

**Department of Human Services**

117 East Fifth Street  
P.O. Box 100  
Washburn, WI 54891-0100



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**FROM:** Carrie Linder, Aging and Disability Services Manager

**DATE:** January 17, 2022

**RE: Meeting Notice**

The Bayfield County Department of Human Services Nutrition Program Advisory Council Committee will meet on *Monday, January 24, 2022* immediately following the Aging and Disability Services Advisory Committee Meeting. Due to COVID-19 and the pandemic, remote access to this meeting will originate from Conference Room A, lower level of the Courthouse in Washburn. Public participation remote access is available by phone by calling 1-715-318-2087 at the start of the meeting and entering participant code 64266092 followed by the # sign.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c)).

Any person wishing to attend who, because of a disability, requires special accommodations should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

The agenda includes: Review of the December 6, 2021 Meeting Minutes; Review 2021 Service Units; Review Committee Responsibilities; Nutrition Program Updates: Home Delivered Meals, Congregate Meals

cc: Post (bulletin board and website)

E-Mailed:

Dennis Pocerlich, County Board Chair  
Mark Abeles-Allison, County Administrator  
Lynn Divine, County Clerk  
Human Services Board  
Elizabeth Skulan, BCDHS Director  
Management Staff  
Sara Wartman, Health Dept. Director  
Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR)  
DCS, Rhinelander  
Red Cliff-Tribal Chair  
Daily Press

K:\Agends and Minutes\A&D Nutrition Advisory Council \Notices\NAC Meeting Notice January 2022

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**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
NUTRITION PROGRAM ADVISORY COUNCIL COMMITTEE**

**Karen Anderson**  
**Lynette Benzschawel (Vice-Chairman)**  
**Richard Kemmer (Chairman)**

**Red Cliff Elder Program Rep-**  
**David Zepczyk**

**RE: January 24, 2022, Nutrition Advisory Council Meeting**

Dear Committee Members:

Please be advised that the meeting of the Bayfield County Department of Human Services Nutrition Advisory Council will be held on Monday, January 24, 2022, immediately following the ADAC Meeting. Due to COVID19 and the pandemic, remote connectivity is available. The meeting will originate from Conference Room A.

Participation via remote access is available by phone by calling +1 715-318-2087 at the start of the meeting and entering participant code, 64266092 followed by the # sign. Committee members will receive an invitation via Microsoft Teams.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c)).

Any person planning to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 715-318-2087,,64266092#](#) United States, Eau Claire

Phone Conference ID: 642 660 92#

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The agenda for the meeting is as follows:

**AGENDA**

1. Call to Order and Introductions
2. **Discussion and Possible Action**-Review of the December 6, 2021, Meeting Minutes
3. Review 2021 Service Units
4. Review Committee Responsibilities
5. Nutrition Program Updates:
  - A. Home Delivered Meals
  - B. Congregate Meals
6. Other (Informational Items)
7. Motion to Adjourn

Thank you and Stay Safe!

Carrie Linder, Aging and Disability Services Manager

c: Bayfield County DHS ADAC Committee Members

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
NUTRITION ADVISORY COUNCIL COMMITTEE**

**Courthouse via Phone Conference  
December 6, 2021  
Immediately following ADAC Meeting**

**DRAFT:**  
Subject to change at the next  
ADAC meeting

**Committee Members Present:** Richard Kemmer in person, David Zepczyk- phone, Karen Anderson- phone, Lynette Benzschawel- phone,

**Committee Member Absent:** Anna Hanson

**Staff Present:** Elizabeth Skulan, Carrie Linder, Carolyn Novak, Heather Gilbertson

**Call to Order and Introductions**

Kemmer called the meeting to order at 3:42 p.m. No introductions were made.

**Discussion and Possible Action-Review of September 20, 2021 Meeting Minutes**

Motion by Zepczyk second by Benzschawel to approve the September 20, 2021, meeting minutes as presented. Motion passed.

**Nutrition Program updates**

- A. Rerouting of Home Delivered Meals routes**
- Linder sent out a request of proposals for the Elder Nutrition Programs, which included home delivered meals, in November.
  - Per map attached with packet, routes A, C, D & E used to be two routes and are now broken down into four routes.
  - Honda CRV's have been purchased with ARPA funds for the additional routes.
  - Two additional drivers are needed for the additional routes.
  - Carolyn Novak is looking into re-routing software to help with route mapping, so drivers can be efficient as possible.
  - Additional drivers will be hired and begin employment after the first of the year. They will train and ride along with current drivers.
- B. Congregate Meal site proposed locations and days of operations.**
- Congregate Meal site proposals were included in the RFP's.
  - Three new sites are proposed based on feedback from listening sessions hosted in early 2021.
  - Benoit/Mason/Grand View area is on hold as there were difficulties finding a vendor to service this area.
  - Washburn site will be scaled back from four days to two days per week. This will allow additional service in Cornucopia and Port Wing.
  - Iron River will be one day a month and possibly go to two days a month.
  - Barnes will stay at four days a week.
  - Linder is hoping to open congregate meal sites mid-January/early February. Residents have expressed really wanting congregate meal sites back.
  - Port Wing will open first, then Iron River, Cornucopia and Washburn.
- C. Suggested Donation.**
- Bayfield County is the lowest suggested donation in the state.

