

**Department of Human Services**

117 East Fifth Street  
P.O. Box 100  
Washburn, WI 54891-0100



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**FROM:** Carrie Linder, Aging and Disability Services Manager

**DATE:** September 13, 2022

**RE: Meeting Notice**

The Bayfield County Department of Human Services Nutrition Program Advisory Council Committee will meet at 11:00 on *Wednesday, September 28, 2022 at the Port Wing Meal site (First Lutheran Church, 83105 Washington Ave, Port Wing)*. Tour of the meal site will take place at 10:45 am. Public participation remote access is available by phone by calling 1 (866) 516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.

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.
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The agenda includes: Discussion and Possible Action – Review of the August 30, 2022 Meeting Minutes; Review Goals and Objectives within the Aging Plan for Bayfield County; Program Reports: Congregate Meals & Home Delivered Meals; Staffing Updates; Other (Informational Items)

cc: Post (bulletin board and website)

E-Mailed:

Dennis Pocernich, County Board Chair  
Mark Abeles-Allison, County Administrator  
Lynn Divine, 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

K:\Agends and Minutes\A&D Nutrition Advisory Council \Notices\NAC Meeting Notice September 2022

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

**Karen Anderson**  
**Lynette Benzschawel (Vice-Chairman)**  
**Richard Kemmer (Chairman)**

**Red Cliff Elder Program Rep.**  
**Madeline Rekemeyer**  
**Francis Renn-Malcheski**

**Sue Aiken**

**RE: September 28, 2022, Nutrition Advisory Council Meeting**

Dear Council Members:

The Bayfield County Department of Human Services Nutrition Advisory Council will meet at *11:00 am* on *Wednesday, September 28, 2022 at the Port Wing Meal site*. A tour of the meal site will take place at 10:45. Public participation remote access is available by phone by calling 1 (866) 516-3949 at the start of the meeting and entering participant code 1642457 followed by the # sign.

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:

**AGENDA**

1. Call to Order and Introductions
2. **Discussion and Possible Action**-Review of the August 30, 2022, Meeting Minutes
3. **Review Goals and Objectives within the Aging Plan for Bayfield County**
4. Program Reports:
  - A. Congregate Meals
    - a) Barnes Meal Site Update
  - B. Home Delivered Meals
5. Staffing Updates
6. Other (Informational Items)
7. Future Meetings:
  - A. October 21, 2022, at St. Louis Meal Site
  - B. Discuss 2023 meetings
8. 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**

**Taking place at the Cornucopia Meal Site (Town of Bell) at 11:00  
August 30, 2022**

**DRAFT:**  
Subject to change at the  
next ADAC meeting

**Committee Members Present:**

Richard Kemmer- in person, Karen Anderson-in person, Lynette Benzschawel- by phone, Madeline Rekemeyer-in person

**Committee Member Absent:**

**Staff Present:**

Heather Gilbertson, Carolyn Novak

**Call to Order and Introductions**

Kemmer called the meeting to order at 11:03 p.m. Introductions were made.

**Discussion and Possible Action-Review of January 24, 2022, Meeting Minutes**

Motion by Benzschawel second by Anderson to approve the January 24, 2022, meeting minutes as presented. Motion passed.

**Discussion and Possible Action**-Consideration to recommend appointment of Frances Renn-Malcheski

- Renn-Malcheski has a Bachelor's degree in Family & Consumer Education and Special Education, a Master's degree in Education Administration and an Educational Doctorate in Education.

Motion by Anderson second by Rekemeyer to appoint Frances Renn-Malcheski. Motion passed.

**Discussion and Possible Action**-Consideration to recommend appointment of Sue Aiken

- Aiken is a Registered Health Nurse and a Public Health Nurse. Aiken actively works with elderly in the Bayfield Peninsula.

Motion by Rekemeyer second by Anderson to appoint Sue Aiken. Motion passed.

