

Department of Human Services  
117 East Fifth Street  
P.O. Box 100  
Washburn, WI 54891-0100



FROM: Carrie Linder, Aging and Disability Services Manager

DATE: September 14, 2020

RE: **Meeting Notice**

The Bayfield County Department of Human Services Nutrition Program Advisory Council Committee will meet on **Monday, September 21, 2020 immediately following the Aging and Disability Services Advisory Committee Meeting** in Conference Room A in the lower level of the Courthouse in Washburn.

**We strongly recommend people attend remotely via phone by calling 1-866-516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.**

**Anyone planning to attend in person, Ashland and Bayfield County issued an Emergency Advisory which stipulates that everyone age 5 and older wear a face covering or mask when in an enclosed building.**

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c)).

Any person wishing to attend who, because of a disability, requires special accommodations should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

The agenda includes: Review of the July 27, 2020 Meeting Minutes; 2021 Budget; Closure of the Port Wing Congregate Meal Site; HDM Meal Program Route Project; Nutrition Program Updates; Other Informational Items; Future Meeting Dates; and other business that may come before the Committee.

cc: Post (bulletin board and website)

E-Mailed:

Dennis Pocerlich, County Board Chair  
Scott Fibert, County Clerk  
Human Services Board  
Elizabeth Skulan, BCDHS Director  
Management Staff  
Sara Wartman, Health Dept. Director  
Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR)  
DCS, Rhinelander  
Red Cliff-Tribal Chair  
Daily Press  
County Journal

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
NUTRITION PROGRAM ADVISORY COUNCIL COMMITTEE**

**Karen Anderson  
Lynette Benzschawel  
Richard Kemmer**

**Martha Oie  
Red Cliff Elder Program Rep-  
David Zepczyk**

**Betty Schell  
Sam Ray**

**RE: September 21, 2020 Nutrition Advisory Council Meeting**

Dear Committee Members:

Please be advised that the meeting of the Bayfield County Department of Human Services Nutrition Advisory Council will be held on Monday, September 21, 2020 immediately following the ADAC Meeting in Conference Room A in the lower level of the Courthouse, Washburn Wisconsin.

**We strongly recommend people attend remotely via phone by calling 1-866-516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.**

**Anyone planning to attend in person, Ashland and Bayfield County Public Health issued an Emergency Advisory which stipulates that everyone age 5 and older wear a face covering or mask when in any enclosed building.**

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c)).

Any person planning to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

The agenda for the meeting is as follows:

**AMENDED AGENDA**

1. Call to Order and Introductions
2. **Discussion and Possible Action**-Review of the July 27, 2020 Meeting Minutes
3. **2021 Budget**-Status of Requests and Recommendations
4. **Closure of Port Wing Congregate Meal Site**-Review and Recommendations

5. **Home Delivered Meal Program**- Route Project -
6. Nutrition Program Updates
  - A. Grab and Go
  - B. Comments from HDM participants
  - C. Review number of meals for 2nd Quarter of 2020
  - D. Resuming vegetarian options for some routes
7. Other (Informational Items)
  - A. COVID Operations
8. Future Meeting Date: **NAC** and ADAC Meeting, December 7, 2020
9. Motion to Adjourn

Thank you and Stay Safe!

Carrie Linder, Aging and Disability Services Manager

c: Bayfield County DHS ADAC Committee Members

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
NUTRITION ADVISORY COUNCIL COMMITTEE**

**Courthouse Conference Room A, via Phone Conference**

**July 27, 2020**

**4:03 p.m.**

DRAFT: Subject to change at the September meeting.

**Committee Members Present**

**via Conference Call:**

Karen Anderson, Lynette Benzschawel, Richard Kemmer, Martha Oie, Sam Ray, Betty Schell, David Zepczyk

**Committee Member Absent:**

Red Cliff Representative

**Staff Present**

**via Conference Call:**

Carrie Linder, Jane Cook, Elizabeth Skulan

**Call to Order and Introductions**

Linder called the meeting to order at 4:03 p.m. Introductions were made for new committee member David Zepczyk, County Supervisor, District 11.

