



Nutrition Advisory Council (NAC) Meeting Minutes
Wednesday November 15, 2023

Community Services Building, 221 West Seminary St., Conf. Rm. D at 11:00am

1. **NAC Meeting called to order** at 11:20am by Linda Symons
NAC Council members present: Linda Symons, Advocate/Older Americans Act; Rosanne Knowler, Home Delivered Meal/Volunteer Drivers Representative; Virginia Wiedenfeld, Richland Center Meal Site Representative; Arrived at 12:16pm Georgette White, Rockbridge Meal Site Representative. **Absent:** Lee Van Landuyt, Germantown Site; County Board/HHS Board Representative.
Staff present: Tanya Webster, Nutrition Program Coordinator; Roxanne Klubertanz-Gerber, ADRC Manager
Community Members present: None
2. **Motion to approve Agenda and Posting:** Virginia Wiedenfeld made a motion to approve agenda; Rosanne Knowler seconded. All in favor. Motion carried.
3. **Approval of Minutes of August 22, 2023 Meeting:** Rosanne Knowler made a motion to approve the August 22, 2023 Nutrition Advisory Council meeting minutes; Virginia Wiedenfeld seconded. All in favor. Motion carried.
4. **Review/Update on Aging Plan:** Roxanne Klubertanz-Gerber spoke to the Aging Plan and the current process.
5. **Program Updates:** Roxanne reported on the current Nutrition Budget being \$256,053 with \$157,642 in expenses and \$139,292 in revenue. Currently \$24,000 under the needs at 61.5%. Roxanne wanted to make certain that NAC members were aware that the budget created at the beginning of the year contains an error and has the food cost unchanged. There was a reminder that at the beginning of COVID the Tax Levy was cut from \$61,000 to \$58,000. This was supposed to be given back but has yet not been.
6. **Approval of Annual Transfer of Funds C1 (Congregate) to C2 (Home Delivered):**
7. **Satisfaction Survey Decision of 3 Additional Questions:**
8. **Nutrition Program Policy Review:** NAC members and Staff agreed that they need to have the new binders prior to making an educated decision/revision on the Nutrition Program Policies. The WI Operations Manual for the Elder Nutrition Program is one of the needs for the new binders and provides guidance for creating/reviewing/approving new and old policies. This item will be tabled until proper information is given to all members of the NAC.
9. **2024 Nutrition Education Plan:**
10. **Advocacy-Discussion-Recruitment:**
11. **Volunteer Recruitment/Orientation:**
12. **Volunteer Recruitment/Orientation:** NAC members were encouraged to reach out to 3 people about volunteerism in hopes of recruitment as we continue to struggle with volunteer capacity.
13. **Staff Updates:** Rose Welsh, Clerical Assistant position will be ending in December but Karla Scott will be helping where she is able.
14. **Member Input:** We received some feedback from members such as Rosanne Knowler stating some meals the vegetables are too soft. Georgette White reported from Rockbridge that food is coming too cold. Tanya will look into this. Tanya shared comment cards for NAC members and staff to review. Overall good remarks.

15. **Next Meeting Date(s), Time and Location for February:**

16. **Other Business:**

17. **Adjourn:** Motion to adjourn Rosanne Knowler at 2:14pm; Second by Georgette White.

Respectfully submitted,

Tanya A. Webster, *Nutrition Program Coordinator*