**Program Reports:**

**A. Congregate Meals**

- Cornucopia, Port Wing and Washburn congregate meal sites opened in March.
- Volunteer hours for the three congregate meal sites and the Cable home delivered meal route have amounted to a financial impact of approximately \$30,000 in six months. The federal rate per volunteer hour of \$29.95 is used to determine the impact.
- There has been tremendous community support for all Nutrition Programs.
- Congregate Meal Sites are not charging rental fees for facility use. Cornucopia orders supplies, napkins, and coffee for use at the congregate meals. St. Louis provides janitorial services for set-up and clean-up of the meal site.
- Meal sites are not just for eating. Power of attorney parties, medication take backs, Judicare lawyers for estate planning are some the programs/education/outreach provided during the meals.
- Meal numbers have gone down due to summer. Hoping with fall, more people will participate in the meals.

## B. Home Delivered Meals

- There are four routes, each taking 4.5-5 hours to complete. Meals for three of the routes are provided by Chartwells, one routes meals are provided by Bayfield County Food Service.
- Each route services 18-25 people.
- Community Resources (CORE) had partnered with the home delivered meal program. CORE provides twenty-five clients with a frozen meal once a week which is delivered with their home delivered meal. The Northwest Wisconsin Community Services Agency also provides boxes of commodities that are delivered once per month to some home delivered meal participants.

**Discussion and Possible Action**-Consideration to recommend reducing the number of meals served per week at the Barnes Meal Site

- Barnes services 0-5 people depending on the day of the meal.
- Thursday is the day with the most participation.
- Novak suggests that reducing the meals at Barnes and only serving a meal on Thursday.

Motion by Anderson second by Rekemeyer to reduce the number of meals served per week to Thursday at Barnes Meal Site with a review in 6-months. Motion passed.

**Discussion and Possible Action** - Consideration to recommend approval of Bayfield County Food Services request of .90 cents per meal retroactive to February 2022.

- Due to meal sites not being open multiple days as stated in the original contract, meal counts were decreased which decreased revenue.
- Multiple factors were looked at when coming up with an increase amount: fewer meals requested than what was bid on in contract, employee turnover resulting in pay more wage to get labor to come in and stay and food costs increasing. All these factors resulted in Bayfield County Food Service losing money. Bayfield County Food Service is not looking to profit, just break even.
- What would the increase cover? The \$0.90 per meal would be retroactive back to February. It covers the \$10,000 short fall, purchasing nutritious food, produce and nutrient dense food.

Motion by Rekemeyer second by Anderson to approve the request of \$0.90 per meal retroactive to February 2022. Motion passed.

**Discussion and Possible Action**-Consideration to recommend returning to original Carry Out policy.

- Novak stated that we need to get back to the original Carry Out policy, making sure volunteers and participants are educated about food safety guidelines and that the person delivering the meal and the person receiving the meal are following the food safety guidelines.

Motion by Rekemeyer second by Anderson to return to original Carry Out policy. Motion passed.

## Staffing Updates

- Anna Hanson – Red Cliff Elderly Representative resigned.
- One of the Red Cliff Elderly programs provides 5 Bayfield County residents and Tribal members with Home Delivered Meals.

### **Other (Informational Items)**

- NAC Committee meets quarterly, however, Novak wanted members to get out in good weather and tour the meal sites which is why meetings are back-to-back now.

### **Future Meetings:**

- A. September 28, 2022, at Port Wing Meal Site,  
First Lutheran Church, 83105 Washington Ave, Port Wing, WI 54865
  
- B. October 21, 2022, at St. Louis Meal Site  
St. Louis School Gym, 713 Washington Ave, Washburn, WI 54891  
Located right next to the St. Louis Church

### **Adjournment**

Motion by Anderson, second by Benzschawel to adjourn meeting.

Meeting adjourned at 12:07 p.m.

Minutes respectfully submitted by Heather Gilbertson, Clerk III

<b>Focus area: Advocacy</b>	
<b>Goal statement:</b> Aging and Disability Services will act as a catalyst for county residents to increase their own self advocacy by completing POA for healthcare and finance forms and by providing educational opportunities to advocate for themselves and others.	
<b>Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data.</b>	
By 2024, 10 population centers (minimum of 3 each year) in Bayfield County will have had a community event providing education on and assistance with completing Power of Attorney Healthcare and Finance forms. Provide at least one opportunity to learn more about advocacy.	

