COUNCIL ON AGING NUTRITION PROGRAM ADVISORY BOARD MINUTES
Wednesday, November 16, 2016

Call to Order: Chair Sonja Heiser called the meeting of the Council on Aging Nutrition Program Advisory Board to order at 10:00 a.m. The meeting was held at the Rock County Council on Aging, 3328 US Highway 51 North, Janesville, Wisconsin.

Approval of Agenda: A motion was made by Supervisor Norvain Pleasant, seconded by Chuck Wilson, to approve the agenda. Motion carried.

Roll Call:

Present:	Jean Boyle, Jim Farrell, Dawn Fossum, Sonja Heiser, Jo Ann Koltyk, Char Levzow, Supervisor Norvain Pleasant, Suzanne Rasmussen, Cheri Scholz-Baker, Peg Slaback, Pam Strom, Aaron Thomas, Chuck Wilson
Excused:	Nancy Arnold
Unexcused:	Jenny Schmidt
Staff Present:	Joyce Lubben, Ranee Goodroad

Introduction of Visitors: Ellen Wiegand, Beloit Meals on Wheels and Rodney Oksuita, Best Events were also present.

Citizen Participation, Communications and Announcements: Ranee Goodroad distributed the dining center visit sign-up sheet and a handout of congregate dining center expectations and guidelines.

Joyce Lubben stated that the composition of the Advisory Board will remain the same for 2017 as everyone whose terms are expiring are eligible and willing to serve a second term.

Approval of September 21, 2016 Advisory Board Minutes: A motion was made by Aaron Thomas, seconded by Pam Strom, to approve the September 21, 2016 minutes. Motion carried.

Staff Report:

Annual Dining Center Manager Training: The annual training for dining center managers was held in Waunakee on October 4, 2016. The topics included adjusting to change, food safety and sanitation, and a review of the revisions being made to policies and procedures governing the nutrition program.

Special Holiday Meals: A special lunch was provided on November 11, 2016 as part of Veteran's Day activities. A special Thanksgiving menu is scheduled for November 22, 2016. The annual Christmas meal is scheduled for December 20, 2016.

Lunch and Learn – Healthy Holiday Eating: Chelsea Roth, RD Nutrition and Health Associates, will be presenting a Lunch and Learn session in Evansville on November 29, 2016, and again at Grinnell Hall on December 7, 2016.

Janesville Gazette Article: Ranee Goodroad reported that Shelly Birkelo from the Janesville Gazette is doing an article on "senior orphans." Ms. Goodroad provided her a name of an individual to interview.

Older Adults Committee: Ranee Goodroad stated she had spoken to the Older Adults Committee regarding the nutrition program. There were many questions regarding the program.

Blizzard Boxes: A sample of the blizzard boxes was provided. These boxes will be delivered to the home delivered meal participants as soon as they arrive.

Participant Surveys (Home Delivered and Congregate): Item tabled.

Old Business:

Name That Tune with Chuck Wilson: Chuck Wilson provided a report on his presentation at Grinnell Hall where he held a "name that tune" contest with the participants. The participants really enjoyed it. He is willing to do the same at other dining centers. He will be conducting this event at Grinnell Hall again on December 20, 2016 using Christmas music.

New Business:

Dining Center – Suggestions for Promoting the Program in 2017: It was suggested that more interactive topics such as storytelling be offered. It was also noted that the various presentations featuring music have been well received.

Reports:

Best Events: Rodney Oksuita stated that in his opinion the Rock County nutrition program is far ahead of the other county he is working with. Participants seems to enjoy the brunch menu item.

Nutrition & Health Associates: Ranee Goodroad shared a written report from Chelsea Roth.

Dining Center Visits: Reports were provided by Chuck Wilson, Jim Farrell and Jean Boyle.

Adjournment: A motion was made by Jean Boyle, seconded by Char Levzow, to adjourn the meeting. Motion carried. Meeting adjourned at 10:55 a.m.

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