



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

DATE: Wednesday, January 16, 2013

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. CWAG Membership Renewal
 - b. Elections
 - c. Future Meeting Dates
7. ADRC Updates
 - a. New Positions – Transition Coach & Dementia Care Specialist
 - b. Nursing Home Relocation
 - c. ADRC of the Lakeshore – Title III Programs Merger
8. Nutrition
 - a. Valders Meal Site
 - b. Senior Club Banquet Update
 - c. Meal Site Advertising
 - d. Congregate Assessment
 - e. 2013 Dining Site Evaluations
 - f. Meal Site Report
 - g. Nutrition Report
 - h. Nutrition News/Scams
9. Next Meeting Date – May 15, 2013
10. Adjournment

Date: January 2, 2013

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 NUTRITION PROJECT COUNCIL
Manitowoc Senior Center, 3330 Custer Street, Manitowoc
Wednesday, January 16, 2013

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

Members Present: Marian Christel, Linda Frish, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Laverne Jorgensen, Glenn Kruse, Betty Kvitek, Darlyene Lau, Randall Loose, Alice Matthias, Judy Ruggirello, Eleanor Shea

Members Excused: Agnes Schmidt

Motion made by Judy Ruggirello, seconded by Glenn Kruse to accept the minutes from November 21, 2012. Motion carried.

Motion made by Ethel Heberlein, seconded by Linda Frish to accept the agenda for January 16, 2013. Motion carried.

Public Input – none

Correspondence – The Home Delivered Meal Program received a donation of \$640.36 from Sargento Foods.

Legislative –

CWAG Membership Renewal – Motion made by Judy Ruggirello, seconded by Linda Frish to renew the membership for 2013. Motion carried.

Elections – Darlyene Lau agreed to remain as President, Paul Gintner agreed to remain as Vice President. Motion made by Glenn Kruse, seconded by Rosie Gintner to discontinue the Secretary position since Alyssa types minutes. The bylaws do not require a Secretary position. Motion carried.

Future Meeting Dates – The Manitowoc Nutrition Project Council will meet three times each year: January, May and September. The Kewaunee Nutrition Project Council will also meet three times per year: March, July and November.

ADRC Updates –

New Positions – Joe LaForce has moved from an Information & Assistance Specialist to a Benefit Specialist position. Kim Jacquart Franzen will be in the Kewaunee office two days each week and the Manitowoc office the other three days. Kim will service Kewaunee County and the northern part of Manitowoc County, while Joe will service the southern part of Manitowoc County. Joe will be in Kiel once a month rather than Kim.

The ADRC is piloting a state dementia specialist program beginning in February. The specialist will work with families who have a loved one who may be showing signs of Alzheimer's or another form of dementia. The specialist will educate the family on the disease and encourage them to have the medical diagnosis. If diagnosed, they will recruit and train volunteers to work with the individual one on one doing physical and mental activities.

Nursing Home Relocation - The ADRC will be hiring several new I & A Specialists for a total of six. Each one will be assigned to a nursing home and will be responsible for getting to know the staff and residents. They will work with anyone who wishes to relocate out of the nursing home.

ADRC of the Lakeshore – Title III Programs Merger – The merger became effective January 1, 2013. The ADRC is slowly transitioning.

Nutrition –

Valders Meal Site – As of January 8, Valders home delivered meal pick-up is at the St. Nazianz meal site. Valders congregate dining will still occur on Senior Club days and during card tournaments.

Senior Club Banquet Update – After receiving feedback from all the Senior Clubs, the Banquet will occur and will be hosted by St. Nazianz. A date has not been finalized.

Meal Site Advertising – Alyssa provided handouts for all to distribute to make more people aware of the dining sites.

Congregate Assessments – Alyssa handed out Dining Site Re-assessment forms for everyone to distribute at the meal sites. All dining site participants should fill out so records can be updated.

2013 Dining Site Evaluations –

Cleveland evaluates Two Rivers

Kellnersville evaluates Manitowoc Senior Center

Kiel evaluates Mishicot

Manitowoc Senior Center/Mishicot evaluates St. Nazianz

Reedsville evaluates Manitou Manor

St. Nazianz evaluates Kiel

Two Rivers evaluates Reedsville

Valders evaluates Cleveland

Meal Site Report – None

Nutrition Report – Will discuss in May

Nutrition News/Scams – None

The next meeting will be held Wednesday, May 15, 2013 at the Manitowoc Senior Center. Arthur Heberlein made a motion to adjourn, Glenn Kruse seconded. Motion carried.

