

**Council on Aging Nutrition Advisory Council  
Wednesday, February 18, 2015**

**Call to Order:** The meeting was called to order by Chair Sonja Heiser at 9:00 a.m..

**Approval of Agenda:** A motion was made by Daryl Porter, seconded by Nancy Arnold, to approve the agenda. Motion carried.

**Roll Call:**

Present: Nancy Arnold, Charlie Daniel, Dawn Fossum, Sonja Heiser, Jan Kinnaman, Jo Ann Koltyk, Char Levzow, Daryl Porter, Suzanne Rasmussen, Joe Scharenbroch, Peg Slaback

Excused: Jean Boyle, Marti Everts, Supervisor Wayne Gustina, Pam Strom

Staff Present: Joyce Lubben, Ranee Goodroad

**Introduction of Visitors:** Also present were Becky Suehring and Kim Whitford.

**Citizen Participation, Communications, and Announcements:** Nancy Arnold is developing gift certificates that will be made available at the dining centers.

**Approval of January 21, 2015 Minutes:** A motion was made by Joe Scharenbroch, seconded by Dawn Fossum, to approve the January 21, 2015 minutes. Motion carried.

**Staff Report:**

Site Manager Changes: Mary Jurgens-Jones, Site Manager at the Gathering Place in Milton, has accepted a part-time position coordinating events. Bea Conklin will fill-in as needed.

2014 Final SFMNP Voucher Redemption Report: The total value of Senior Farmers' Market Vouchers distributed in 2014 was \$12,225. The dollar value of vouchers redeemed as \$10,310 or 84%. The state average is 83%.

Dining Center Publicity Quarterly Report: Beginning October 1, 2014, the registration forms included a question as to how the diner first became aware of the dining center. Between October 1, 2014 and January 31, 2015 (first quarter), the responses were: Word of mouth (48%), Senior Center (21%), Newspaper (12%), Apartment (on-site) (9%), Council on Aging (5%), Senior Review (3%), Medical Facility (2%).

St. Patrick's Day Special Event: Several dining centers are planning special activities in addition to the traditional Irish meal on St. Patrick's Day.

Janesville HDM Volunteer Recruitment Update: As of March 1, the Janesville Volunteer schedule is covered. However, there is always a need for substitutes.

Hiring for .4 Clerical Position: Interviews for the second part-time clerical position are scheduled for February 25.

### **Reports:**

Nutrition & Health Associates: Becky Suehring reported that the spring/summer menu is done. She shared how she now does the nutritional analysis. This past month she completed sanitation visits. A Healthy Eating for Successful Living in Older Adults workshop will begin in March.

Best Events: Kim Whitford reviewed some of the new items on the spring/summer menu.

Dining Center Visits: Reports were provided by Charlie Daniel and Daryl Porter.

**Continued Business: Evansville Process Improvement Project:** The second stage of the Improvement Project is underway. Letters were mailed to four senior apartment buildings in Evansville. Pam Strom followed up by contacting them in person for the purpose of distributing brochures and talking with the building managers as to the availability of the dining center in Evansville. Since not all of the apartment managers were available, Ranee Goodroad followed up with a second visit to the managers who were not contacted.

Due to scheduling conflicts, GWAAR staff will not be available to continue coordinating the Improvement Project. The initial timeline will need to be reviewed and revised at a future meeting.

**Adjournment:** A motion was made by Jo Ann Koltyk, seconded by Joe Scharenbroch, to adjourn the meeting. Meeting adjourned at 10:04 a.m.

*Minutes not official until approved by the Advisory Board.*