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**REVISED Nutrition Advisory Council (NAC)/COAD Joint Meeting Minutes**  
**Wednesday June 7<sup>th</sup>, 2023**  
**Richland County HHS 10:30am**

1. **COAD Meeting called to order** at 10:37am by David Scribbins.  
**NAC Meeting called to order** at 10:40am by Danielle Rudersdorf.

**NAC Council members present:** 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. Julie Flemming

**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; Igrid Kovers, GWAAR.

**Community Members present:** Linda Gentes, Tom Rislow, Barb Wentz, Marilyn Loft Hoock, Claudia Berres

2. **NAC Motion to approve Agenda and Posting:** Danielle Rudersdorf (Nutrition Advisory Council) made a motion to approve agenda; Georgette White seconded. Motion carried.  
**COAD Motion to approve Agenda and Posting:** Sandra Kramer (COAD Board) made a motion to approve the agenda; Julie Fleming seconded. Motion carried.
3. **COAD Approval of Minutes of April 12, 2023 Meeting:** Sandra Kramer made a motion to approve the April 12, 2023 Commission on Aging and Disability meeting minutes; Julie Fleming seconded. Motion carried. With amendments of typos and correction that Angela Metz was also present at that meeting.
4. **NAC Approval of Minutes of April 12, 2023 Meeting:** Danielle Rudersdorf made a motion to approve the April 12, 2023 Nutrition Advisory Council meeting minutes; Georgette White seconded. Motion carried.
5. **Welcome:** David Scribbins welcome to meeting review over the RFPs. Reminder that this is sensitive subject and we need to make a decision in best interest of the nutrition program, citizens comments at the end.  
Julie question how is this vote different from the vote we did last meeting. Due to discrepancies in the RFPs we need to redo the process to have transparency.  
Request from citizen for the copies of the RFPs.

Question on why bids were not sealed until meeting, corporate has approved of this process per Tricia

6. **Review and approval of Request for Proposals received for the Senior Nutrition Program:** Looking at the bid costs comparison between both vendors. Campus bid out 6 per meal. They will purchase the materials need to supply the required meals. They are investigating delivery options and possible van. If they are not able to deliver, then the HHS would be required to delivery.
- The process for this agenda item was clarified.
  - Tricia Clements shared the two vendors who submitted bids on the Request for Proposals.
  - Vendor 1 – Richland County Food Service – Would be interested in renting Aging Program vehicle however there are plans for that vehicle for rides to the meal site as part of aging plan. This would have to be resolved. Delivery would be to the senior center only and aging staff would have to transport to the other meal sites. Bid cost per meal \$6.00
  - Vendor 2 – Mazo Catering – Provided the option to deliver only to Richland dining site or a second option deliver to all sites at a higher price. For fiscal reasons the first option is what is being considered here. Bid cost per meal \$6.25, frozen meals \$6.00
  - Health and Human Services staff (Roxanne, Tricia Clements and Tanya Webster) recommended Mazo Catering.
  - Tricia Clements explained her role as Health and Human Services Director is to provide meals to ensure meals are delivered to the community and requirements by GWAAR and state mandates are met as reasoning for her recommendation to accept the bid from Mazo Catering with proof of sustainability in mind.
  - Other discussion included winter meal delivery, recommendations received from other counties, other businesses given the opportunity to present a bid, Request for Proposal requirements, funding sources and staff recommendations.
  - Larry Engel from (COAD board) made a motion that the COAD recommends accepting Mazo Catering as the new service provider for the Richland Nutrition Program; Danielle Rudersdorf seconded. Discussion. Motion passed.
  - Danielle Rudersdorf from (Nutrition Advisory Council) made a motion that the NAC recommends accepting Mazo Catering as the new service provider for the Richland Nutrition Program; seconded Georgette White. Discussion. Roll call vote Georgette White: no Danielle Rudersdorf: yes. Motion failed.
  - Georgette White from (Nutrition Advisory Council) motion that the NAC recommends accepting Richland County Meal Service as the new service provider for the Richland Nutrition Program; seconded Danielle Rudersdorf. Discussion. Roll call vote Georgette White: yes Danielle Rudersdorf: no. Motion failed.
  - Next steps: This decision will go to the Health and Human Services/Veterans Board and if approved the contract will go to the full County Board of Supervisors.
7. **NAC – New Member Letter of Interest:**
- Roxanne read the letters of interest from three interested individuals
  - Roseanne Danielle Knower – Home Delivered Meals Representative. Danielle Rudersdorf made a motion to accept Roseanne Danielle Knower as the new Home Delivered Meals

