



**COUNCIL ON AGING NUTRITION ADVISORY BOARD AGENDA**  
**Wednesday, November 20, 2019**  
**10:00 a.m.**  
**3328 US Highway 51 North, Janesville, WI**

- A. Call to Order
- B. Approval of Agenda
- C. Roll Call
- D. Introduction of Visitors
- E. Approval of September 18, 2019 Nutrition Advisory Board Minutes
- F. Citizen Participation, Communications and Announcements
- G. Staff Report
  - 1. Volunteer Recruitment
  - 2. New Site Manager
  - 3. Happenings
- H. New Business
  - 1. Volunteer Recruitment
- I. Old Business
  - 1. 2019 Aging Goal Update
  - 2. MCO Contracts
  - 3. Volunteer Recognition Luncheon
- J. Reports
  - 1. Best Events
  - 2. Nutrition & Health Associates
  - 3. Dining Center Visits
  - 4. Home Delivered Meal Ride-Alongs
- K. Adjournment

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**COUNCIL ON AGING NUTRITION ADVISORY BOARD MINUTES**  
**Wednesday, September 18, 2019**

**Call to Order:** The meeting of the Council on Aging Nutrition Advisory Board was called to order at 10:00 a.m. by Chuck Wilson at the Council on Aging office, 3328 US Highway 51 North, Janesville, Wisconsin.

**Approval of Agenda:** A motion was made by Tom Brien, seconded by Janice Turner, to approve the agenda. Motion carried.

**Roll Call:**

Present: Jean Boyle, Tom Brien, Robert Borremans Patricia Burhans, Sherril Gilbertson, Vicki Gobel, Vicky O'Donnell, Mark Richardson, Cherie Scholz-Baker, Pam Strom, Janice Turner and Chuck Wilson

Excused: Janet Smith

Unexcused: Johnny Owens

Staff Present: Paula Schutt, Linda Hardie

**Introduction of Visitors:** Rodney Oksuita, Best Events.

**Approval of August 21, 2019 Nutrition Advisory Board Minutes:** A motion was made by Tom Brien, seconded by Mark Richardson, to approve the August 21, 2019, Nutrition Advisory Board minutes. Motion carried.

**Citizen Participation, Communications and Announcements:** Sherril Gilbertson shared an article in the AARP magazine on Cycling Without Age.

**Staff Report:**

Volunteer Recruitment: Linda Hardie stated that she coordinated a press release to coincide with a WCLO radio interview on August 23, in attempt to recruit drivers for the home delivered meal program. One volunteer responded, based on the press release.

Happenings: Ms. Hardie stated that Teena Monk-Gerber, from the Alzheimer's and Dementia Alliance, will be presenting "10 Tips for Brain Health" at the dining sites over the next month or so. The final Senior Farmers' Market Nutrition Program voucher was issued on September 4; all 489 vouchers have been issued. Hardie held a quarterly site manager meeting on September 12; she was able to introduce Paula to all the site managers at that time. Site managers will be riding with Paula to the regional training in Sun Prairie tomorrow, September 19. (Linda will not

be attending due to surgery scheduled for the same date.) Linda has been doing lots of home visits recently, in anticipation of not being able to do them for a while. She also did the annual farmer monitoring, at Skelly's Farm Market, yesterday, Sept. 17. Yet another incident which shows the value of the daily safety check occurred on September 5: a home delivered meal recipient who is a caregiver for her demented husband, was on the verge of a diabetic coma. Because she hadn't responded for meal delivery, her family was contacted; they checked on her; then called an ambulance, which transported her to the hospital, saving her life.

### **New Business:**

Volunteer Recognition Luncheon: This year's event to recognize the contributions of the Nutrition Program volunteers is scheduled for Friday, November 1, at Rotary Gardens. Best Events will be catering the event. Board members were invited to the event and also asked to assist. Chuck Wilson has volunteered to provide music.

### **Old Business:**

2019 Aging Goal Update: Ms. Hardie indicated that she has been in contact with the Rock County Sheriff's Department, pursuing the drug take-back goal for homebound individuals the county. The first round of drug take-back is scheduled for Thursday, October 24. Letters on joint letterhead (per request of the Sheriff's Dept.), will be delivered one week prior and then one day prior to the drug take-back, to ensure maximum participation.

MCO (Managed Care Organization) Contracts: Linda stated that she and Paula are still working on things to establish a contract with My Choice Family Care. Sky VanRossum, from GWAAR, is running point on this task, looking to help Rock County with MCO contracts. There are currently no My Choice Family Care members in Rock County with active home delivered meal authorizations.

Dishwashing Machines: Ms. Hardie indicated that contracts have now been signed with DeVere Chemical Company, for the lease of dishwashing machines at two dining sites: Janesville (Riverview Heights) and Clinton. Both dishwashers have now been installed (Riverview Heights on September 3; Clinton on September 17). The old dishwashers were picked up by the former vendor on September 17. Because the prior company had provided poor and unreliable service, this will be a much better fit, as DeVere is a local company, with an excellent customer service reputation.

### **Reports:**

Best Events: Rodney Oksuita mentioned dates for upcoming special Veterans Day and Thanksgiving menus. He is also working on a bid for the Nutrition Program, as bids are due October 1. Fall/Winter menus have been finalized. Amy Karas, from Nutrition & Health Associates, is doing a great job with menu planning.

Nutrition & Health Associates: No report; no one was present from Nutrition & Health Associates, due to an annual training.

Dining Center Visits: There was some discussion about Biscuits & Gravy; most people love it, but some are concerned

Home Delivered Meal Ride-Alongs: Chuck drove for Beloit Meals on Wheels home delivery last week one day.

**Adjournment:** A motion was made by Pam Strom, seconded by Tom Brien, to adjourn the meeting. Motion carried. Meeting adjourned at 10:30 a.m.

*Minutes not official until approved by the Council on Aging Nutrition Advisory Board.*