<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> (How will you know the strategies and steps have been completed?)	<b>Due Date</b>
<b>Strategy 1: Host events in each community to assist older adults to complete POA documents by providing direction and assistance.</b>		
Action step: Identify and collaborate with host groups to determine best time/day to hold outreach events	At least one group will be identified in each community.	March 2022-2024
Action step: Plan event details such as food, workers for event, paperwork, presentation.	Event will be completed in each community.	April 2022-2024
Conduct outreach for each event including news media, local groups, social media, etc. to promote event.	Documentation of outreach that took place.	May 2022-2024
Action step: Evaluate each event in each community to ensure clear accurate information is being relayed to participants and they were satisfied with what they received.	Evaluation will be completed, and information used to better improve the next event.	Oct. 2022-2024
<b>Strategy 2: Provide POA forms in public places so they may act as a community resource for dissemination of information.</b>		
Action step: Identify public spaces, such as libraries, churches, and pharmacies, in each community agreeable to be a host site forms to be accessed by individuals	List of sites is documented.	Oct. 2022
Action step: Regular check ins will be scheduled and take place to build and foster relationships with host sites and to determine if there are any questions.	Schedule is documented.	Nov. 2022-2024
Action step: Act as a resource for community questions.	Documentation of referrals received.	Nov. 2022-2024
<b>Strategy 3: Provide advocacy training sessions.</b>		
Organize and provide education to the community related to advocacy skill building.	Advocacy training sessions will be tracked.	December 2024

<b>Focus area: Enhanced Transportation</b>		
<b>Goal statement:</b> Ensure older adults and people with disabilities within Bayfield County have the transportation services needed to meet their daily needs.		
<b>Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data.</b>		
<ul style="list-style-type: none"> <li>Compare call-in request for transportation that were unfulfilled before and after implementation of transportation enhancement efforts. Review of service coverage area pre and post enhancement efforts.</li> </ul>		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> )	<b>Due Date</b>
<b>Strategy 1: Work with Transportation Coordinating Committee to determine suggested transportation enhancements and additional transportation services.</b>		
Action step: Develop list of specific transportation projects to implement and/or enhancements that need to occur.	List is created and used to guide decisions.	Jan. 2022
Action step: Present recommendations to the various committees and boards for review and approval.	Agendas and minutes will document recommendations and progress.	Feb. 2022
<b>Strategy 2: Create more awareness of the need for volunteer drivers and transportation services.</b>		
Action step: Create and maintain an ongoing awareness campaign for recruitment of new drivers.	Materials created and places in which they are distributed.	Jan. 2022
Action step: Collaborate with 6 different community partners (2 each year) and provide information via short presentations on the scope of the volunteer driver program and needs for more drivers.	Number of partners and presentations provided.	June 2024
Action step: Implement initial and ongoing training and maintain ongoing communication with volunteer drivers.	Agenda and sign in sheets	June 2022
<b>Strategy 3: Implement recommended and approved transportation initiatives.</b>		
Action step: Design and/or enhance operational protocols.	Documents completed	June 2023
Action step: Review policies and procedures with staff.	Staff agenda and attendance sheets	July 2023
Action step: Project implementation, including public awareness campaign.	Programs are implemented and public awareness is tracked	Dec 2023
<b>Annual progress notes</b>		

