

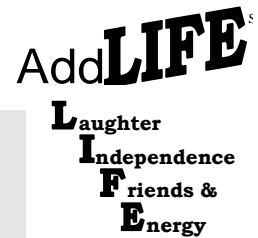
Polk County

***Aging Programs....***      *Offering programs that...*

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**POLK COUNTY NUTRITION PROJECT COUNCIL**

**MONDAY, August 30, 2010-10:30AM**

Balsam Lake: Government Center

Conference Rooms A & B (next to the Aging Department)

Phone number: 485-8590

**PUBLIC WELCOME TO ATTEND**

- Call to Order
- Introductions
- Minutes
- Financial Report

**OLD BUSINESS**

- Senior Dining Site Reports
- Congregate and Home Delivered Meal Donations
- A'viands update: Fall/Winter menu
- Volunteer Appreciation dinner: report and pictures
- Marketing Ideas for the meal sites
- Staff update:

**NEW BUSINESS**

- Nutrition Survey Results
- University of Wisconsin Stout Graduate Students schedule
- In home assessments
- Annual site staff training
- 2011 Budget process
- Information:
- After lunch: Tour of the A'viands kitchen
- 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 30, 2010

Viola Karr called the Polk County Nutrition Project Council meeting to order at 10:34 am at Balsam Lake Government Center on Monday, August 30, 2010.

Members present: Viola Karr, Bev Cree and Nina Hoverman

Absent: Hazel Hoffman, Isabelle O'Connel

Others Present: Pat Schmidt, Janice Nelson and Kari Flom

Introductions: Introductions were done due to attendance by Pat Schmidt, Chair of the Council on Aging.

Minutes: The minutes of the May 2010 meeting were shared with the group. Motion by Bev second by Nina to approve the May 2010 minutes. All in favor. Motion passed.

Financial Report: The July 2010 fund balance was presented. Discussion was held on the financial report.

Senior Dining Site Reports: The July 2010 Senior Dining Site reports were distributed. Discussion was held on the dining site statistics.

Congregate and Home Delivered Meal Donations: The information was distributed to the group listing congregate donations. Discussion was held on the donations for the meals.

A'viands update: Fall/Winter menu: The draft menu for the fall/winter cycle, starting in October was shared with the group. The September menu was shared via the Senior Voices newsletter with the group. Discussion was held on the menu changes in relation to the nutrition survey result narratives.

Volunteer Appreciation dinner: report and pictures: The brochure from the event was shared with the group. Nearly 80 volunteers attended the event held at Peace Lutheran Church in Dresser. The meal was catered by Village Pizzeria in Dresser with entertainment provided by a local barbershop quartet.

Marketing Ideas for the meal sites: Discussion was held on marketing of the nutrition program to increase attendance. Kari included with the September Senior Voices an article on the nutrition survey results and donations year to date (avg per meal) for the nutrition program. A graduate intern will be in the Aging Department for four weeks and will work on marketing items for the nutrition program. Discussion was held on marketing and ideas were shared from the project council members.

Staff update: Three new casual status/substitute site workers were recently hired and are being trained for working at the various meal sites. Currently the site managers are conducting the annual in-home assessment of the home delivered meal participants.

Nutrition Survey results: The results from the annual nutrition program survey were shared with the Council. The results came back with the vast majority of the diners who filled out the survey reporting satisfied or very satisfied with food taste, variety of foods,

temperature of foods, portion sizes, the look of the food and delivery time of the meal for home delivered meals. The narratives from the survey were shared with the group. The feedback was utilized for planning the fall/winter menu that begins in October.

University of Wisconsin Stout Graduate Students schedule: An intern will be with the nutrition program from September 7 through October 1. While she's here she'll be working on marketing, menus, a time study, assessments, visiting the meal sites and participating in the annual site manager training.

In-home assessments: During the months of August and September the meal site staff are conducting the annual in home assessments of the home delivered meal participants. The assessments are clarifying the program requirements and linking our customers to other programs offered via the county and community organizations.

Annual site staff training: The training for all the site staff will be held on September 23 in Rice Lake at Turtleback. The day involves many counties gathering together and a full day of training on topics around the nutrition program will be provided to staff. Our graduate intern will be attending the training with the staff.

2011 Budget process: Discussion was held on the process of the 2011 budget. At the September Council on Aging the final budget will be presented to the group.

Information: Kari shared a few letters from customers regarding the program. Kari also shared that the Council on Aging is in need of a community member. The job description and application was shared with the group.

Lunch was provided by Kari followed by a tour of the A'viands kitchen at the Justice Center. Lydia Pfeiffer, kitchen director, hosted the tour and provided information to the group regarding the kitchen and the process of meal production for the nutrition program meals.

Next meeting date and location: The next meeting will be held at the Dresser meal site on **Monday, November 29, 2010** at 10:30am.

Adjourn: Motion by Bev second by Nina to adjourn at 12:45am. Motion passed. All in favor.

(Pending approval at the meeting of the Nutrition Project Council, November 29, 2010)