance
 - b. Other – Scams, Nutrition News
10. Next Meeting Date – September 17, 2014
11. Adjournment

Date: May 8, 2014

Darlyene Lau, Chair

By: Alyssa Weber, RD, CD, Nutrition Coordinator

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MANITOWOC COUNTY NUTRITION PROJECT COUNCIL
Manitowoc Senior Center, 3330 Custer Street, Manitowoc
Wednesday, May 21, 2014

Meeting called to order by Darlyene Lau at 9:30 A.M.

Members Present: Marian Christel, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Laverne Jorgensen, Darlyene Lau, Randall Loose, Eleanor Shea

Members Excused: Margy Frieland, Linda Frish, Betty Kvitek, Alice Matthias, Judy Ruggirello, Agnes Schmidt

Motion made by Patrick Gagne, seconded by Arthur Heberlein to accept the minutes from September 18, 2013. Motion carried.

Motion made by Marian Christel, seconded by Paul Gintner to accept the agenda for May 21, 2014. Motion carried.

Public Input – none

Correspondence – None

Legislative –

Elections– Current elected positions would like to remain in the position for another year; passed by a unanimous vote.

Site Representatives – The Council is missing one representative from Mishicot, two from Manitou Manor and one from Manitowoc Senior Center. Alyssa will try to recruit new representatives.

ADRC Updates –

Volunteer Week – Volunteer week was April 6-13, 2014. Alyssa thanked everyone for volunteering to serve on the Council and passed out File of Life magnets.

Health Fair – The Senior Health Fair is on Thursday, May 22 from 1:00-4:00 p.m. at the Manitowoc Ice Center. There will be several speakers and free health screenings. Alyssa passed out flyers with all the information.

Nutrition –

Dining Site Closure – As of May 2, 2014 the Cleveland Dining Site was closed due to poor attendance and issues with the fire department. They were given a 30 day notice. Alyssa explained the situation to the Council and stated that the Home Delivered Meals were continuing for all, the Congregate diners were offered home delivered meals and she is working with the Senior Club to find a new meeting location. Alyssa stated that in the future she will distribute a survey within the Cleveland community to see if there is any interest in opening up a new dining site. All Council members were in agreement with the decision.

2013 & 2014 Dining Site Evaluations – All 2013 dining site evaluations looked good, no concerns at this time. Alyssa reminded everyone of their 2014 dining site assignments.

Congregate Surveys – Congregate dining surveys were distributed to all Council members to hand out at the dining sites and go through with participants.

Congregate Assessment Updates – Alyssa reminded everyone to hand out the assessment sheets at the dining sites if they have not done so. The ADRC uses these assessment forms to update consumer records.

Nutrition Program Policy and Procedure Review – Alyssa went through several sections of the Nutrition Program Policy and Procedure manual to give everyone a better understanding of how the nutrition program operates. She will continue to go through the manual at future meetings.

Reports –

Dining Site Attendance – Poor dining site attendance was discussed. Many feel that people are still active and want to go out for lunch or cook on their own. Alyssa will be attending the Valders Senior Club meeting to see if they would like to meet more than one day each month, or attend the St. Nazianz dining site.

Nutrition News/Scams – There is a Badger Care Plus Scam occurring in the Fox Valley. Alyssa shared some information about Vitamin D.

The next meeting will be held Wednesday, September 17, 2014 at the Manitowoc Senior Center.

Patrick Gagne made a motion to adjourn, Paul Gintner seconded. Motion carried.

Respectfully submitted by Alyssa Weber, RD, CD, Nutrition Coordinator.



MANITOWOC COUNTY
Aging & Disability Resource Center of the Lakeshore
Nutrition Project Council
MEETING NOTICE

DATE: Wednesday, September 17, 2014

TIME: 9:30 a.m.