**Discussion and Possible Action-Review of December 16, 2019 Meeting Minutes**

*Motion by Benzschawel to approve the December 16, 2019 Minutes, second by Schell. Motion carried.*

**Nutrition Program Updates**

A. Status of Elder Nutrition Program- Linder met with HDM drivers, volunteer drivers for the Cable/Namekagon area to provide COVID-19 information relative for safety and sanitation. Go Kits with PPE for HDM drivers with instructions were provided. Currently looking at splitting the routes as they are getting quite large in some areas. The majority of consumers are receiving meals 4 days/week, Cable route consumers are receiving meals 3 times week (M-W-F) with 2 meals per day for a total of 6 meals/week. Will look at the possibility of staggering meals on the 4 days/week to 2 meals M-W and/or 2 meals T-TH. Looking to minimize time on the road and still get the same number of meals delivered.

With the pandemic rules have been adapted to include those 60 years+ who are practicing self-isolation. HDM meals were made available to congregate participants when the sites were closed effective March 19.

Linder met with vendors to see how they were protecting themselves and ensuring quality food safety measures.

Grab and Go meal program in Iron River and Port Wing has been working out very well. This is a pick-up meal for consumers. This option was discussed with the Barnes meal site manager and participants but there was no interest. During a conversation with the Time Out Restaurant owner, he indicated that he is not in any position to offer take-out.

Red Cliff contacted County Administrator regarding produce boxes They have been receiving produce every 2 weeks and have opened it up to others in the community. We will receive a shipment of boxes on July 30 for delivery with home delivered meals on August 3 & 4.

B. Review number of meals served in 1st Quarter of 2020 – Brief discussion.

**Other (Informational Items)**

A. Art to Go Kits – Working with Sarah Balbin, local artist from the Drummond area. Art packet is being provided to HDM participants and caregivers weekly free of charge.

**Future Meeting Dates 2019**

Next meeting: **September 21, 2020, follows ADAC Meeting.**

**Adjournment**

Meeting adjourned at 4:30 p.m.

Minutes respectfully submitted by Jane M. Cook, Clerk III

07/28/2020

**Bayfield County Department of Human Services  
2021 Proposed Budget (DRAFT)**

**GWAAR**

<b>Cost Category Description</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>Change</b>
<b>Provided Services:</b>			
Provided Total	269,043	304,389	35,346
Salary & Fringe/Case Mgmt. Offset	(5,645)	(5,645)	-
			-
AMSO ALLOCATION	85,348	101,836	16,488
			-
<b>Purchased Services:</b>			
Supplies, Mileage, etc.	5,300	5,200	(100)
Congregate Meals	99,700	79,700	(20,000)
DOT	113,750	127,250	13,500
Family Caregiver	10,345	10,345	-
Home Delivered Meals	138,800	227,200	88,400
Preventative Health Services	800	2,123	1,323
Home Chore	2,000	2,000	-
Elder Abuse	9,900	9,900	-
DOT Trust	40,030		(40,030)
EFSNB		3,566	
<b>Purchased Total</b>	<b>420,625</b>	<b>467,284</b>	<b>46,659</b>
			-
<b>Grand Total</b>	<b>769,371</b>	<b>867,865</b>	<b>94,927</b>

## Dining Center Closure Approval Form

In accordance with the *Manual of Policies and Procedures and Technical Assistance for the Wisconsin Aging Network*, Sections **8.4**, nutrition programs will notify the Area Agency on Aging (AAA) before permanently closing a dining center or temporarily closing a dining center longer than one week.

**Instructions:** Please complete this form with as much detail as possible and submit to your local AAA for review and approval **60 days** before the effective date of closure, if feasible. If multiple dining centers will be closed, please complete one form for each dining center.

**County/Tribal Aging Unit and/or ADRC:** Bayfield County

**Nutrition Director:** Carrie Linder

**Phone Number:** 715-373-3350      **Email:** clinder@bayfieldcounty.org

Please answer the following questions:

1. Name of dining center: Bear Paw Café
2. Please check one:  
 Permanent closure  
 Temporary closure (longer than one week)    Expected length of closure: \_\_\_\_\_
3. Date of closure: 08/28/2020
4. Communities affected: Port Wing and surrounding communities
5. Reasons for the closure (be specific): The business has closed permanently due to the pandemic
6. Day(s) and time(s) the dining center currently operates: Every Tuesday from 2-4
7. Average number of participants who currently attend each day: 43 throughout G&G June 16-Aug. 21
8. Are home-delivered meals packaged and/or distributed at this location?     Yes       No  
If yes, how many each day (on average)? NA
9. Percentage of current participants at high nutrition risk:  
Senior dining 14%  
Home-delivered (if applicable) \_\_\_\_\_%
10. Percentage of current participants who are:  
Living alone: 28%  
Part of a minority racial/ethnic group: 0%  
Living in rural areas: 100%

