



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

DATE: Wednesday, January 20, 2016

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
7. Legislative
  - a. Elections
8. ADRC
9. Nutrition
  - a. Dining Site Evaluations
  - b. Nutrition Program Statistics
10. Reports
  - a. Dining Site Reports
  - b. Increase Attendance/Menu Suggestions/Revitalization
  - c. Other – Scams, Nutrition News
11. Next Meeting Date – May 18, 2016
12. Adjournment

Date: January 4, 2016

Darlyene Lau, Chair

By: Alyssa Weber, RDN, CD, Nutrition Director

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 20, 2016

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

Members Excused: Donna Reilly

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

Motion made by Judy Ruggirello, seconded by Betty Kvitek to accept the minutes from September 16, 2015. Motion carried.

Motion made by Rosie Gintner, seconded by Alice Matthias to accept the agenda for January 20, 2016. Motion carried.

Public Comment – none

Correspondence – Sargento Foods United Way Campaign made a generous donation of \$2187.57 to the meals on wheels program. Alyssa sent them a thank you.

#### Legislative

a. Elections: All positions chose to remain in their current roles: Darlyene Lau as Chairperson, Paul Gintner as Vice-Chairperson, and Alyssa will continue to take minutes. Motion made by Marian Christel, seconded by Patrick Gagne to accept the positions. Motion carried.

Arthur and Ethel Heberlein (Kiel) retired from the Nutrition Project Council. Judy Ruggirello suggested Carol Van Ells to fill the vacant Manitowoc position. Alyssa will invite Carol to the May meeting.

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

Prevention Programs: Alyssa distributed a list of all of the prevention programs offered by the ADRC as well as a brochure about the Dementia Friendly Community Committee. All were encouraged to help promote the programs and the ADRC to the public.

Volunteer Banquet Wrap Up: The volunteer banquet was held on October 29, 2015 at City Limits in Manitowoc. Total attendance was 227. 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. Everyone agreed that the location and entertainment were great.

New ADRC Employees: Several new employees have been hired by the ADRC. In the Manitowoc office a business manager is in the process of being hired. In the Kewaunee office a Caregiver Specialist and Secretary have been hired.

## Nutrition

- a. Dining Site Evaluations: 2016 Dining Site Evaluations were handed out. Every site will do a self-evaluation of their site with the assistance of the site manager.
- b. Nutrition Program Statistics: Alyssa shared monthly meal numbers for 2015.

## Reports

- a. Dining Site Reports: Beatie Dietrich-Pritzl, site manager from Kiel, will be retiring on January 29, 2016. Alyssa will be training her replacement in February. Several regular volunteers are off due to medical reasons. The nutrition program is looking for substitute drivers in Valders. 1<sup>st</sup> quarter birthdays were recognized. Alice Matthias 1/23, Laverne Jorgensen 3/1, and Eleanor Shea 4/5.
- b. Increase Attendance/Menu Suggestions/Revitalization: The Reedsville menu has greatly improved over the past few months. The new cook is doing a great job and making changes according to the suggestions from Alyssa and the nutrition program participants.
- c. Nutrition News/Scams: A local scam was shared. All were reminded to never give out their information unless they initiate the phone call.

The next meeting will be held Wednesday, May 18, 2016 at the Manitowoc Senior Center. Alice Matthias made a motion to adjourn, Rosie Gintner seconded. Motion carried.

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



**MANITOWOC COUNTY**  
**Ageing & Disability Resource Center Nutrition Project Council**  
**MEETING NOTICE**

DATE: Wednesday, September 21, 2016

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
6. Legislative
  - a. Chapter 8 Changes
  - b. Bylaws Revisions
7. Nutrition Report
  - a. Dining Site Reviews
8. ADRC Updates
9. Miscellaneous
10. Next Meeting Date – January 18, 2017
11. Adjournment

Date: September 9, 2016

Darlyene Lau, Chair

By: Kim Loose, Nutrition Program Coordinator

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Manitowoc County Nutrition Project Council  
Manitowoc Senior Center  
3330 Custer Street, Manitowoc  
Wednesday, Sept 21, 2016

Members Present: Patrick Gagne, Rosie Gintner, Paul Gintner, Laverne Jorgensen, Darlyene Lau, Randall Loose, Donna Reilly, Judy Ruggirello, Carol Van Ells

Members Excused: Arthur and Ethel Heberlein

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

Motion made by Donna Reilly, seconded by Judy Ruggirello to accept the minutes from January 20, 2016.  
Motion carried.

Motion made by Carol VanElls, seconded by Randy Loose to accept the agenda for September 21, 2016.  
Motion carried.

Public Comment – none

Correspondence – none

Legislative

- a. Chapter 8 Changes – Chapter 8 is part of the Wisconsin Aging Network. These are the policies and procedures that guide the Nutrition Program. These have recently been revised and include suggestions to the bylaws for the Nutrition Project Council.
- b. Bylaws Revisions – the bylaws were reviewed with the suggested new revisions. Discussion was about term limits for membership and wanting to delete this. Motion was made by Donna Reilly and seconded by Carol VanElls to accept the bylaws with the line removed “ Not to exceed two 3-year limits” under Membership. Motion carried. Discussion – bylaws state minutes should be posted at each site. Who will be responsible? Kim Loose will see that the site managers post the minutes at each site.

Nutrition

- a. Dining Site Reviews - once a year the bylaws state “assist in the yearly survey at the dining site they represent if requested”. Kim Loose is requesting dining sites be completed. Darlyene Lau stated they were handed out in January, 2016 but with no follow up. Forms were handed out requesting each member do a dining site review and turn it at next meeting or sooner to Kim if able. This will be a useful tool to assist Kim who is new to her position.

ADRC Updates

- a. The ADRC is slated to move to a different location in the spring/summer of 2017.
- b. Kim Loose is new to the position of Nutrition Program Coordinator. At request of the members she shared background information on herself. Alyssa Weber remains the Nutritionist and continues to approve the menus.
- c. Discussion about encouraging new members. Can look into this for 2017. Meanwhile think of ideas for recruitment.
- d. In the past a copy of the previous minutes was included with the agenda. Kim Loose will see that this is done in the future.

The next meeting will be held Wednesday, January 18, 2017 at 9:30am at the Manitowoc Senior Center. Judy Ruggirello made a motion to adjourn, Rosie Gintner seconded. Motion carried.

Respectfully submitted by Kim Loose, Nutrition Program Coordinator.