Representative on the Nutrition Advisory Counsel; Georgette White Second. Motion Carried

- Linda Symons – Advocacy Representative. Georgette White made a motion to accept Linda Symons as the Advocacy Representative on the Nutrition Advisory Counsel; Danielle Rudersdorf seconded. Motion Carried
- Lee Van Landuyt – representing German Town. Danielle Rudersdorf made a motion to accept as the new Germantown Representative on the Nutrition Advisory Counsel; Georgette White Second. Motion Carried

#### **8. ADRC update:**

- Aging Advocacy day May 9 – about 250 people attended. Danielle Rudersdorf, Roxanne Klubertanz-Gerber and Tanya Webster were able to meet with staff from representatives Representative Tranel and Senator Marklein’s office. Discussion revolved around nutrition, transportation, fiscal needs, rural community needs and ADRC funding. The nutrition program specifically has seen increasing needs with stagnate and even less funding over the years. Counties around the state are struggling to provide Nutrition services due to funding. Bringing a larger group to this advocacy day would have great impact in the future.

#### **9. ADRC Budget Review:**

- Roxanne reported to the board, that all programs ADRC, Transportation, Nutrition and Aging Programs are below the projected utilization. The total budget amount for all programs is \$1,042,574.81. The total amount of expenses for far this year is \$382,571. Handout of specific program expenses provided.

#### **10. Reports from Aging and Disability Organizations:**

- Angela Metz reported on the Richland Hospital - Patient numbers are increasing. They are seeing less COVID hospitalizations. There are plans to move forward with the new hospital. These plans are being reviewed with all aspects of the project and still being researched. Many factors, including staff input are being considered. There is no known plan yet for what will happen to the current hospital.

#### **11. Citizen Comments:**

- Linda Gentes, former HHS board member, expressed her concerns with the full picture with the RFP process missing details. She informed the boards there is planning in place for Richland County Food Service that was not discussed. Linda Gentes is concerned County revenue shortage has caused contention between departments and lead to emotional decision making in hopes of receiving more funding over another department. Linda Gentes informed the board of plans of evolution of the UW-Richland Campus that would support the Richland County Meal Service. She found the RFP confusing/unclear. She feels this Request for Bid process could have been done differently and more transparently.
- Barb Wentz stated the Richland Center Moto has been, “shop locally” and believes this was not respected today. She feels growth for Richland County was denied today in favor

of a vendor from another county. She feels not all information was presented and lowest bid wasn't taken.

- Sandra Kramer informed the board of recent mini donkey events and visits. She feels a recent visit to residential care facility in Reedsburg was well received. In the future, the Mini donkeys will be visiting Our House, Pine Valley and Schmitt Woodland Hills. They have requests to participate in a summer reading program in Lone Rock. The donkeys are American Legion mascots and a way of giving back to the community. Upcoming events will include a trunk-or-treat event October 28, 2023 from 1:00 to 4:00pm at the American Legion. Sandra spoke about participation at the Memorial Day Parade.

12. **Schedule next COAD meeting:** July 12, 2023 1:00pm

13. **Schedule next NAC meeting:** August 15<sup>th</sup>, 2023, 9am-11:30am at Richland Center Meal Site in the Meeting Room. Please note this is a different day of the week than normal

14. **NAC Adjourn:** Motion to adjourn at 12pm by Danielle, Second by Georgette. All in favor. Motion carried.

**COAD Adjourn:** Angela Metz made a motion to adjourn, Sandra Kramer seconded. Motion carried.

Respectfully submitted,

Tanya A. Webster, *Nutrition Program Coordinator*