Below the Federal Poverty Level (FPL): 17%

11. Other targeted populations that may be affected by the closure (if any): NA
12. How did participants at the dining center provide input related to this decision? (be specific)  
There was no input, as it was the vendor who made the decision rather abruptly
13. How did the nutrition advisory council participate in this decision? (be specific and attach meeting minutes)  
See #13. This was placed on the next agenda of the NAC to reivew and discuss.
14. For affected participants at high nutrition risk, explain accommodations that will be made to meet their nutritional needs. (be specific) We have analyzed the dempgraphic information on the participants and are following up with those who are of high nutritional risk to see how we may help mitigate reasons for this status, including access to appropriate nutritional options. Furthermore, a survey will be going out to all Nutrition Pogram Particiants (home delivered and Grab and Go) to better understand their needs, concerns and ho
15. Explain how the nutrition program will assist current participants in getting to another dining center. If such assistance will not be provided, describe how the nutrition program will otherwise assist in meeting their nutritional and social needs. Information on a Grab and Go site in neighboring Iron River has been provided to participants. We are reaching out to those identified in a risk category for further asisstance and intervention.
16. Programs/activities currently being held/offered at the dining center (Is there a plan for continuing to offer programs and activities in the community?): General socialization
17. Total cost per meal at this dining center (use meal cost tool to calculate): The individual cost of meal per site has not been broken down on the meal cost tool. The congregate meal cost in Bayfield County is \$15.91.
18. Funding allocated to this dining center:  
Older Americans Act/Title III (Federal/State): \$\_\_\_\_\_ % of C-1 Budget: \_\_\_\_\_%  
Local: \$46 % of C-1 Budget: 54%
19. If the dining center closes, how will this funding be used to support the nutrition program? Due to uncertainty of the pandemic, limited Grab and Go options, limited funding and winter weather looming, we anticipate an increased need for home delivered meals. Funding will go to support the additional requests, with focus on those identified as needing additional support.
20. Date approved by the board or governing body (please attach meeting minutes): \_\_\_\_\_

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

(County/Tribal Nutrition Director)

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_



(County/Tribal Aging Unit Director, if different)

**TO BE COMPLETED BY THE AREA AGENCY ON AGING**

Approved

Declined

Comments:

Printed Name:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# SATISFACTION SURVEY RESULTS FOR HDM 2020

## January

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
28	1	More green salads Spaghetti Turkey Fish	Jello Fresh Fruit if it is spoiled; Spinach unless it is raw-uncooked	Good Job! Please repeat Chicken Parmesan Menu's had a very good variety of foods; delivery person (Lorraine) was very cheerful & friendly; liked the chicken alfredo & Pork Loin Roast, Cornish Games Hen & Hamburgers. On 01/07 strawberries were rotten & moldy and overripe. Love Chicken Alfredo, Polish Sausage w/kraut, fresh fruit. Seems like meals are getting smaller. I do keep track and I do pay for every meal I get and am thankful but I do feel overcharged on the overall picture; Wasn't too good, I can still cook for myself;

## February

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
23	0	More raw vegetables; Please send condiments – ketchup, mustard, mayonnaise, salt, pepper, onion powder, garlic powder, relish, tartar sauce, butter (on 2 comment cards); More fresh green salads	Chicken alfredo, BBQ chicken, chicken cacciatore; Fish; Spinach; Hot beef tips (2/18) always all gravy and only a couple of small pieces of meat UGH; weiners	I thought a well balanced meal was brought to me when I really needed it. Thank you; Generally thank you for no spinach (on 2 comment cards); adequate amount of food; Polish sausage w/ sauerkraut, hamburger tater tot casserole, pork loin w/celery sauce and turkey dressing casserole (January menu) were very good; Roasted garbanzo loaf (2/13) OUTSTANDING!!, baked tofu cutlet (2/4) VERY GOOD!, chicken and pork dishes all good; Satisfied with meals except not on 1/28 – Beef tips & mushrooms had no beef, 2 mushroom slices & lots of gravy – no protein in that meal! Please repeat meals the have whole servings of meat – especially liked pork loin (1/9), ham & cheese sandwich (1/15), chicken parmesan (1/16), baked ham (1/21), tuna salad (1/22), hamburger (1/23), turkey sandwich (1/27)

