



Nutrition Advisory Council (NAC)/COAD Joint Meeting Minutes
Wednesday April 12, 2023
Richland County HHS 1pm

1. **Meeting called to order** at 1:02 p.m. by David Scribbins, Virginia Wiedenfeld
2. **NAC Council members present:** Virginia Wiedenfeld, Vice President; Danielle Rudersdorf, Community/County Board Representative, via Zoom; Georgette White, Rockbridge Meal Site Representative; Vacant, Advocate/Older Americans Act; Vacant, Germantown Site; Vacant, Home Delivered Meal Representative; Vacant, Volunteer Representative.

COAD Council members present: David Scribbins, President; Sandra Kraemer, Danielle Rudersdorf, Carolyn Denmen, Linda Simmons, Angela Metz; Larry Engel, Pastor at 5 Points.

Staff present: Tanya Webster, Nutrition Program Coordinator; Tricia Clements, Richland County Health and Human Services Director; Roxanne Klubertanz-Gerber, ADRC Manager; Rose Welsh, Clerical Assistant; Linda Batten, Transportation Secretary.

Community Members present: Stephanie Dary and Cynthia Deittelhoff.

NAC Motion to approve Agenda and Posting: Motion to approve by Danielle Rudersdorf; Second by Georgette White. All in favor. Motion carried.

COAD Motion to approve Agenda and Posting: Motion to approve Linda Simmons and Second by Sandra Kramer COAD All in favor. Motion carried.

3. **NAC Approval of Minutes of Feb 15, 2023 Meeting:** Motion to approve by Danielle Rudersdorf and Second by Georgette White. All in favor. Motion carried.

COAD Approval of Minutes of Feb 15, 2023 Meeting: Sandra Kramer Motions to approve minutes for COAD and Second by Linda Simmons. All in favor. Motion carried.

4. **Welcome and introduction:** David Scribbins and Virginia Wiedenfeld. Introductions all around.

5. **RFP review:** Bids sent out to cater meals. 2 Bids received. Each vendor scored to make sure they would meet the requests of the proposal.
Vendor 1 – Passed meet requirements, not able or willing to deliver meals. Previous inspections show issues, no back up plan if issues providing meals. Passed technical requirements, no menu provided. 30 out of 50 on cost/pricing. Costs would be \$6 not guarantee to provide meals beyond 2023. Have commercial kitchen, provided licensing and insurance. History of issues with meal proportions and inappropriate substitutions. Reference half points. 380 points
Vendor 2 – Passed meeting qualifications, no comprehensive backup plan. Meets technical requirements, menus included. License, insurance. Pricing and delivery included and service guaranteed beyond 2023 100 points for license and insurance. Not quality issues. All 100 points for quality and service, final cost at 6.40 per meal, references from Sauk county good meal quality and



quantity, vendor received 401 points. Staff Tricia Clements, Roxanne Klubertanz-Gerber and Tanya Webster recommend vendor 2 based on scoring and excellent cooperation.

COAD - Larry Engels motions to approve vendor 2, second by Danielle Rudersdorf. All in favor. Motion Carried.

NAC – Georgette White motions to approve vendor 2, second by Danielle Rudersdorf. All in favor. Motion Carried.

NAC - Georgette White – question How many letters sent? – 5 and 3 declined based on unable to meet the requirements. Are we asking to go beyond this year? Request to fulfill this year contract and to go through next year.

COAD Meeting Notes – NAC stayed for this meeting as well, some updates impact Nutrition:

ADRC update – Transportation Volunteer appreciation luncheon combined with Nutrition program to show appreciation for all volunteers. End of month at Phoenix Center.

May 10th opportunity to talk with senators. Sign up by April 25th. All day event at the capitol. Roxanne hopes to have board members and citizens go. Opportunity to talk about funding, lack of nutrition spending time to bend senators ear to advocate and make issues known.
Is there a way for more funding to be provided with surplus?

Danielle – Spoke with Lee Van Landuyt - for being an advocate for Germantown site

May is Older American’s Act Month – Free day at Symon’s and 3k Walk event
May is ADRC month, WRCO spot
Care giver events end of month

Danielle - MAY is also Ehlers Danlos Syndrome – can we spread awareness

ADRC Budget Review

ADRC budget used 22.9 of projected 25%

Transportation budget at 16% - less volunteer drivers – Georgette asked about utilization of transportation.

Nutrition has used 20% of budget year to date

Aging programs 17.4%

Normal for 1st couple of months to be slow to spend/receive bills. Larry commented good spending management.

Angela gave hospital news update – May stroke awareness, drug take back day. Mental health clinic offered at the clinic group therapy geriatric patients. Who is the new Haylee Salisbury New Senior Life Solutions director at hospital. Angela/Cindy full time social workers at the hospital.

6. **Citizen comments** - Sandra Spaghetti supper event May 26 legion 4:30 coming up for Women's Auxiliary. Funds to support making women's bags and sending Badger girls to learn about government. Donkeys in Memorial parade in Richland Center.

Danielle – Question on vendor 2, don't have comprehension back up plan, can we ask for one. Yes, they will be required to include this.

Chili and soup/pie auction went very well. Money raised to upkeep American Legion building.

7. **Next Meeting Date(s), Time and Location for :**
May 17th, Richland Center Meal site is next NAC

No COAD meeting in May due to Advocacy day

June 14th next COAD meeting

8. **NAC Adjourn: Motion to adjourn at 1:45pm by Georgette White, Second by Virginia Wiedenfield. All in favor. Motion carried.**

COAD Adjourn: – Sandra/Larry – All in Favor and motion carries.

Respectfully submitted,

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