

## 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.



**Tell Us What You Think.....Your Opinion Matters!**

In May of 2022 new program caterers joined the Home Delivered Meals Program. Waupaca County feels incredibly fortunate to have received interest from new caterers while meal programs across the state are losing their long term partnerships due to economic challenges. However, the food industry is currently faced with unprecedented challenges so we thank each of you for your patience and understanding as the caterers adjust to the program.

Developing menu items for the Home Delivered Meals Program can be a difficult task, especially when the food industry is experiencing extreme inflation and shortages of food products. To better help us meet your needs we will occasionally request feedback about meals recently provided. Below is a summary of the meals served in your area during the week of June 20<sup>th</sup>-24<sup>th</sup>, **please consider each meal as a whole and assign an overall satisfaction rating to it.**

[illegible]

What is one item you would like to see on an upcoming menu? \_\_\_\_\_  
(Please keep in mind it may not be possible to offer some items due to current food costs)

Due to some feedback from participants we would like to know, how do you prefer to receive your meals?

☐ **Refrigerated or Frozen**, with complete reheating necessary

☐ **Fresh and Warm**, with only some or no reheating necessary

***Please remember your comments will be shared with the caterers and program staff who all work very hard to ensure you are provided Home Delivered Meals. Kind and CONSTRUCTIVE comments are appreciated.***

What is one thing you have enjoyed about the meals you received? (during the week of June 20<sup>th</sup>-24<sup>th</sup>)

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If you marked “Needs Improvement” or “Not My Favorite” on Page 1 – please briefly explain why.

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Do you have any additional comments about the Home Delivered Meals Program that you would like to share?

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***Any changes resulting from the feedback provided in this survey will take time to implement.***

***Please continue to exercise patience and understanding.***

***Thank you for your feedback!***



## Priority One

### 5 or more meals/wk

#### INDIVIDUALS WITH ONE OR MORE OF THE FOLLOWING:

- Frail and essentially homebound under normal circumstances with **NO SUPPORTS** and cannot obtain food and prepare adequate meals due to illness, emotional, intellectual, or physical disability
- 3+ of the following ADLs or IADLs
  - Transferring
  - Feeding
  - Food Preparation
  - Shopping
  - Transportation
  - Phone
- Have a live-in partner spouse or caregiver who is unable to prepare adequate meals for themselves and the eligible participant; if meals are not provided will result in negative outcomes
- Unable to participate in the congregate meals program because of physical or emotional condition.
- Recently discharged with no paid or unpaid supports.
- At high risk due to confusion, memory loss, dementia, severe cognitive or mental health impairment.
- At high nutrition risk (Determine Score of 6+), MST Score (2+), Food Insecure
- Resides in geographically isolated rural areas with no or limited supports.

## Priority Two

### 3 meals/wk

#### INDIVIDUALS WITH ONE OR MORE OF THE FOLLOWING:

- Ambulatory, unable to leave home without assistance but can prepare meals and eat without assistance, but unable to obtain groceries and are economically food insecure.
- Confused or self-endangered when left alone (live with someone who is not present during the day to assist them)
- Limited capacity to perform ADLs/IADLs (2+)
  - Transferring
  - Feeding
  - Food Prep
  - Shopping
  - Transportation
  - Phone
- Lives with another person who is unable to prepare meals
- Short-term needs, temporary health limitations
- Adult under 60 with a disability who lives with an eligible individual actively participating in the program

## Priority Three

### 2 meals/wk

#### INDIVIDUALS WITH ONE OR MORE OF THE FOLLOWING:

- Ambulatory, unable to leave home due to one or more of the following:
  - Caregiver role
  - Cannot drive in the winter
  - Transportation unavailable
  - Other
- Meals are in the best interest of the eligible individual







Waupaca County Nutrition Program  
Policy #2  
Waiting List

The purpose of the Waupaca County Nutrition Program Waiting List policy is to define the process and procedure for the development of Waupaca County Nutrition Program meal service waiting lists and how participants will be removed from waiting list and added to meal service as soon as possible.

**Waiting List Development:** An event that would create the need for meal service waiting list development are as follows:

1. Waupaca County Nutrition Program funding does not support the provision of meal services to additional participants
2. Waupaca County Nutrition Program funding does not support the provision of meals to individuals under 60 years of age in order to appropriately serve the elderly population
3. During a natural disaster or emergency event, Waupaca County Nutrition Program unable to support the provision of meal services to new Nutrition Program participants

**Waiting List Priority:**

1. In an event, as described above, that a waiting list is created, individuals on the waiting list who are 60 years of age or older will be given meal service provision priority
2. In an event, as described above, that a waiting list is created, individuals with the highest Nutritional Risk Screening score will be given meal service provision priority
3. In an event, as described above, that a waiting list is created, meal service provision and waiting list order are the sole decisions of the Waupaca County Nutrition Director

**Waiting List Process:** Waupaca County Nutrition Director will inform Waupaca County Nutrition Program staff and support staff that a waiting list has been created due to an event, described above. All **new** Waupaca County Nutrition Program referrals will be placed on the waiting list with the position on the waiting list priority given to those individuals described above. Waupaca County Nutrition Director will evaluate Nutrition Program funding and add one waiting list participant at a time as resources become available. Waiting list participants will correspondence from a Waupaca County Nutrition Program staff at least one time per month explaining the participant's position on the waiting list. Correspondence will also include information on other local resources for Nutrition support including but not limited to, local food shelf location and hours, local grocery store location and hours and transportation information. When a waiting list participant receives notification that meal service will begin, the participant may be subject to another face-to-face assessment depending on the date of the last assessment completed to ensure continued eligibility for the Waupaca County Nutrition Program. In the event that a waiting list participant no longer qualifies or is no longer in need of Waupaca County Nutrition Program meal services, the participant will be removed from the waiting list and the next eligible participant will be offered meal services

**Waiting List - Participant Responsibilities:** It is the responsibility of the waiting list participant or their legal representative to notify the Waupaca County Nutrition Director if meal service is no longer needed

This policy has been reviewed and approved by:

- a. Nutrition Advisory Council  
Date: 5/26/2016





## Home Delivered Meals

### Participants Served

#### 2022 Data

Site	Dec.	Jan.	Feb.	Mar.	April	May
Clintonville	34	35	36	40	37	38
Iola	21	17	13	15	15	13
Manawa	13	14	14	15	19	16
Marion	6	5	5	5	5	6
New London	37	36	39	39	37	41
Waupaca	81	85	88	88	87	85
Weyauwega	19	19	19	21	21	20
Total	211	211	214	223	221	219

\*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.

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

## **Congregate Meals**

### **Participants Served**

#### **2022 Data**

Site	Jan.	Feb.	Mar.	April	May
Clintonville	10	3	3	3	5
New London	26	21	15	25	19
Waupaca	7	2	3	3	3
Total	43	26	21	31	27

### **Meals Served**

#### **2022 Data**

Site	Jan.	Feb.	Mar.	April	May
Clintonville	28	20	9	17	8
New London	60	62	75	91	90
Waupaca	13	4	14	13	9
Total	101	86	98	121	107



## **Bistro 60 - Voucher**

### **Participants/Meals Served**

#### **2022 Data**

Site	December		January		February		March		April		May	
	Part.	Meals	Part.	Meals	Part.	Meals	Part.	Meals	Part.	Meals	Part.	Meals
Manawa – Smith's Steakhouse	25	45	7	11	11	24	16	30	22	30	22	29

#### **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**

**May: 1 new**

**Total Registered: 65**