



**ADRC - AGING UNIT NUTRITION ADVISORY BOARD MINUTES**  
**Wednesday, April 20, 2022**

**Call to Order:** The meeting of the ADRC Aging Unit Nutrition Advisory Board was called to order at 9:01 a.m. Chuck Wilson; the meeting was held in-person, with the option of attending via Zoom Conference, in the Board Room (J1041), at the DWRC, 1717 Center Ave., Janesville, Wisconsin.

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

**Roll Call:**

Present: Sue McGinniss, Sherril Gilbertson, Pat Burhans, Janice Turner, and Chuck Wilson

Excused: Rena DeWar, Debbie Kraus

Absent: Pam Bostwick, Karen Ferguson

Staff Present: Cori Marsh, Linda Hardie, Tatiana March, Jennifer Thompson

**Introduction of Visitors:** Ellen Wiegand, from Beloit Meals on Wheels

**Approval of March 16, 2022, Minutes:** It was noted that Sue McGinniss' last name was spelled incorrectly in the March minutes.

A motion was made by Sue McGinniss, seconded by Pat Burhans, to approve the March 16, 2022, minutes with this spelling correction made. Motion carried.

**Citizen Participation, Communications and Announcements:** Ellen Wiegand stated that Beloit Meals on Wheels will be breaking ground on their new facility Tuesday, April 26th. Their building is almost fully funded. She mentioned three upcoming fundraisers: May 4: Star Wars Trivia Night; May 11: Spaghetti Dinner; May 21: 5K and 10K Walk/Run. More information is available on the Beloit Meals on Wheels website.

**Staff Report:**

Staffing: The Nutrition clerical worker hired in January is no longer with the program; the position is currently posted and has received good interest. UW-Madison dietetic intern, Michelle Naragon, will be coming for 8 days, beginning May 2. She is the last short-term intern who will be hosted by the Nutrition Program, as these short internships are just not a good fit.

Volunteers: As of this week, there is another volunteer driver for Janesville home delivered meals! The hope is to have one more volunteer driver on board prior to beginning Route 7, as it is necessary to have adequate staffing for the route prior to adding the route.

Happenings:

- There has been an influx of home delivered meal participants. The shipment of insulated bags for home delivered meals recently arrived (Linda brought one to the meeting to show to the board). First aid kits were ordered and received – each HDM driver is required to have one, to prevent an injury from contaminating any food. There is a menu planning meeting planned for Monday, April 25.
- The Greater Wisconsin Agency on Aging Resources (GWAAR) finally sent the survey results from last summer; the results will be ready to share at the next meeting.
- Linda and Tatiana are scheduled to attend the Healthy Aging Virtual Conference, sponsored by the Academy of Nutrition & Dietetics, on May 3 & 10. Linda will also be attending the annual spring Wisconsin Association of Nutrition Directors (WAND) conference on May 12 & 13, in Wausau; Tatiana will be attending virtually.

**New Business:**

Senior Farmers' Market Voucher Program: Distribution dates have finally been established; there will be in-person distributions again this year (distributions had been done via phone calls and mailings the last two years). There are seven distribution sites scheduled around the county during the second and third full weeks of June. Distributions are a bit later than before, as there is a paper shortage, and the state has indicated that they anticipate the vouchers' arrival to happen sometime between mid-May and mid-June; thus, it was not comfortable scheduling distributions prior to that time. Following the distributions, any remaining vouchers will be distributed from the office, beginning July 1. Rock County has been allotted 554 voucher packets this year (which is the same as last year, but greater than the 489 which had been allotted in previous years). Chuck Wilson has agreed to emcee at the Janesville and Beloit distributions; he has been a huge help in the past and is certain to be a significant help again this year. Linda is looking for volunteers to staff the various distributions. Volunteers will attend a training (yet to be scheduled). At the distributions, volunteers will be given a script to use when speaking with recipients. Significant numbers of volunteers will be needed for the Janesville and Beloit distributions, as those are by far the largest. Volunteers are also needed for packet assembly (which will be a MUCH smaller task than the previous two years, since additional resources will be available at the distribution sites, rather than being included in the packet for mailing). Voucher packets for in-person distributions will fit in a standard business envelope, rather than the 9 x 12 envelopes required for all the resources which had been mailed. Sue McGinniss inquired as to whether proof of age or income must be shown to establish eligibility; Linda answered that no proof is needed unless the issuing volunteer is suspicious; the volunteer would then ask Linda to deal with the situation. Voucher recipients are informed that they may be subject to civil or criminal prosecution for mis-representing their eligibility.

**Old Business:**

Future Meetings: Jennifer Thompson stated that ADRC board members are expected to be approved by the Rock County Board of Supervisors on Thursday, April 28. Once that approval has taken place, she anticipates scheduling the first joint meeting – likely in either May or June. Frequency of meetings has not yet been established. There will not be a Nutrition Board meeting in June, due to a conflict with the voucher distribution schedule.

**Reports:**

Best Events: No one present

Nutrition & Health Associates: Amy Karas was unable to attend the meeting but sent an email to Linda with her update. She stated that she has a nutrition counseling session scheduled later this week, a menu planning meeting next Monday, and will start her second quarter site visits in May.

Dining Center /Curbside Pick-up Meal Visits: Nothing to report

Home Delivered Meal Ride-Alongs: Jennifer Thompson indicated that she greatly enjoyed the opportunity to ride along with Glenn Fischer, a Janesville home delivered meal driver, on March 9. It was a mix of city and country deliveries. She was very impressed with Glenn and his knowledge, care, and dedication to the meal recipients; also, with the extreme organization of the entire process. She indicated that she was happy that she had gone on a ride-along, as she now has a much better understanding of the process.

**Adjournment:** A motion was made by Sue McGinnis, seconded by Pat Burhans, to adjourn the meeting at 10:01 a.m. Motion carried.

*Minutes not official until approved by the ADRC - Aging Unit Nutrition Advisory Board.*