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



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

DATE: Wednesday, May 15, 2013

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. Donations
6. Legislative
 - a. CWAG Membership Renewal Update
 - b. Future Meeting Dates
7. ADRC Updates
 - a. National Volunteer Week
 - b. Volunteer Banquet Invitations
 - c. Sequestration
8. Nutrition
 - a. 2012 in Review
 - b. Door Step Nutrition
 - c. Oliver Packaging System
 - d. Congregate Surveys
 - e. Dining Site Evaluation Results
9. Reports
 - a. Dining Site Managers
 - b. Other
10. Next Meeting Date – September 18, 2013
11. Adjournment

Date: May 1, 2013

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 15, 2013

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

Members Present: Marian Christel, Linda Frish, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Laverne Jorgensen, Glenn Kruse, Darlyene Lau, Alice Matthias, Judy Ruggirello, Eleanor Shea, Agnes Schmidt

Members Excused: Betty Kvitek, Randall Loose

Motion made by Marian Christel, seconded by Rosie Gintner to accept the minutes from January 16, 2012. Motion carried.

Motion made by Linda Frish, seconded by Glenn Kruse to accept the agenda for May 15, 2013. Motion carried.

Public Input – none

Correspondence –

Donations – The Home Delivered Meal Program received a donation of \$140.00 from United Way, \$850.00 from the family of a Home Delivered Meal participant who passed away, \$200 from the Cleveland VFW (Requested that donation was designated as Cleveland Home Delivered Meal donations), and 3 cases of Girl Scout cookies from the local Girl Scout troop. The Girl Scout cookies were given to the Two Rivers Senior Center to use as home delivered and congregate desserts.

Legislative –

CWAG Membership Renewal Update– Membership is renewed for 2013. CWAG no longer houses the Elder Law Center, so renewal for 2014 is unsure at this point.

Future Meeting Dates – The Manitowoc Nutrition Project Council will meet three times each year: January, May and September on the third Wednesday of the month.

ADRC Updates –

National Volunteer Week – The week of April 21 – 27, 2013 was National Volunteer Week. Hand sanitizers were given as a gift to say thank you to all of the Aging and Disability Resource Center of the Lakeshore volunteers.

Volunteer Banquet Invitations – The ADRC will be sending out invitations to all volunteers who volunteered 10 or more hours in the past year. Invites will no longer be sent to dining sites to be passed out. Each volunteer can bring one guest to the banquet for a small fee.

Sequestration – Alyssa Weber read a letter written by Judy Rank on current budget cuts. The letter was to reassure everyone not to worry about the possible budget cuts affecting senior programs.

Dementia Care Specialist – Alisha Andrews, the Dementia Care Specialist for the ADRC of the Lakeshore talked about programs available for people with early memory loss and their caregivers. Alisha is happy to meet with anyone interested in further information and would be willing to come out to sites and talk with the participants. She passed around brochures about the various programs, including Memory Care Connections and LEEPS. Alisha also discussed

the volunteer component of the LEEPS program and encouraged anyone interested in volunteering to contact her. The ADRC of the Lakeshore toll free number is 1-800-416-7083. **Senior Health Fair** – The Senior Health Fair is Tuesday, May 21, 2013 from 1:00-4:00 PM at the Ice Center located on the Manitowoc County Fair Grounds. Admission is free to the public, so no registration is necessary. The Senior Health Fair will have a wide variety of booths providing information on the Affordable Care Act, education opportunities for older adults, and free blood pressure tests, balance tests, and cognitive screenings. There will also be free food samples, door prizes and bingo at 4:00 PM. Chef Ben Kress, the owner of River Bank Lounge, will be doing a cooking demo at the end of the day.

Nutrition –

2012 in Review – A spreadsheet was passed out comparing the participant counts in 2011 to 2012. This spreadsheet included participant counts for congregate, home delivered, Family Care, Iris, and donations.

Door Step Nutrition – A nutrition newsletter highlighting various nutrition topics and tips will be on the backs of all the menus sent with the Home Delivered Meals and given to congregate participants.

Oliver Packaging System – This new packing system is currently being tested at the Manitowoc Senior Center and will eventually be used at all the dining sites. The new trays are recyclable, paper-based trays that are sealed with a plastic covering using a heated machine press. These trays can safely be put in the microwave or oven for reheating. There are some current issues with the plastic covering shredding when peeling off. When the process is close to perfected at the Manitowoc Senior Center site, it will then be introduced at all of the sites.

Congregate Surveys – Alyssa Weber handed out Dining Site Surveys for everyone to distribute at the meal sites. When complete, these surveys should be given to the site managers who will return to Alyssa at their next meeting or they can be brought to the next Nutrition Council Meeting on September 18, 2013.

2013 Dining Site Evaluation Results – All dining site evaluations were satisfactory.

Meal Site Report – None

Nutrition Report – None

Nutrition News/Scams – None

By Laws – The Nutrition Project Council bylaws have been revised again due to the merging of the Manitowoc and Kewaunee ADRC. Bylaws were revised to reflect both Manitowoc and Kewaunee's bylaws. The bylaws will also be presented to the Kewaunee Nutrition Project Council meeting in July. Everyone should read them over and bring comments and suggestions to the next meeting. After updating, they will be approved.

