

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
NUTRITION ADVISORY COUNCIL COMMITTEE
Taking place at the St. Louis Meal Site at 11:00
October 21, 2022**

MEETING NOTES

Committee Members Present: Richard Kemmer- in person, Karen Anderson-in person, Sue Aiken- in person

Committee Member Absent: Francis Renn-Malcheski, Lynette Benzschawel, Madelaine Rekemeyer
Red Cliff Elder Program Representative-Vacant

Staff Present: Carolyn Novak, Sarah Traaholt-by phone

Call to Order and Introductions

Kemmer called the meeting to order at 11:02 a.m. Introductions were made.

Discussion and Possible Action-Review of September 28, 2022, Meeting Minutes:

- Quorum not present, no action taken.

Review the draft of Nutrition Advisory Committee Bylaws for Bayfield County (see handout)

- Novak noted that the bylaws are still in draft form and requested the agenda item be postponed until the next meeting.

Review the Nutrition Program Expectations (see handout)

- Novak reviewed handout on program expectations for congregate meal sites and home delivered meals.
- Novak stated there are no current problems in Bayfield County but spoke of situations and rough language that have presented problems in other locations. Novak reviewed the policy actions for non-compliance.
- Novak stated site manager makes the decision on inappropriate behavior and calls for reinforcement from Bayfield County staff for any issues.
- Aiken mentioned participants inviting people to the meal site as a possibility for recruitment.
- Novak reviewed the nutrition screening registration form with board members. Forms are needed by every participant for state reporting and reimbursement.
- Site managers are encouraged to call or report if regular participants do not show up to the sites.

Program Reports:

A. Congregate Meals

- Novak reports congregate meals are going well.
- Greater Wisconsin Area Agency on Aging (GWAAR) inspects once every three years for health standards. Food temperature records, refrigerator temperatures, menus, and other safety measures are reviewed.
- Novak reviewed county holiday dates where no meals are served.
- Holiday menus are being put together for congregate and home delivered meals.
- Pop-up meal sites are in the works for underserved areas of the County.
- Novak stated that when Washburn Schools are closed, congregate meal sites and home delivered meals are cancelled.

B. Home Delivered Meals

- Kemmer asked about leaving meals. Novak explained it is for the safety of the participant that they should be letting the office know if they are not home to make arrangements or cancel.
- Novak reported that the Sheriff's office conducted a pepper spray training for staff. Home Delivered Meal drivers carry pepper spray for safety and are required to have the training to carry it.
- Three of the home delivered meals vehicles are getting new winter tires.
- Requests for meals increase as the colder temperatures hit.

Staffing Updates – Fall training schedule

- November 15th site managers training on safety and customer service in Hayward. Networking and ideas shared between counties.
- Training for newer nutrition directors on November 1st at the Bayfield County courthouse.
- Regional meeting for nutrition directors November 9th.

Other (Informational Items)

- Local gift baskets will be assembled for home delivered meal participants with money left in the emergency meal fund.

Future Meetings 2023:

- No meetings set for the remainder of 2022.
- February 28th, 2:00 p.m., Bayfield County Department of Human Services Conference Room B.
- May 11th, 11:00 a.m., Iron River Community Center Meal Site.
- August 10th, 11:00 a.m., Barnes Meal Site. Rideshare from Courthouse.
- October 11, 12:30 p.m., The Club for meeting and lunch to follow at Time Out Meal Site.

Adjournment

Meeting adjourned at 11:56 a.m.

Minutes respectfully submitted by Sarah Traaholt, Clerk III