PLACE: Manitowoc Senior Center, 3330 Custer Street, Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the council may convene in closed session. The following matters may be considered at the meeting:

1. Open Meeting Compliance
2. Regular Business (Roll Call, Previous Minutes, etc.)
3. Agenda Approval
4. Public Input
5. Correspondence
 - a. Donation
6. Legislative
 - a. Site Representatives
7. ADRC Updates
 - a. Upcoming Classes
8. Nutrition
 - a. Surveys
 - b. State Nutrition Assessment
 - c. Kiel Serving Time
 - d. Dishwasher Replacement
 - e. 2014 Evaluations
 - f. Missing Information/Dining Site Assessment Forms
 - g. Volunteer Banquet
 - h. Nutrition Program Policy and Procedure Review
9. Reports
 - a. Dining Site Reports/Increase Attendance/Menu Suggestions
 - b. Other – Scams, Nutrition News
10. Next Meeting Date – January 21, 2015
11. Adjournment

Date: September 4, 2014

Darlyene Lau, Chair

By: Alyssa Weber, RD, CD, Nutrition Coordinator

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MANITOWOC COUNTY NUTRITION PROJECT COUNCIL
Manitowoc Senior Center, 3330 Custer Street, Manitowoc
Wednesday, September 17, 2014

Meeting called to order by Paul Gintner at 9:30 A.M.

Members Present: Marian Christel, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Betty Kvittek, Randall Loose, Judy Ruggirello, Eleanor Shea

Members Excused: Margy Frieland, Linda Frish, Laverne Jorgensen, Darlyene Lau, Alice Matthias

Motion made by Marian Christel, seconded by Patrick Gagne to accept the minutes from May 21, 2014. Motion carried.

Motion made by Marian Christel, seconded by Patrick Gagne to accept the agenda for September 17, 2014. Motion carried.

Public Input – none

Correspondence – The Nutrition Program received a \$200.00 donation in honor of an individual.

Legislative –

Site Representatives – Agnes Schmidt, Mishicot representative, retired. Everyone signed a thank you letter for her. The council has several vacant positions: two representatives from Mishicot, two from Manitou Manor and one from Manitowoc Senior Center. Alyssa will try to recruit new representatives.

ADRC Updates –

Upcoming Classes – There are many prevention classes and Medicare informational sessions scheduled for fall.

Nutrition –

Congregate Surveys – Congregate dining surveys were distributed to all Council members at the May meeting. Alyssa still has not received Kiel or Valders surveys.

State Nutrition Assessment – Every 3 years GWAAR assesses the nutrition program. Overall everything is going well. A few things that need to be implemented include: eyewash bottles at dining sites, ice packs in all coolers with cold or frozen food and coolers for the frozen meals.

Kiel Serving Time – Previously the Kiel serving time had been 5:00 p.m. on Mondays and 12:00 p.m. Tuesday through Friday. As of September 2, 2014 Monday's serving time was changed to 12:00 p.m. The Council felt this was appropriate. It is much safer for volunteers to deliver meals in the day light, especially during the winter months.

Dishwasher Replacement – The Manitowoc Senior Center dishwasher broke in June. The City of Manitowoc and the ADRC will be purchasing a new dishwasher.

2014 Dining Site Evaluations – Alyssa reminded all representatives to schedule their dining site evaluations.

Missing Information/Dining Site Assessment Forms – Alyssa reminded all representatives to have new diners at their sites fill out the nutrition questions on the back of the dining site assessment form. If it is not filled out it shows as an error on the GWAAR end of year reports. Alyssa distributed forms for people to fill out that the ADRC was missing information for.

Volunteer Banquet – The banquet will be Thursday, October 9 at City Limits at 3:00 p.m. Invitations were mailed early in September.

Nutrition Program Policy & Procedure Review – Will review at the next meeting.

Reports –

Dining Site Reports – Alyssa discussed the efforts of the state to revitalize the dining sites throughout Wisconsin. The ADRC is working on a plan to revitalize some of the Kewaunee and Manitowoc dining sites. A discussion took place about why younger seniors do not attend the dining sites. Some of the reasons included: They feel they do not need the meal service yet, when they need it they will come; people do not know about it; people don't want to do the activities that are planned at the sites or any activities at all.

Nutrition News/Scams – Alyssa shared a grandparent and a Medicare scam.

The next meeting will be held Wednesday, January 21, 2015 at the Manitowoc Senior Center.

Arthur Heberlein made a motion to adjourn, Rosie Gintner seconded. Motion carried.

Respectfully submitted by Alyssa Weber, RD, CD, Nutrition Coordinator.