# SATISFACTION SURVEY RESULTS FOR HDM 2020

## March

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
33	1	Homemade tapioca pudding, condiments (ketchup, mustard, mayonnaise, salt, pepper, onion powder, garlic powder, pickles, onions); Wheat bread; More salads Tapioca pudding onion powder, garlic powder, pepper, seasoning salt, mayonnaise, relish, hand wipes	Spinach; Powdered eggs; Weiners, casseroles Beef tips in gravy Fish patties Spinach spinach	I cancelled meal with spinach and will continue to do so. I was not here for the breakfast but would have enjoyed the change; Very good meals; Are they out of salad dressing> Haven't seen any for a few weeks; Please repeat hamburgers, turkey sandwich; Barbecued chicken was excellent; Potato salad was excellent; I am a high risk diabetic and recent leg amputee so what's good for me is vegetables and not much white (like rice, potatoes, bread) Falafel balls and garbanzo balls are excellent! As well as meals with tofu & black bean chili. VG: ring bologna, corned beef, meals w/chicken & pork. The square fish patties were pretty bad. Tough and hardly any fish inside the crust. Please do not get them again. The usual fish dinners with filets are good but not this one over crusted.

## April

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
6	0			Would like to see food repeated from February – meatloaf, spaghetti in meat sauce

# SATISFACTION SURVEY RESULTS FOR HDM 2020

## May

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
12	0	Spaghetti & meatballs More fresh vegetables and fruit w/cottage cheese; things like chef salad.	Remove spinach! (3) Anything made w/rotini in March – eliminate!! Please remove rind from ham on all products you make – <u>it's a choking item.</u> I hate picking it out and tossing – food wasted. Friday Fish.	Our delivery lady's a darling! Helps us a lot as mealtime is often tiring. The idea of chef's salad was good. Fresh fruit is appreciated. They are so helpful as it is difficult for me to stand and cook. Chicken is excellent. We love Lorraine – she always makes sure that we are ok. Very good, thank you. The chicken chop suey was excellent. Thanks. Thank you so much – we truly appreciate the shopping and delivery of foods during this pandemic. Everything is real good! Make meals that are easy for older people to eat. Best meals were chili, ring bologna, bratwurst. Best veggies were winter squash, potato salad, baked beans, buttered beets.

## June

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
41	1	Soups and sandwiches are good for senior lunches. The pork cutlets are always good; chef salads are good. Sloppy Joe's are good. Tuna pasta salads & BBQ Ham Balls Tapioca, condiments (salt pepper, garlic powder, onion powder, chili powder, relish, pink salt, ketchup, mustard) More barbecued chicken	Less chopped cooked broccoli. Garbanzo beans need to be eliminated from menu. Also chicken cacciatore.	From NO: Cold-small amount-food-would never eat Always tasty and plenty to eat – much better as balanced meal than what I ate earlier. April 16 meal inedible; beef tips so tough couldn't chew. Went to garbage. April 27 meal – hamburger rice casserole looked dead. So unappetizing it went to garbage. (Did not pay for those 2 unappetizing meals) It was nice you didn't give us spinach. It was nice when you sent us breakfast. Excellent, very tasty Thank you for your service Satisfied with meals except for spinach. Chef salad was excellent choice. Would be nice to get 2% milk instead of the 1% colored water – just a note- Pork (I'm not sure if they want it added or removed) Too much gravy with tips and too much sauce with chicken cacciatore. It was so nice <u>not to have spinach.</u> Thank you for that. You had breakfast before and would be nice <u>again.</u> <u>Thank you for having Tetzner's milk available.</u>

# SATISFACTION SURVEY RESULTS FOR HDM 2020

		Condiments: Catchup, mustard, onion powder, garlic powder, relish.		Remove all sea food.
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## July

