

POLK COUNTY NUTRITION PROJECT COUNCIL
MONDAY, August 24, 2009-10:30AM

Frederic Meal Site

Comforts of Home building

105 Oak Street

Meal site phone number: 327-4112 (Barb or Carole)

PUBLIC WELCOME TO ATTEND

- Call to Order
- Introductions
- Minutes
- Financial Report

OLD BUSINESS

- Senior Dining Site Reports
- Congregate and Home Delivered Meal Donations
- Nutrition Team update

NEW BUSINESS

- 2010 Proposed Budget for Aging Programs
- Volunteer Appreciation Dinner report
- Annual in home assessments for home delivered meal participants
- Request for Proposal for contract food service
- Annual Site Staff Training: Rice Lake
- University of Wisconsin-Stout Graduate students
- Information:
- Next Meeting Date and Location
- Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Polk County Nutrition Project Council
Monday August 24, 2009

Viola Karr called the Polk County Nutrition Project Council meeting to order at 10:30 am at the Frederic meal site on Monday, August 24, 2009.

Members present: Viola Karr, Hazel Hoffman and Nina Hoverman

Absent: Bev Cree, Isabelle O'Connell

Others Present: Kari Flom

Introductions: Romaine Hanson was introduced to the group. She is the current University of Wisconsin-Stout Graduate intern.

Minutes: The minutes of the May 2009 meeting were shared with the group. Motion by Hazel second by Nina to approve the May 2009 minutes. All in favor. Motion passed.

Financial Report: The June 2009 fund balance was presented. Discussion was held on the financial report.

Senior Dining Site Reports: The July 2009 Senior Dining Site report was distributed.

Congregate and Home Delivered Meal Donations: The information was distributed to the group.

Nutrition Team Update: The nutrition team made up of the meal site staff met in late June to go over and discuss the menu. A draft fall/winter menu has been received from Aramark. Feedback was received on the menu from the project council. Romaine and Kari will be meeting with Aramark to finalize the menu.

2010 Proposed Budget for Aging Programs: The round one 2010 budget was shared with the group. Discussion was held on the budget.

Volunteer Appreciation Dinner: report: The dinner was held on June 25. Attendance by Aging Programs volunteers as well as Interfaith Caregivers and the Haven provided a lively group with wonderful entertainment by Dick Durand. The catering by Village Pizzeria was exceptional.

Annual in home assessments for home delivered meal participants: Kari shared the in home assessment form with the group. The site managers are conducting the assessments during the months of August and September. The assessments are to link participants with other services as needed or requested.

Request for Proposal for contract food service: A walk through with potential vendors will take place on August 25. The bids are due on September 17 and will be opened that day. The final decision on a vendor will be made by mid October at the latest.

Annual Site Staff Training: Rice Lake: October 8 is the date for the annual site staff training for the meal site staff. A full day of education is planned with a variety of topics addressed.

University of Wisconsin-Stout Graduate students: Romaine is the only intern for the 2009-2010 school year. She will be working in the nutrition program conducting site reviews, home delivered meal assessments, and nutrition education.

Information: No additional information shared.

Next meeting date and location: The next meeting will be held at the Milltown meal site location on **Monday, November 26, 2009** at 10:30am.

Adjourn: Motion by Hazel second by Nina to adjourn at 11:30. Motion passed. All in favor.

(Pending approval at the meeting of the Nutrition Project Council, November 26, 2009)