



Minutes - November 20, 2024

Call to Order: Call to Order: Meeting of the ADRC Nutrition Advisory Committee was called to order at 9:02 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: Sherril Gilbertson, Pat Burhans, Karen Ferguson, Janice Turner, Ann Thompson and Chuck Wilson.

Staff: Shannon Colson, Linda Hardie, and Cori Marsh

Introduction of Visitors: Aric Ingersoll from Aramark and Linda Ross, from Beloit Meals on Wheels

Approve Agenda: A motion was made by Chuck Wilson and seconded by Janice Turner to approve the November 20, 2024 agenda. Motion approved.

Approval of Minutes:

September 18, 2024 Minutes: A motion was made by Chuck Wilson, seconded by Janice Turner to approve the September 18, 2024, minutes. Motion approved.

Citizen Participation, Communications and Announcements: The USS Beloit commissioning ceremony will be held in Milwaukee on Saturday, November 23, 2024.

Linda Ross introduced herself as the new Director of Beloit Meals on Wheels.

Staff Report:

Staff Update: In October, one Pool Nutrition Site Manager retired; a second has resigned, to return to college; just three remain. Of these three, one will be gone from December until April. Staffing is challenging right now; the hope is for additional applications. Polly (assistant) is on medical leave; expected return is in January . The Nutrition Program continues to seek kitchen volunteers.

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

Happenings: Switching to the new State database, PeerPlace, has been a major challenge / learning curve for staff. Frozen meals are still available for Thursday and Friday for the upcoming Thanksgiving holiday. To date, ten new volunteer drivers have been added with one more starting soon. One driver has resigned and another is out on medical leave. There is still a need for two volunteer drivers for Janesville routes.

Old Business:

Committee Memberships: In April, Pat Burhans and Ann Thompson had been approved by the Rock County Board to be added to this committee. Debbie Krause retired from Grinnell Hall in October. Linda reached out to Debbie, who confirmed she will continue to serve on this committee. Karen Ferguson has resigned.

Dining Sites: At the last meeting, the need for a different dining site in Janesville was discussed. The current site holds only about 30 people comfortably; parking is also a challenge. Suggestions for an alternate location would be appreciated.

New Business:

Nutrition Data: Comparison of Federal Fiscal Year 2023 vs. 2024:

Home Delivered Meals

2023 = 100,724 meals served to 639 consumers

2024 = 103,145 meals served to 595 consumers

2% increase in meals -7% in consumers

Congregate Meals

2023 = 12,724 meals served to 424 consumers

2024 = 16,637 meals served to 507 consumers

31% increase in meals 20% increase in consumers

State Audit: GWAAR (Greater Wisconsin Agency on Aging Resources) typically performs a Nutrition Program audit every three years. Linda will participate in the audit for the first time. Jean Lynch, from GWAAR, provided positive feedback from her dining site visit to Creekside Place, in Evansville.

Documentation/Policies: Auditors have requested three pages of documentation and policies.

Volunteer Recognition Luncheon: The Volunteer Recognition Luncheon is scheduled for December 9, from 2 pm - 4 pm in the Beckman Mill Conference Room at the DWRC. The luncheon is for all Aging Unit volunteers. Linda is looking for greeters for the event. Pat Burhans and Sherril Gilbertson expressed an interest in being greeters.

Shelf-Stable Meals: The Nutrition Program recently sent out reservation notices for blizzard boxes. Each box contains three shelf stable meals, which are to be used in case of inclement weather severe enough to cause cancellation of meal delivery. Boxes will be sent out to each client who has requested one. There will be a contribution equivalent to a single hot meal suggested for each box received.

Reports:

Aramark: A Thanksgiving meal will be provided on November 26, along with an estimated 70-80 frozen meals. Aric notified Linda that Aramark has a new vendor who can supply blizzard boxes. Drivers are now picking up meals at the loading dock of the jail.

Nutrition & Health Associates: Michaela will complete a quarterly sit visit in Evansville today. Milton was completed the week before last. The last three dining site visits will be completed next month.

Dining Center Visits: None

Home Delivered Meal Ride-Alongs: None

Adjournment: Motion to adjourn at 9:49 am made by Pat Burhans; Chuck Wilson seconded. Motion passed

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.