



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

DATE: Wednesday, January 21, 2015

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)
3. Approve Minutes
4. Approve Agenda
5. Public Comment
6. Correspondence
  - a. Donations
7. Legislative
  - a. New Site Representatives
  - b. Elections
8. ADRC
  - a. Upcoming Classes
9. Nutrition
  - a. Policy & Procedure Review
  - b. Site Evaluations
  - c. State Nutrition Assessment
  - d. Contracts
  - e. Suggested Donation
  - f. Mileage Reimbursement Increase
  - g. Dining Site Expectations & Guidelines
10. Reports
  - a. Dining Site Reports
  - b. Increase Attendance/Menu Suggestions/Revitalization
  - c. Other – Scams, Nutrition News
11. Next Meeting Date – May 20, 2015
12. Adjournment

Date: January 7, 2015

Darlyene Lau, Chair

By: Alyssa Weber, RDN, 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 Nutrition Project Council  
Manitowoc Senior Center  
3330 Custer Street, Manitowoc  
Wednesday, January 21, 2015

Members Present: Marian Christel, Patrick Gagne, Rosie Gintner, Paul Gintner, Betty Kvitek, Darlyene Lau, Randall Loose, Alice Matthias, Donna Reilly Judy Ruggirello, Eleanor Shea

Members Excused: Arthur Heberlein, Ethel Heberlein, Alvin Hills, Laverne Jorgensen

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

Motion made by Betty Kvitek, seconded by Judy Ruggirello to accept the minutes from September 17, 2014. Motion carried.

Motion made by Marian Christel, seconded by Judy Ruggirello to accept the agenda for January 21, 2015. Motion carried.

Public Input – none

Correspondence

- a. The Nutrition Program received three separate donations since September 2014.

Legislative

- a. New Site Representatives: The new Manitowoc site representative is Alvin Hills. Alvin Hills could not attend the meeting. The new Two Rivers site representative is Donna Reilly.
- b. Elections: Darlyene Lau and Paul Gintner agreed to remain in their current positions of Chairperson and Vice Chairperson. Alyssa has agreed to continue to take minutes.

ADRC Updates

- a. Upcoming Classes: There are many prevention classes scheduled for spring. Those interested in more information should call the ADRC.

Nutrition

- a. Policy & Procedure Review : Alyssa reviewed the 3<sup>rd</sup> and final section of the Nutrition Policy and Procedure Manual.
- b. Site Evaluations: Not everyone completed the 2014 Dining Site Evaluations. To encourage more completed evaluations, for 2015 the council decided to choose one or two individuals at their own dining site to review their site. This is being done instead of attending and evaluating a different dining site.

- c. State Nutrition Assessment: Every 3 years, GWAAR meets with Alyssa and does a Nutrition Program Assessment. Alyssa read the evaluation summary letter from GWAAR and the Nutrition Program was given a very positive evaluation. It was recommended by GWAAR to provide new congregate participants with a welcome packet which Alyssa has compiled. It was also recommended to provide each dining site with eye wash bottles, which has already been done.
- d. Contracts: A handout was given showing the price increases for the five Nutrition Program caterers as well as the rent costs for some of the dining sites.
- e. Suggested Donation: The current meal suggested donation is \$3.50 and has been for years. With the increased cost of food and supplies, Alyssa proposed an increased suggested donation of \$3.75 starting March 1, 2015. Alyssa explained that even though there is a suggested donation, participants cannot be told how much to donate for the meals. They can give more or less, it is their decision. Motion made by Judy Ruggirello, seconded by Patrick Gagne to increase the suggested donation to \$3.75. Motion carried. Alyssa will print new donation signs for each dining site and attend each site to explain the change. There will also be a notice sent to all home delivered participants with the January donation statement.
- f. Mileage Reimbursement Increase: As of January 1, 2015 the federal mileage reimbursement rate has increased to 57.5 cents per mile.
- g. Dining Site Expectations & Guidelines: Alyssa compiled a welcome packet for congregate participants titled "Dining Site Expectations and Guidelines" and "Senior Dining Site Promises and Responsibilities". This was suggested by GWAAR at the Nutrition Program Assessment with Alyssa. A discussion was held and all agreed it should be available at all dining sites for new congregate participants.

