

Bylaws of the Waupaca County Nutrition Advisory Council

PURPOSE: The Waupaca County Nutrition Advisory Council advisory board is responsible for policy recommendations to the Aging Programs Supervisor for the advancement and improvement of the Waupaca County Elderly Nutrition Programs: Home Delivered Meal Program and Congregate Dining Program.

ROLES & RESPONSIBILITIES:

1. **Responsible for Policy Recommendations:** Advisory Board responsible for policy recommendations and direction to:
 - a. Waupaca County Committee on Aging regarding the operation and direction of the Nutrition Program
 - b. Aging Programs Supervisor regarding the food preferences of participants, days and hours of dining center operation and location, and dining center furnishings with regard to participants with disabilities
2. **Review:** Conduct a yearly on-site review of each dining center in the program
3. **Advocacy:** Championing and representing the interests of the individuals participating in the Nutrition Program. As an organized group, give support and assistance to the ongoing development of the nutrition program. Represent and speak on behalf of the nutrition program participants
4. **Ambassador to the Community:** Enhance the visibility of and increase the participation in the Nutrition Program by outreach and information exchange with the general public and community stakeholders
5. **Honor the Present & Adapt for the Future:** Provide advisement to Nutrition Program staff on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

MEETINGS:

- The Council shall meet no less than six (6) times per year and are open to the public. Proper notice will be provided in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, date, and agenda of all meetings
- Parliamentary procedures shall be followed
- Meeting time, date, and location to be reviewed annually to ensure the best interests of the general public and Nutrition Program participants are accommodated
- Meetings may be subject to cancellation due to inclement weather. Aging & Disability Resource Unit Manager will consult with the elected Chairperson prior to any cancellation based on inclement weather. Reasonable efforts will be made to provide advance notice of the cancellation to Council members and public.

MEMBERSHIP:

- At least 50% of the membership shall consist of nutrition program participants as elected dining center representatives and shall include representation from home delivered meal recipients. Representation may include family or caregiver of current program participant. **Maximum of three (3) citizen members of the committee.**

- Total membership shall represent a reasonable distribution of income levels and minority backgrounds of the older population in Waupaca County
- The term of office of each member shall be for three (3) years with no member serving more than two (2) consecutive 3-year terms. County Board Supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, County Board Supervisors may serve no more than three (3) consecutive 2-year terms. Citizen member terms shall be staggered so as to ensure that not all member terms expire in the same year.
- In the discretion of the appointing authority, there shall not be less than three (3) members nor more than five (5) members. Vacancies shall be filled in the same manner as the original appointments.

OFFICERS:

- A Chairperson shall be elected every two (2) years by the Nutrition Advisory Council members by means of 2/3 vote. The elected Chairperson will preside over all meetings conducted during her/his elected term.
- A Vice Chairperson shall be elected every two (2) years by the Nutrition Advisory Council members by means of 2/3 vote. The elected Vice Chairperson will preside over all meetings conducted during her/his elected term in the absence of the elected Chairperson.

NUTRITION PROGRAM PARTICIPANT GRIEVANCES:

- Nutrition Program Participants shall be provided with the Department of Health and Human Services Policy #23 Client Rights and Grievance Procedures when requested.

AMENDING OR CHANGING OF BYLAWS:

- Any recommended amendments to these bylaws shall be submitted to the Nutrition Advisory Council and be read at two (2) consecutive meetings of the said Council. Recommended amendments will be passed to the Department of Health and Human Services Board for consideration if passed on motion by 2/3 vote of quorum of Nutrition Advisory Council members present at the second reading. Recommended amendments will be considered for adoption and passed on simple majority vote of members present by the Department of Health and Human Services Board.

Home Delivered Meals

Participants Served

2022 Data

Site	Dec.	Jan.	Feb.	Mar.	April
Clintonville	34	35	36	40	37
Iola	21	17	13	15	15
Manawa	13	14	14	15	19
Marion	6	5	5	5	5
New London	37	36	39	39	37
Waupaca	81	85	88	88	87
Weyauwega	19	19	19	21	21
Total	211	211	214	223	221

*New London Nutrition site served an additional 5 participants from Outagamie County during the month of December 2021.

*New London Nutrition site served an additional 5 participants from Outagamie County during the month of January 2022.

*New London Nutrition site served an additional 4 participants from Outagamie County during the month of February 2022.

*New London Nutrition site served an additional 4 participants from Outagamie County during the month of March 2022.

*New London Nutrition site served an additional 4 participants from Outagamie County during the month of April 2022.

Congregate Meals

Participants Served

2022 Data

Site	Jan.	Feb.	Mar.	April
Clintonville	10	3	3	3
New London	26	21	15	25
Waupaca	7	2	3	3
Total	43	26	21	31

Meals Served

2022 Data

Site	Jan.	Feb.	Mar.	April
Clintonville	28	20	9	17
New London	60	62	75	91
Waupaca	13	4	14	13
Total	101	86	98	121

Bistro 60 - Voucher

Participants/Meals Served

2022 Data

Site	December		January		February		March		April	
	Part.	Meals	Part.	Meals	Part.	Meals	Part.	Meals	Part.	Meals
Manawa – Smith’s Steakhouse	25	45	7	11	11	24	16	30	22	30

New Registrations:

December: 2 new

January: 34 returning participants, 6 new

February: 2, returning participants, 6 new

March: 8 returning, 5 new

April: 2 new

Total Registered: 64