

**Aging and Disability Resource Center of Wisconsin (ADRC-CW) ADRC-CW Advisory
Committees Meeting**

January 26, 2022

Mission: The Aging and Disability Resource Center of Central Wisconsin promotes choices and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

Committee Members Present: **Marathon County:** Dana Macalalad, Randi Hartwig, Krista Mischo; **Lincoln County:** Charlene Seetan; **Langlade County:** Carol Krochalk; **Wood County:** unavailable

Others present: Director of Aging and Wellness Jennifer Cummings, Director of Nutrition Services Ronda James, Community Resource Manager Erin Wells, and Clerical Assistant Kelly Crothers.

Excused Absences: None to report

1. Call to Order

The meeting was called to order by Jennifer Cummings, Aging and Wellness Director, at 10:04 a.m. ADRC-CW staff members Ronda James and Erin Wells introduced.

2. Public Comments: None

3. Approval of Minutes-From November 11, 2021

A motion to approve the minutes was made by Dana Macalalad, seconded by Randi Hartwig.

4. ADRC-CW Overview: Review of meeting packets provided to members. Per request from Roy Dieck in the November meeting, an electronic copy of committee members and contact information was sent to each member and will be included electronically with every meeting notice. The meeting notice packet includes the agenda, previous meeting minutes, the committee member list, leadership reports, ADRC-CW overarching goals and aging plan, and a list of abbreviations used frequently for reference.

5. Review of ADRC-CW overarching goals and Aging Plan 2022-2024

Jennifer Cummings refers committee members to the Goals 2022-2024 packets provided at the November meeting. Floor opened for questions/comments/concerns. Members inquire about the nutrition program. Charlene Seetan sent questions/concerns to Jennifer Cummings prior to today's meeting. Jennifer Cummings shared these questions/concerns with Ronda James as

well as Nutrition Services Supervisor Barb Hartwig. Ronda James joined the meeting today to answer questions/concerns. The nutrition program is the largest and most visible program within the ADRC-CW. Explanation of decision to cancel the meal program down due to inclement weather was given, as meals, both meals on wheels and congregate dining, in the Tomahawk area were closed today since schools closed.

Nutrition:

Charlene Seetan states that she has asked for and been given feedback from congregate diners as well as Meals on Wheels consumers. Concerns that she has heard are things like, "There is too much sauce on the meat", "The food is not tasty", etc. Charlene asks how the menu is decided. Ronda James explains that the menu is created in a 6 week cycle and that she works alongside Barb Hartwig, Jennifer Cummings and the catering companies, Lynn's catering and Norwood catering, to make sure that feedback from consumers is taken into consideration while basing the menu on nutritional requirements. However, supply shortages due to the pandemic have caused a need for adjustments. Nutrition staff takes the feedback provided by consumers, staff, caterers, etc. to try to meet the needs, wants, and preferences of the consumers. A concern had been raised by a consumer to Charlene that if they left unfavorable feedback, the consumer would be banned from the congregate dining site. Ronda and Jennifer both reiterated that nobody would be banned from dining for giving their meal opinions. A reminder will be given to all site managers to encourage comments. While more of the "well liked" meals could potentially be added to the menu cycle, the State wants to see a lot of variety within the menu. The possibility could be there to repeat consumer favorites within that 6 week menu cycle though. The State requires annual surveys to be done which Ronda reviews. The ratings and trends should be summarized soon, as staff is completing survey entries this week.

Jennifer Cummings advised that most of the nutrition staff is recognizable so she has been thinking about sending other staff to dining sites to obtain feedback, try the food, see if the sites are welcoming and safe, and to see if there are activities planned. Due to COVID, this has not happened yet. Dana Macalalad asks how to show up for a meal. She is asked to utilize our ADRC-CW website and provide feedback if the information she is looking for is easily accessible. Dana agrees and will report back to Jennifer and Ronda.

Contribution concerns: Can families be contacted for meal contributions, changes with the contribution collection boxes at dining sites, how are new consumers informed of the suggested contribution? Ronda James explained that when a new consumer registers to participate in the nutrition program through the ADRC-CW, they are advised of the suggested contribution statements and/or collection boxes at meal sites. Consumers are also advised that if somebody else should receive those contribution statements, we are able to arrange this. During COVID, there were changes with the collection boxes at the dining sites but all sites should now have a box available to those who wish to contribute. The suggested contribution for Meals on Wheels is \$4.50/meal and for senior dining sites, it is \$3.75. The full meal cost to the ADRC-CW is \$9.45.