#### Reports

- a. Dining Site Reports: none
- b. Increase Attendance/Menu Suggestions/Revitalization: none
- c. Nutrition News/Scams: none

The next meeting will be held Wednesday, May 20, 2015 at the Manitowoc Senior Center. Marian Christel made a motion to adjourn, Betty Kvitek seconded. Motion carried.

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



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

DATE: Wednesday, May 20, 2015

TIME: 9:30 a.m.

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

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1. Open Meeting Compliance
2. Regular Business (Roll Call)
3. Approve Minutes
4. Approve Agenda
5. Public Comment
6. Correspondence
7. Legislative
8. ADRC
  - a. Dementia Friendly Community
  - b. Older American's Act Supervisor
9. Nutrition
  - a. Older American's Act Funding
  - b. Suggested Donation
  - c. Volunteer Appreciation Week
  - d. Survey Results
  - e. Nutrition Program Statistics
10. Reports
  - a. Dining Site Reports
  - b. Increase Attendance/Menu Suggestions/Revitalization
  - c. Other – Scams, Nutrition News
11. Next Meeting Date – September 16, 2015
12. Adjournment

Date: May 1, 2015

Darlyene Lau, Chair

By: Alyssa Weber, RDN, CD, Nutrition Coordinator

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Manitowoc County Nutrition Project Council  
Manitowoc Senior Center  
3330 Custer Street, Manitowoc  
Wednesday, May 20, 2015

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

Members Excused: Alvin Hills, Betty Kvitek, Alice Matthias

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

Motion made by Judy Ruggirello, seconded by Ethel Heberlein to accept the minutes from January 21, 2015. Motion carried.

Motion made by Rosie Gintner, seconded by Paul Gintner to accept the agenda for May 20, 2015. Motion carried.

Public Comment – none

Correspondence – none

#### Legislative

- a. Alyssa distributed new Nutrition Project Council representative posters for each site.
- b. Alyssa discussed the governor's proposed budget and how it would affect ADRC's and other services provided to elderly and disabled. All were encouraged to advocate for themselves and the programs that are available to elderly and disabled.

#### ADRC Updates

- a. Dementia Friendly Community: Kim Jacquart-Franzen spoke on her recent efforts with developing a Memory Café in Manitowoc County. Memory Cafés are for those with dementia and their caregiver to attend and participate in activities and socialization. The first Memory Café is June 3 at the Manitowoc Public Library from 10:00am-11:30am. It will repeat at the Two Rivers Library on June 20 from 10:00am-11:30am. Memory Cafes will continue on the first Wednesday of every month in Manitowoc and the 3<sup>rd</sup> Saturday of every month in Two Rivers.
- b. Older American's Act Supervisor: Wendy Hutterer is the new Older American's Act Supervisor.

## Nutrition

- a. Older American's Act Funding: Alyssa shared some information about possible sequestration in 2016 and how it is important for seniors to advocate for the reauthorization of the Older American's Act.
- b. Suggested Donation: An update was given on the new suggested donation rate. All were in agreement that there have been no complaints.
- c. Volunteer Appreciation Week: Alyssa distributed "Thank You" seed packets to all for National Volunteer Appreciation Week.
- d. Survey Results: Alyssa shared the results of the survey that was distributed to all home delivered and congregate nutrition program participants. Alyssa's dietetic intern compiled all of the results into graphs and a power point presentation. The same survey is used throughout the state.
- e. Nutrition Program Statistics: Alyssa shared monthly meal numbers for 2015.

## Reports

- a. Dining Site Reports: none
- b. Increase Attendance/Menu Suggestions/Revitalization: none
- c. Nutrition News/Scams: Marian Christel talked about a post card she has received six times asking her to send in money to receive a gift. Randy Loose discussed a call he received from Medicare wanting to know all the prescriptions he takes. All were reminded to never give out their information to anyone they do not know.

