

Polk County Nutrition Project Council
Monday February 23, 2009

Vi Karr called the Polk County Nutrition Project Council meeting to order at 10:30 am at the Clear Lake meal site on Monday, February 23, 2009.

Members present: Vi Karr, Bev Cree, Hazel Hoffman and Nina Hoverman

Absent: Isabelle O'Connell

Others Present: Kari Flom and Gerald Newville

Introductions: Gerald Newville was introduced to the group.

Minutes: The minutes of the November 2008 meeting were shared with the group. Motion by Nina second by Bev to approve the November 2008 minutes. All in favor. Motion passed.

Financial Report: The December 2008 fund balance was presented and discussed. Motion by Hazel second by Bev to approve the December 2008 fund balance. All in favor. Motion passed.

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

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

Year end 2008 meal site statistics: The information was unavailable to the group.

Update on 2009 budget variables: Information was shared on the 2009 rental rates, Aramark per meal cost for 2009, and non-represented staff wage increases. Discussion was held on the 2009 budget.

Aramark update: menu discussion: The adjusted 5 week menu cycle was distributed to the group. This menu will be starting on March 2, 2009. Discussion was held on the process of menu development/adjustment. Kari has requested from the site managers/assistant site managers the forming of a team for menu changes. At this point in time, three site managers have requested to be on the team. The team will meet with Nancy (Aramark kitchen manager) and Kari to discuss how the menu is developed and the process of how menu changes happen. Discussion was held on the funding streams for the Nutrition Program.

Daffodil Days: Annual Daffodil Days will take place the week of March 9th. Donations were received by local insurance companies to fund the distribution of daffodils to all of the home delivered meal clients.

Update on Rental Rates for 2009: A chart showing the rental rates for 2009 was distributed to the Nutrition Project Council. The contracts are finalized for 2009.

Information: Kari distributed a draft policy/procedure regarding grievances. Kari also distributed the calling tree that was created for sharing information to office and site staff during a time of closure of the office/meal sites due to severe weather, etc. Kari also distributed the information sent to each of the home delivered diners regarding in events

of severe weather when the meal sites are closed, of what shelf stable items to have on hand for meal preparation. Discussion was held on the distributed items.

Next meeting date and location: The next meeting will be held at the Dresser meal site location (Peace Lutheran) on **Monday, May 18, 2009** at 10:30am.

Adjourn: Motion by Hazel second by Bev to adjourn at 11:55. Motion passed. All in favor.