



Helping Others with comPassion and Empathy - H.O.P.E.

Nutrition Advisory Council (NAC) Minutes
Wednesday, February 15, 2023

Richland Center Meal Site Following the Meal which begins at 11:45am

1. **Meeting called to order** at 1:11 p.m. by Vice President Virginia Wiedenfeld. Council members present: Danielle Rudersdorf, Community/County Board Representative, via Zoom; Georgette White, Rockbridge Meal Site Representative; Vacant, Advocate/Older Americans Act; Vacant, German Town Site; Vacant, Home Delivered Meal Representative; Staff present: Tanya Webster, Nutrition Program Coordinator; Tricia Clements, Richland County Health and Human Services Director. Not Present: President Christine Storer, Volunteer Representative.
2. **Motion to approve Agenda and Posting:** Motion to approve by Danielle Rudersdorf; Second by Georgette White. All in favor. Motion carried.
3. **Approval of Minutes of August 24, 2022 Meeting:** Motion to approve “Revised” by Danielle Rudersdorf; Second by Georgette White. All in favor. Motion carried.
4. **Review/Update Aging Plan 2022-2024 Update:** Tanya Webster, Nutrition Program Coordinator, reported the Voucher Program was agreed upon by the Commission on Aging and Disability Board (COAD). Seeking approval to change the current Aging Plan from either or for restaurant model OR voucher program to JUST voucher program. No discussion. Motion to change to Voucher Program only by Danielle Rudersdorf, Second by Virginia Wiedenfeld. All in favor. Motion Carried.
5. **Nutrition Program Updates:** Tanya reported the change for per meal cost increase to \$6.25/meal from Richland County Food Service as of 01/01/2023. Meal counts for 2022 were 2,3628 compared to 2021 which was 19,335. That is an increase of 18% (4,293 meals). Last quarter overall donation average was \$2.35/meal. Donation averages for that quarter per month: \$2.83/meal in October, \$2.48/meal in November, and \$1.75/meal in December. Grab N Go will also be ending in May 2023 due to the pandemic emergency ending. Tanya will provide updated statistics in May which are included in the annual report for the Senior Nutrition Program.
6. **Satisfaction Survey Results:** Tanya disseminated the 2022 survey results for Home Delivered Meals, Grab N’ Go and Senior Dining. Council members reviewed the results of the surveys.
7. **Contribution Change Discussion:** Tanya shared the current process for contribution letters being 3 separate letters. Tanya shared the discussion with Laura at Ashland County and the idea of moving to one letter with a contribution range of \$3.50-\$5.00. Suggestion to change range to \$4.00-\$5.00 by Virginia, Danielle and Georgette both agreed with the \$3.50-\$5.00 range. After further discussion the \$3.50-\$5.00 range was agreed upon by all. It was asked to bring it as an action item for the May meeting.
8. **Nutrition Program Policy Review:** Tanya shared that the review was completed by Tanya and Tricia with approval needed by the Nutrition Advisory Council. Discussion of a few changes and additions to the verbiage of the “Nutrition Program Home Delivered Policy” and the “Nutrition Program Carryout Meals Policy.” Motion by Georgette White to accept the reviewed Nutrition Policy with the suggested amendments. Second by Danielle Rudersdorf. All in Favor. Motion Carried.
9. **March National Nutrition Month:** The theme this year is “Fuel for the Future.” With the help of RoseAnn Welsh, Clerical Assistant, Tanya is able to provide an active display and food bingo discussing “Love Food, Hate Waste.” Tanya will be disseminating handouts related to National Nutrition Month. There will also be information provided in the March Family and Friends Newsletter.



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10. **Volunteer Appreciation:** Update; We are working with the Aging and Disability Resource Center (ADRC) to do a combined volunteer driver appreciation luncheon event. It will be held at the Phoenix Center on April 25, 2023 from 12:30pm – 4:00pm. We are planning for 70 people. We have also discussed the possibility of having a “Dementia Live” event being included.
11. **Meal Site Review:** Tanya assigned each NAC member a meal site as follows; Virginia Wiedenfeld was assigned Rockbridge; Danielle Rudersdorf was assigned Germantown; Georgette White was assigned Richland Center. All NAC members requested having the hard copies of the Meal Site Review forms mailed out to them. Tanya will mail the forms to NAC members with a reminder of the deadline being the August 16, 2023 meeting date and instructions for how to complete the forms.
12. **Advocacy-Discussion-Recruitment:** Tanya facilitated a discussion of how to fill vacancies in the NAC. Chris Storer’s term ends April 2023 along with other vacancies. NAC members were tasked with spreading the word and trying to find good candidates for the NAC. Suggestion for a half sheet to be given to home delivered participants in hopes of finding a good candidate for that opening. Tanya will include that in the March Home Delivered Meal Contribution Letter.
13. **Volunteer Recruitment/Orientation:** We currently have 29 active drivers, 7 Rockbridge volunteers, and 8 more volunteers needing background checks and training/orientation completed. When all has been completed we will have 44 volunteers all together. New Volunteers: Jena Burns, Passages, 2 more from Shreibers, 1st Baptist 4 volunteers. Only 3 vacancies to fill for M-W-F route delivery. We are getting very close to opening up routes for a Tuesday or Thursday delivery but still need to increase volunteer capacity before we are able to do that. Tricia suggested combining a couple routes so have the ability to do more with less volunteers. Tanya did outreach at St, Johns ladies group and will be following up.
14. **Staff Updates:** Rosetta Kohout Retired as Public Health Officer from Richland County last day was Monday January 30, 2023. Nutrition Program is now overseen by HHS Director Tricia Clements with plans to be under the ADRC in 2023. No physical move just a change in who oversees the program organizationally.
15. **Member Input:** Germantown (vacant) No feedback. Community/Home Delivered Meal Recipients- Danielle Rudersdorf – No comments to share; Richland Center-Virginia Wiedenfeld-lots of activities, numbers have picked up some; Rockbridge-Georgette White – attendance is good but not up to where it was prior to COVID. Wondered about having more card parties at Rockbridge as it brings more people in.
16. **Next Meeting Date(s), Time and Location for November 2022:** May 17th, 2023 in at Richland Center Meal Site, 1050 N. Orange St., Richland Center, WI., following the meal to be provided at 11:45p.m., Conference Room TBD. Zoom option also available.
17. **Other Business:** Need an approval of 30% transfer of 3B funds to C1 (Congregate) and C2 (Home Delivered) with 15% of the transfer going to each C1 and C2. Added to agenda with explanation provided by Tricia Clements, Director of Health and Human Services, 3B funds are typically given for administration costs and chore service. Due to AARPA funds we have received, we have the ability to transfer to the Nutrition fund due to low Nutrition funds. Roxanne Klubertanz-Gerber, Manager of the ADRC asked for the Approval of 30% transfer of 3B funds to C1 (Congregate) and C2 (Home Delivered) with 15% of the transfer going to each C1 and C2. Motion to approve 30% transfer of 3B funds to C1 (Congregate) and C2 (Home Delivered) with 15% of the transfer going to each C1 and C2 by Danielle Rudersdorf, Second by Virginia Wiedenfeld. All in favor. Motion Carried.
18. **Adjourn:** Motion to adjourn at 2:38 PM by Danielle Rudersdorf, Second by Georgette White. All in favor. Motion carried.

Respectfully submitted, Tanya A. Van Risseghem-Webster, *Nutrition Program Coordinator*