The next meeting will be held Wednesday, September 16, 2015 at the Manitowoc Senior Center.

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

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



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

DATE: Wednesday, September 16, 2015

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

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7. Legislative
  - a. Roles of Council
8. ADRC
  - a. Prevention Programs
  - b. Volunteer Banquet
9. Nutrition
  - a. 50<sup>th</sup> Anniversary of Older American's Act
  - b. Revitalization Grant
  - c. Congregate Assessment Forms
  - d. Dining Site Evaluations
  - e. Nutrition Program Statistics
10. Reports
  - a. Dining Site Reports
  - b. Increase Attendance/Menu Suggestions/Revitalization
  - c. Other – Scams, Nutrition News
11. Next Meeting Date – January 20, 2016
12. Adjournment

Date: September 2, 2015

Darlyene Lau, Chair

By: Alyssa Weber, RDN, CD, Nutrition Coordinator

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Wednesday, September 16, 2015

Members Present: Marian Christel, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Laverne Jorgensen, Betty Kvittek, Darlyene Lau, Randall Loose, Alice Matthias, Donna Reilly, Judy Ruggirello, Eleanor Shea

Members Excused: Alvin Hills (resigned)

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

Motion made by Ethel Heberlein, seconded by Arthur Heberlein to accept the minutes from May 20, 2015. Motion carried.

Motion made by Marian Christel, seconded by Rosie Gintner to accept the agenda for September 16, 2015. Motion carried.

Public Comment – none

Correspondence – none

#### Legislative

- a. Roles of Council: Alyssa discussed the roles and responsibilities of the Nutrition Project Council and encouraged all to act as a liaison between the nutrition sites and the nutrition director.

#### ADRC Updates

- a. Prevention Programs: Alyssa distributed a list of all of the prevention programs offered by the ADRC as well as all the Memory Café dates. All were encouraged to help promote the programs and the ADRC to the public.
- b. Volunteer Banquet: The volunteer banquet will be on October 29 at 3:00 p.m. at City Limits in Manitowoc. Invitations were mailed out to all ADRC volunteers. Nutrition program volunteers had to have 5 hours in the past year in order to receive an invite.

#### Nutrition

- a. 50<sup>th</sup> Anniversary of Older American's Act: 2015 marked the 50<sup>th</sup> Anniversary of when President Johnson signed the Older American's Act.
- b. Revitalization Grant: Alyssa applied for grant money from the state to help revitalize the nutrition program. The ADRC was going to use the money to hire an activities coordinator to plan lunch and learns, presentations, theme meals and more. Unfortunately the ADRC did not receive the money. A discussion followed on how to attract new volunteers and participants.

- c. Congregate Assessment Forms: All were given the annual congregate assessment forms to complete with each dining site participant.
- d. Dining Site Evaluations: Alyssa still needs site evaluations from Manitowoc, St. Nazianz and Two Rivers.
- e. Nutrition Program Statistics: Alyssa shared monthly meal numbers for 2015.
- f. Marian Christel announced her retirement as the St. Nazianz Site Manager. Her last day will be October 29, 2015. She will remain on the Nutrition Project Council.

#### Reports

- a. Dining Site Reports: 4<sup>th</sup> quarter birthdays were recognized. Darlyene Lau 9/30, Judy Ruggirello 10/8, Randall Loose 12/27, and Paul Gintner 12/31.
- b. Increase Attendance/Menu Suggestions/Revitalization: Discussed earlier on agenda.
- c. Nutrition News/Scams: Three local scams were shared. All were reminded to never give out their information unless they initiate the phone call. An article regarding vitamin D supplementation and falls prevention was shared.

The next meeting will be held Wednesday, January 20, 2016 at the Manitowoc Senior Center. Betty Kvitek made a motion to adjourn, Arthur Heberlein seconded. Motion carried.

Respectfully submitted by Alyssa Weber, RDN, CD, Nutrition Director.