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
30	1	Deep fried fish, shrimp & onion rings	Baked fish, pork loin and tiny shrimp with pasta. Raw onions (haven't been any lately)	Veggies are overcooked – overall fine. (2) Thank you for your service! More potatoes, more meat, less rice, less sauce Very much satisfied. Thank you – enjoying the meals! Satisfies with most of the meals. Tuna salad, soups, chef's salads – things like that are the best. Very good and balanced. I'm eating much better. Most are very tasty! Lakewoods does a great job! Great program! All are good OK not great! Satisfied with most of the meals. Can't eat corn or lettuce or tomatoes. Very very good Excellent Beef tips – still too much gravy. Love – rutabaga & cabbage, shilled tuna mac salad, barley lentil soup, potato salad, all chicken meals, fresh fruit With the warm weather a sandwich & soup or cold pasta salad would be good. Pork cutlet w/mushroom sauce – excellent!!, Roasted turkey, stuffing and gravy – excellent!!, Pepper steak – very good

## August

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			
79 (2 were marked in middle)	0	More barbecued chicken Homemade soups – clam chowder,	Spinach (again) Chicken cacciatore Spinach Less lettuce Hamburgers	Great food – felt I was well enough to stop service 1 box of veg. is plenty – we do not need 2 Great job! Most are very good. More salads would be nice.

# SATISFACTION SURVEY RESULTS FOR HDM 2020

<p>of Y &amp; N)</p>	<p>chili, chicken noodle, etc.  Pork &amp; sauerkraut, all puddings, macaroni dishes, meat loaf- tomatoes &amp; cracker crumbs  Cabbage roll casserole – easier than just cabbage rolls in tomato sauce  *Breakfast for lunch  Condiments, tapioca pudding  More cantaloupe, more meat &amp; potatoes  Soup, quiche, blueberry muffins  Tapioca pudding, breakfast every so often  Sweet potatoes</p>	<p>Remove all pork  Don't like asparagus, brussels sprouts or spinach but am satisfied with all of it.  Beef fewer times, fish couple of times</p>	<p>I don't care for chow main or rice otherwise very good  Thank you for <u>no spinach</u>!!  Chef's salad is good, barbecued chicken is great  <u>Love</u> the peach delight and beef b taco salad  Thank you <u>for not giving</u> us <u>cooked spinach</u>.  *Would be nice to have breakfast for a lunch  The meals are very good. Your drivers are so helpful, cheerful and pleasant. We are very fortunate to have people like this doing the job. I look forward to the meal delivery each day. Thank you! Please let them know they are appreciated.  Thank you.  Great service for us who are staying safe at home.  Bev has been enjoying the meals! Thank you!  Great food!  On July 21<sup>st</sup> fish burger delivery bun with cheese slice, tarter sauce but no fish patty. A neighbor on the same route received a fish patty, tartar sauce but no bun or slice of cheese. We are on Lorraine Benson's route but she was on vacation this week. My phone is 715-746-2450 for more info.  On average the meals are ok. Get rid of those fancy exotic names... Thank you for your efforts.  Satisfied most of the time!  Thank you!!  Meals are really good  The meals are real good. We like them a lot.  You provide cranberry too much. Chef salad is way too small. How many years do we have to make the same suggestions and it is not done? I would like to see condiments put with meals i.e. ketchup, mustard, mayonnaise, salt, pepper, onion powder, garlic powder, wet wipes, tapioca, seasoning salt.  Dorothy McKercher wants turkey either added or removed (not indicated which).  Thanks for the box of veggies.  More chicken less pork. Thank you so much for the veggies – Nona Yrjanainen  Thank you  Great program – much appreciated – food is nutritious and very good.  Love the basil tomato soup.  Ask vegetables to be increased.  Sandwiches have been very nice. Continue the fruit and vegetables.</p>
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# SATISFACTION SURVEY RESULTS FOR HDM 2020

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				Thank you. Beat meals in July: Chicken fettucine alfredo (very good), Bratwurst (great!) chilled tuna macaroni salad (very good), roasted pork loin (very good), boiled ham dinner (very good), pork cutlet in mushroom sauce (very good), chicken tetrazzini (excellent)
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## September

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			

## October

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			

## November

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			

## December

Satisfied?		Foods to Add	Foods to Remove	Comments
Yes	No			