<b>Focus area: Nutrition/Equity/Community Engagement</b>		
<b>Goal statement:</b> All older adults in Bayfield County will have access to healthy food including those in rural and outlying areas of the county.		June 2022
<b>Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data.</b> Measurement of pre- and post-participation levels. Satisfaction surveys to new and existing participants to determine whether new locations and programming meets their needs/desires. An addition of two meal sites than what is currently available.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> )	<b>Due Date</b>
<b>Strategy 1: Expand meal sites to two additional communities.</b>		
Action step: Locate potential vendors and sites. Discuss volume of meals served; nutrition pattern, delivery requirements.	Documented number of vendors, sample menus, capacity to serve.	Jan. 2022
Action step: Determine rate per meal per vendor and develop budget.	Rates are established and budget is balanced.	Jan. 2022
Action step: Create Request for Proposal	Actual RFP.	Jan. 2022
Action step: Create detailed implementation plan, including which communities will have meal site offering on what days.	Schedule of meals per day, per community and at what time.	Feb. 2022
Action step: Develop staffing/volunteer plan for each site including roles and responsibilities to be carried out.	Meetings held, participants noted; plan and training documented.	Feb 2022
Action step: Create satisfaction survey to be used with new and existing participants. Determine how and when to distribute.	Results from survey.	Oct. 2022
<b>Strategy 2: Integrate Enhanced Transportation for Nutrition Access</b>		
Action step: Meet with older adults to understand their current needs and what additional services and support they would like to see occur.	All comments and feedback are tracked	March 2022
Action step: Map out what nutrition services are available through the county (meal sites, food pantries, grocery stores, etc.)	Documented on map	May 2022
Action Step: Work with TCC to ensure nutrition needs are met in any enhancements made to transportation services.	Agenda and minutes from meetings	May 2022
Understand satisfaction levels and additional needs	Results from survey.	2022-2024
<b>Strategy 3: Create Pop Up Meal Sites in Communities without Congregate Meal Sites</b>		