The next meeting will be held Wednesday, September 18, 2013 at the Manitowoc Senior Center. Glenn Kruse made a motion to adjourn, Rosie Gintner seconded. Motion carried.

Respectfully submitted by Kayla Halverson, UWGB Dietetic Intern.



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

DATE: Wednesday, September 18, 2013

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1. Open Meeting Compliance
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4. Public Input
5. Correspondence
 - a. Council Vacancy
6. Legislative
 - a. By-laws
 - b. 2014 Meeting Dates
 - c. Representative Posters
7. ADRC Updates
 - a. Volunteer Banquet
 - b. Sequestration Update
8. Nutrition
 - a. Oliver Packaging System Update
 - b. 2014 Dining Site Evaluations
9. Reports
 - a. Year to Date Meal Numbers
 - b. Dining Sites
 - c. Other – Scams, Nutrition News
10. Next Meeting Date – January cancelled, possibly meet in February (to be determined). For sure meet May 21, 2014.
11. Adjournment

Date: September 4, 2013

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.

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MANITOWOC COUNTY NUTRITION PROJECT COUNCIL
Manitowoc Senior Center, 3330 Custer Street, Manitowoc
Wednesday, September 18, 2013

AMENDED MINUTES

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

Members Present: Marian Christel, Margy Frieland, Linda Frish, Patrick Gagne, Rosie Gintner, Paul Gintner, Arthur Heberlein, Ethel Heberlein, Betty Kvitek, Darlyene Lau, Randall Loose, Alice Matthias, Judy Ruggirello, Eleanor Shea, Agnes Schmidt

Members Excused: Laverne Jorgensen

Motion made by Arthur Heberlein, seconded by Linda Frish to accept the minutes from May 15, 2013. Motion carried.

Motion made by Judy Ruggirello, seconded by Ethel Heberlein to accept the agenda for September 18, 2013. Motion carried.

Public Input – none

Correspondence –

Council Vacancy – Glenn Kruse, a Two Rivers representative, resigned. A thank you note was signed by everyone. Margy Frieland filled the vacancy. There are also vacancies for Manitowoc Senior Center and Mishicot. A poster will be hung up at both sites and the current representatives for those sites will try to find someone to fill the position.

Legislative –

Bylaws– A motion was made by Arthur Heberlein, seconded by Margy Frieland to accept the updated bylaws. The bylaws were also approved by the Kewaunee Nutrition Project Council at the July 2013 meeting.

2014 Meeting Dates – 2014 meeting dates were distributed. The Manitowoc January, 2014 meeting will be cancelled due to Alyssa's maternity leave. If a February meeting is necessary Alyssa will send out a notice. The Council will meet on the 3rd Wednesday of May and September.

Representative Posters – A poster was given to each site's representatives to display at the dining site. The poster lists the dates of the meetings, names of the site representatives and encourages anyone with comments or concerns to speak to the representatives so it can be discussed at the next meeting.

ADRC Updates –

Volunteer Banquet – Invitations were mailed out in August to anyone with 5 hours or more of volunteer time in the past year. Next year invites will be mailed out to anyone with 10 hours or more in a year. The banquet will be held at City Limits (previously The Club Bil-mar) in Manitowoc on October 3.

Sequestration Update – Many counties and states are being affected by sequestration. As more updates become available for Manitowoc County Alyssa will present them to the Council. Alyssa encouraged the Council to speak to their local representatives about the importance of the nutrition program for seniors.

Nutrition –

Oliver Packaging System –The Oliver packaging system is now at every dining site except Cleveland and Kiel. Alyssa will be working to implement it at these two sites over the next two weeks. Alyssa has heard mostly positive comments about the new trays. She is looking at getting new coolers and gel packs to ensure the meals are kept hot while being delivered.

2014 Dining Site Evaluations – Evaluation assignments for 2014 were picked because there will be no January 2014 meeting.

Cleveland evaluates Kiel
Kellnersville evaluates St. Nazianz
Kiel evaluates Manitou Manor
Mtwc Sr. Center/Mishicot evaluates Cleveland

Reedsville evaluates Two Rivers
St. Nazianz evaluates Reedsville
Two Rivers evaluates Mishicot
Valders evaluates Mtwc Sr. Center

Year to Date Meal Numbers – Alyssa distributed a document showing monthly meal numbers for Congregate, Home Delivered, Family Care and IRIS for 2013.

Dining Site Report – None

Nutrition News/Scams – None

Alyssa distributed flyers for a Medicare Part D computer training in October.

The next meeting will be held Wednesday, May 21, **2014** at the Manitowoc Senior Center. Marian Christel made a motion to adjourn, Arthur Heberlein seconded. Motion carried.

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