- The budget for the program is running on little to no Federal increases over many years.
- In this time of transition, now would be the time to make a change for donations.
- Linder recommends establishing a range from \$3-\$5 to help offset and continue with program operations.

**Discussion and Possible Action-Review and Possible Recommendation of RFP's received for 2022 Elder Nutrition Program.**

- Proposals for Home Delivered Meals and Congregate Meals from Red Cliff Elderly, Lakewood's, Chartwell's, Helen Hyde, Time Out Restaurant, and Bayfield County Food Service were reviewed and discussed.
- Overall, vendors have done a good job with keeping cost's low. This leaves room for expansion of Elder Nutrition Program services.
- Lakewood's: Cable home delivered meals
- Chartwells: home delivered meals for several routes and Barnes bulk congregate meals
- Helen Hyde: Iron River congregate meals
- Time Out Restaurant: Washburn congregate meals on Wednesdays
- Red Cliff: Bayfield home delivered meals in the Bayfield and surrounding area
- Bayfield County Food Service: Washburn congregate meals on Fridays at St. Louis school; bulk congregate meals Port Wing and Cornucopia; and Washburn and south shore home delivered meals
- Additional staff will be needed to manage some of the congregate meal sites. Money has been identified in the budget to support the site management staff.
- DHS is currently recruiting for two new home delivered meal route drivers. Vehicles have been ordered and new equipment is in the process of being procured.
- The two largest routes will be split into 4 separate routes as soon as the new drivers have been hired and trained, hopefully in January 2022.

Motion by Zepczyk second by Benzschawel for recommendation of RFP's received for 2022 Elder Nutrition Program. Motion passed. Recommendation #3 regarding Washburn

Motion by Zepczyk second by Benzschawel for Amendment to previous proposal to award the vendors for the Home Delivered and Congregate RFP's as presented including Recommendation #3 for Washburn.

**Discussion and Possible Action-Review and Possible Recommendation to transfer C1 (Congregate) funding to C2 (home delivered meals).**

- Each year the county can transfer funds from congregate meals line item (C1) to home delivered meals line item (C2).
- Congregate is more robustly funded than home delivered meals from the Federal government.
- This year, only the Barnes congregate site was opened in July.
- Funds need to be transferred from C1 to C2 to cover expenses for Grab and Go meals and the home delivered meal program.

Motion by Anderson second by Zepczyk to approve the transfer of C1 funding to C2 funding. Motion passed.

**Discussion and Possible Action-Review and Possible Recommendation request to update the suggested donation.**

- Discussion to raise donation to \$3.00 with a range of \$3.00-\$5.00 for congregate and home delivered meals except for the Iron River congregate. The Iron River Congregate will stay at \$5.00 per meal. The donations will help offset program funding and keep the program running.

Motion by Zepczyk second by Benzschawel to update the suggested donation. Motion passed.

**Discussion and Possible Action-Review and Possible Recommendation of sites and number of days meals will be served at Senior Congregate sites.**

Discussions took place and recommendations are as follows:

- Cornucopia: to be held twice a week on Tuesdays and Thursday at the Bell Town Hall
- Port Wing: to be held twice a week on Mondays and Wednesdays at the Town Hall
- Washburn: to be held twice a week on Wednesdays and Fridays, Wednesdays at the Time Out Restaurant and Fridays at the St. Louis School
- Iron River: no change, once per month on the second Thursday of the month
- Barnes: no change, Monday through Friday
- Due to a lack of vendors, no congregate meal site is recommended in the Benoit/ Mason/Grand View area at this time.

Linder reported the openings of additional congregate meal sites will be staggered. Congregate meal site openings will begin in January 2022.

Motion by Anderson second by Benzschawel to recommend change of sites and number of days meals will be served at Senior Congregate sites. Motion passed.

**Other (Informational Items)**

None

**Adjournment**

Motion by Anderson, second by Benzschawel to adjourn meeting.

Meeting adjourned at 4:49 p.m.

Minutes respectfully submitted by Heather Gilbertson, Clerk II