

POLK COUNTY NUTRITION PROJECT COUNCIL
MONDAY, November 23, 2009-10:30AM

Milltown Meal Site: Milltown Community Center
301 SW Second Ave
Meal site phone number: 825-2518 (Sharron or Janice)

PUBLIC WELCOME TO ATTEND

- Call to Order
- Introductions
- Minutes
- Financial Report

OLD BUSINESS

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

NEW BUSINESS

- Request for Proposal for contract food service
- 2010 draft menu
- 2010 Budget for Aging Programs
- 2010 contracts
- Stimulus Money for 2010
- Staffing update
- 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 November 23, 2009

Viola Karr called the Polk County Nutrition Project Council meeting to order at 10:35 am at the Milltown meal site on Monday, November 23, 2009.

Members present: Viola Karr, Bev Cree, Isabelle O'Connell and Nina Hoverman

Absent: Hazel Hoffman

Others Present: Kari Flom

Introductions: No introductions were done due to all the council members knowing each other.

Minutes: The minutes of the August 2009 meeting were shared with the group. Flom requested the change of the next meeting date to reflect the date of November 24, 2009. Motion by Bev second by Nina to approve the amended August 2009 minutes. All in favor. Motion passed.

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

Senior Dining Site Reports: The September 2009 Senior Dining Site report was distributed. Discussion was held on the dining site statistics.

Congregate and Home Delivered Meal Donations: The information was distributed to the group via the year to date financial report.

Nutrition Staff Meeting update: The nutrition staff met with the Aviands representative to discuss the transition to Aviands starting on January 4, 2010.

Request for Proposal for contract food service: Kari distributed information regarding the process and scoring of the bids for the Aging Programs side of the contract. Aviands was awarded the bid for food service starting in January 2010.

2010 draft menu: Kari distributed the draft menu from Aviands. The group discussed the menu and provided feedback.

2010 Budget for Aging Programs: The budget has been passed by the county board. Aging will receive the same amount of county levy in 2010 as was received in 2009. No county levy is going directly into the nutrition program. A portion of the Director's salary is paid with county levy and around 50% of the Director's time is spent in the Nutrition Program.

2010 contracts: Kari is currently working on the contracts for the nutrition program (rental sites and Care a Vans). A chart was distributed to the council members regarding the history of rent for the meal sites and the per mile charge for utilizing the Care a Vans.

Stimulus Money for 2010: The money received for the American Recovery and Reinvestment Act will be carried over into 2010. The meal sites have been updating the sites with needed equipment (mats, equipment, home delivered meal carriers).

Staffing update: Milltown has a new employee taking the assistant site manager position and the Amery assistant site manager position is being filled. After interviews a decision will be made for the Amery position.

Information: No additional information shared.

Next meeting date and location: The next meeting will be held at the Amery meal site location on **Monday, February 22, 2010** at 10:30am.

Adjourn: Motion by Isabelle second by Nina to adjourn at 11:32. Motion passed. All in favor.

(Pending approval at the meeting of the Nutrition Project Council, February 22, 2010)