



Minutes - September 20, 2023

Call to Order: Meeting of the ADRC Nutrition Advisory Committee was called to order at 9:00 am by Sherril Gilbertson; the meeting was held in-person, with the option of attending via Teams, in the Board Room (J1041) at the DWRC, 1717 Center Ave., Janesville, Wisconsin.

Roll Call:

Present: Pat Burhans, Sherril Gilbertson, Debbie Kraus, Janice Turner and Karen Ferguson

Excused: Sue McGinniss, Tricia Clasen

Absent: Chuck Wilson and Pam Bostwick

Staff: Cori Marsh, Shannon Colson, Linda Hardie, and Cherie Drays

Introduction of Visitors: David Daniels and Tim Brown from Kandu; Michaela Bach from Nutrition and Health Associates

Approve Agenda: A motion was made by Pat Burhans and seconded by Janice Turner to approve the September 20 agenda. Motion passed.

Approval of Minutes:

July 19, 2023 Minutes: A motion was made by Janice Turner, seconded by Debbie Kraus to approve the July 19, 2023 minutes. Motion carried

Citizen Participation, Communications and Announcements: Sherril will be finishing up two classes of Mind Over Matter. One is September 25 and the other is October 9. David Daniels announced this will be a stop when they move to the Milton building.

Staff Report:

Volunteer Update: Cherie and Linda have been driving routes to fill in for volunteers who have been off. Volunteers are still needed.

Staff Update: One of the pool site managers is going to retire effective this Friday. The current Milton site manager is out for the next two months. There is a pool site manager currently filling in.

Statistics: Linda went over the statistics which were included in the agenda packet.

Happenings: Linda will be attending the Wisconsin Association of Nutrition Directors conference next Thursday. On October 19, all Nutrition Program staff will be attending a training in Menomonee Falls. All dining sites and home delivered meals will be closed that day.

Old Business:

Senior Farmers' Market Vouchers: Last year, nearly 100 Senior Farmers' Market vouchers had to be destroyed at the end of the allowed issuance period. This year, there are just twelve remaining vouchers to be issued by September 29. This could be because in previous years, it was permitted to only issue one set of vouchers per household; however this year, vouchers may be issued to all eligible seniors in the household. Linda will not get statistics on how many vouchers were actually used by participants until next spring.

Board Membership: Board membership is in limbo

New Business:

Bylaws: The Rock County Council on Aging bylaws include the Nutrition advisory committee as a subcommittee. With the Rock County Council on Aging no longer existing, new bylaws will need to be created. These bylaws will reflect the guidelines recommended by GWAAR (Greater Wisconsin Agency on Aging Resources). Suggested bylaws will be included in the November agenda packet.

Request for Proposal - Nutrition Program: The Nutrition program put out a request for proposal for a catering contract for dining sites and home delivered meals. This afternoon, a meeting will be held to review those proposals.

Reports:

Kandu/Best Events: David reports Kandu may be moving production to Milton sooner than originally anticipated.

Nutrition & Health Associates: Amy Karas is taking a position elsewhere and is currently mentoring Michaela Bach to take over her position working with the Nutrition Program. Michaela has done two site visits with Amy. Michaela is still becoming familiar with her role.

Dining Center Visits: Pat Burhans spoke of her dining site visits to the Milton and Janesville locations. She reported that Tony, the Janesville (Riverview Heights) site manager, has done an excellent job. Sherrill went to Grinnell and stated the food was excellent.

Home Delivered Meal Ride-Along: Janice Turner reported a positive experience with her home delivered meal ride along in Evansville.

Next meeting date and time: November 15, 2023 9:00 am

Adjournment: A motion was made by Pat Burhans, seconded by Karen Ferguson, to adjourn the meeting. Motion passed. The meeting adjourned at 9:38 am.