Krista Mischo is wondering if a donation program through social media or a donation link through the ADRC-CW website has been considered. As of now, people can call, email, or stop into any ADRC-CW location if they wish to donate and can indicate which program, if any, they wish the donation to be used to support. There is a new program through Marathon County finance that is in development that would allow online donations. All donations received are recognized and individuals/organizations are thanked within the Choices monthly newsletter.

Charlene Seetan asks if transportation for those who don't drive has been looked into by the ADRC-CW. Using Merrill as an example, she cites that even if a person could be transported once a month to the congregate dining site for socialization, a hot meal, or activities, it could help people deal with the lack of interaction during the pandemic. Jennifer Cummings replied that it would definitely be something to look into: what would the availability, cost, etc. be for once a month transportation to the meal site via the city bus.

An update to the Hmong dining site was given. The site is set up and renovations have been completed. Ronda James is working on a request for proposal to go out to caterers who would prepare the food served at the Hmong dining site. The Hmong culture traditionally eats a fairly bland diet so the idea is that caterers would submit samples of food for Hmong elders to taste test prior to any final catering decisions being made. The Hmong dining site is not just for the Hmong Community as it will be open to everybody. There is a nutrition site manager role that needs to be filled for the Hmong dining site. The person in this position would accept food from the chosen caterer, maintain proper food temperatures, serve the meal, accept reservations, and clean the site to be ready the next day of service. Ideally, the person hired should have knowledge of food safety but training is also provided by the ADRC-CW. The ADRC-CW, the Hmong Association and its leaders continue to work closely with one another to ensure all needs are going to be met throughout the recruitment process for both an employee and caterer.

Jennifer Cummings asks if the goals and mission of the ADRC-CW make sense. Randi Hartwig voiced her appreciation of the nutrition overview. Charlene Seetan is satisfied with the answers given to her questions.

Community Resource:

Erin Wells was given the floor to provide an overview of ADRC-CW's health promotion work. The health promotion work done by the ADRC-CW is performed using evidence based health programs. The focus is related to what would maintain health and safety in older and disabled adults. Each county public health department and local hospital(s) within the counties in our region are required to perform a community needs assessment at regular intervals and develop a plan to accommodate those needs. The ADRC-CW helps to bridge some of these needs by offering our evidence based classes and providing additional resources. Currently, the hunger task force from Milwaukee County approached the ADRC-CW to help with the Stockbox

program formerly known as the USDA commodities program. Stock boxes contain non-perishable items, plus a block of cheese, that are provided to those 60+ who fall within income eligibility guidelines. The stockbox program currently runs monthly in Wisconsin Rapids and in February will be starting in both Lincoln and Langlade counties. Marshfield will hopefully be ready to start in March. There are multiple partnerships and volunteers who make the stockbox pick up days possible.

A brief overview of the different classes that are done both virtually and face to face was given by Erin. The next Stepping On class will meet in person in Wausau on February 1, 2022. There are also 3 upcoming virtual sessions of the Living Well with Chronic Conditions class. Discussion of how the community knows of these classes, along with others provided the following: outlets for advertising classes include:

- Some doctor offices, clinics, hospitals
- Newsletters (Choices magazine), ADRC website and Facebook
- Contacting previous attendees and agencies the ADRC-CW has partnered with
- Nutrition site bulletin boards

MMC currently publishes our Choices newsletter. Multiple committee members feel that an electronic email subscription could be beneficial. While that is a possibility, many people who are not technologically savvy prefer the hard copy. MMC currently distributes Choices for the ADRC-CW from a given distribution list. Angela Hansen is in the process of updating that list, as recommendations of distribution have included pharmacies, libraries, the YMCA, grocery stores, and other public places.

6. Executive Director Reports from December-January

Jennifer Cummings advised that the December reports were more statistic based and highlighted the role/duties of a Benefit Specialist.

For January, an update to the Executive Director position was provided. Through the screening stage of the hiring process, 27 applications were received. There were 15 applicants whose qualifications were being further considered. The executive committee is deciding whom of those 15 applicants should be interviewed. A 2nd interview will then be held with potential candidates and will include the Leadership Team. The hope is to extend an offer for the position by the end of February.

7. Future Meeting Dates

Board Meeting: February 10, 2022 @ 9:30 a.m.

Advisory Committee Meeting: 03/23/2022 @ 10:00 a.m.

All Staff Meeting: 09/27/2022 (undecided as to in person or virtual)

8. Upcoming Agenda Items

Jennifer Cummings will be speaking with the Dementia Care Specialists and Caregiver Support Team to see if they would be willing to attend the next session to provide an overview and answer questions about their role(s) within the ADRC-CW.

9. Adjournment

The motion to adjourn was made by Jennifer Cummings and seconded by Charlene Seetan. Meeting adjourned at 11:44 a.m.