

Waupaca County Nutrition Advisory Council Minutes
Thursday, June 15, 2022
Waupaca County Courthouse
811 Harding Street, Waupaca WI 54981
Room LL42

This meeting and all other meetings of this committee are open to the public. Proper notice has been given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

Members Present: Dave Steffens; Greta Schroeder; Meri Erickson; Gloria Bigalke;

Member Absent: Dennis Wengelski;

Others Present: Megan Hintz, Aging Programs Supervisor; Pat Huber, ADRC Clerk;

Chairperson Gloria Bigalke opened the meeting at 2:59 pm and a quorum was established. The meeting was also broadcast on the Waupaca County YouTube Channel and Zoom.

- I. **Adoption of Agenda:** *Motion made by Meri Erickson and seconded by Greta Schroeder to adopt the agenda. Motion carried.*
- II. **Approval of Minutes from May 19, 2022:** *Motion made by Greta Schroeder and seconded by Meri Erickson to approve the minutes of the May 19, 2022 meeting, as printed. Motion carried.*

Public Comment: None

- I. **Covid-19 & Current Operations Updates:** Megan Hintz, Aging Programs Supervisor provided updates on participation for Home Delivered Meals, Congregate and Voucher. She will be implementing some new marketing efforts to draw in participants to the congregate sites. Megan reported that the Buyer's Guide recently distributed the ADRC Connection, which included some new advertising designs. Gloria Bigalke requested some be sent to her so she can put them in churches in her area. Bistro 60 participation has remained steady.
- II. **Nutrition Advisory Council Bylaws:** This item was tabled from the last meeting. The County Board had requested that we cut our citizenry members down to two, but the council did not believe this would serve our county well. Therefore, the Nutrition Advisory Council has come up with a counter proposal. *Dave Steffens made the following recommendation: This council recommends that we have at least five (5) citizenry representatives and not more than seven (7) total members, plus one county board supervisor. Greta Schroeder seconded the recommendation. Recommendation carried.*
- III. **Participant Feedback/Meal Satisfaction Survey:** Megan Hintz presented the proposed survey for Home Delivered Meal (HDM) participants to the council and asked for input. The council was satisfied with the survey and it will go out sometime next week to participants.
- IV. **Nutrition Program Budget Presentation – Erica Becker:** Erica was unable to attend, so Megan Hintz gave a brief overview of the budget; Megan discussed grants, tax levy and donations and how they work to pay for the program. She also noted that ARPA (American Rescue Plan Act) money is available for the next 3 years. In spite of the extra funding, the HDM program has reached its limits at its current level of participation. Megan will ask Erica to the next meeting to give precise data regarding the budget.

- V. **Cost Control Strategies:** Megan Hintz explained the strategies that will be implemented to be able to continue the HDM program within budget restraints.
- a. **Prioritization:** Those with the greatest need would be automatically allocated five meals per week. Those whose need was considered moderate would be allotted 2-3 meals per week. Those whose need was not as significant as the second group would be offered 1-2 meals per week. The enhanced Assessment Tools will help to quantify the need level of the participant. The priority could be reevaluated as needs change. This is expected to generate cost savings to the program.
 - b. **Wait List:** Following approved policy (*see attached*), the HDM program anticipates beginning a waitlist for program services in July. Eligible participants will then be placed on a wait list based on priority of need until an opportunity opens up for them to be added to the program. Megan also noted that all current HDM participants will need to be reassessed using the new Assessment Tools. This may result in clients becoming ineligible for the program and thus opening up new spots for Wait List participants.
- VI. **Committee Member Reports of Meetings Attended and General Correspondence:** Council members asked about progress with Hotel Fremont. Megan Hintz noted that Menu talks continue. Council members expressed that a deadline should be given to them so it can proceed.

Adjourn: *A motion was made by Dave Steffens and seconded by Meri Erickson to adjourn at 3:59 pm. Motion Carried.*

Next Meeting: Thursday, July 21, 2022 @ 1:30 pm – Waupaca County Courthouse.

Respectfully Submitted,
Pat Huber, ADRC Clerk