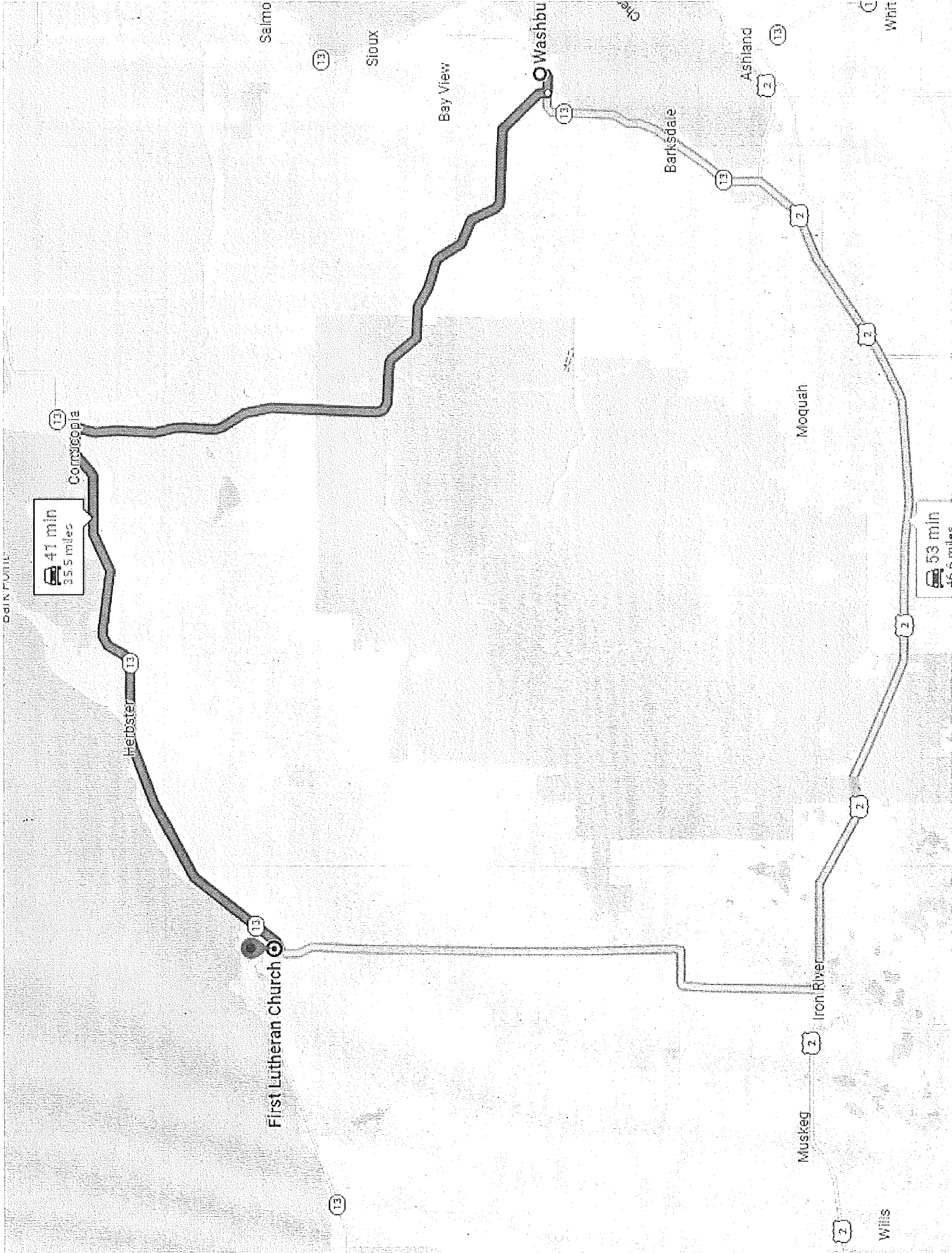


**Focus area: Nutrition/Equity/Community Engagement (Continued)**

Action step: Create schedule of listening sessions and map out communities with and without meal sites.	Schedule of sessions had been created and carried out throughout the county.	May 2023/2024
Action step: Plan event details such as food, workers for event, paperwork, presentation.	Work plan provides documentation	June 2023/2024
Action Step: Conduct outreach for each event including news media, local groups, social media, etc. to promote event.	All outreach activities are tracked	
Action step: Meet with older adults to understand their current satisfaction and what additional services and support they would like to see occur.	All comments and feedback are tracked	June 2024
Action step: Document the interest per community via number of participants who attended, and comments received.	Number of participants and comments received per community are documented.	July 2023/2024
Understand satisfaction levels and additional needs	Results from survey.	Sept. 2024
<b>Annual Progress Notes</b>		

<b>Focus area: Title III D: Social Isolation and Loneliness and Community Engagement</b>		
<b>Goal statement:</b> Reduce the health effects of social isolation and loneliness by developing an awareness campaign, developing partnerships, identifying older adults most vulnerable, implementing interventions, and evaluating outcomes.		
<b>Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data.</b> Implement loneliness scale as a baseline in year 1; track partnerships developed, track public awareness materials used, track evidence-based workshops in new communities, track number of participants creation and distribution of Beyond Blue booklet.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> (How will you know the strategies and steps have been completed?)	<b>Due Date</b>
<b>Strategy 1:</b> Raise public awareness of loneliness as a public health issue and share strategies to improve connections and create a feeling of purpose.		
Action step: Identify partners invested in working on this issue; develop task force, host meetings, and create action plan.	Number of partners engaged; number of meetings held	June 2022
Action step: Develop awareness materials and conduct a social isolation and loneliness campaign using social media, print and radio and local outlets.	Materials developed and used	Mar 2022
Action step: Create and implement action plan.	Action plan developed	Dec 2022
<b>Strategy 2:</b> Task force will identify loneliness in older adults in communities throughout Bayfield County and provide access to meaningful and culturally relevant resources and services.		
Action step: Task force host community gatherings in at least three communities to gain input and insight on social isolation and loneliness.	Number of gatherings and participants attended	May 2023
Action step: Advocate to create space for older adults in 3 communities for purposes of gathering together.	Communities are identified; community engagement is identified.	July 2024
<b>Strategy 3:</b> Task Force will implement interventions to create meaningful connections.		
Action step: Expand Tai Chi classes to 2 additional communities.	Number of Tai Chi classes held in two new communities and number of participants attending.	Mar 2022
Action step: Develop Beyond Blue booklet and distribute widely to normalize the need for social support.	Booklet is created and distribution is tracked.	June 2024
<b>Annual progress notes</b>		

<b>Focus area: Title III E: Caregiver Support/Person-Centered Services</b>		
<b>Goal statement:</b> Family caregivers will have increased choices in how to feel more supported in their caregiving role by having access to regular support calls, caregiver classes, Trualta, and respite.		
<b>Plan for measuring overall goal success – How will you know that you have achieved the results you want? Use data.</b> Pre- post- surveys. An increase of caregiver support options from 2022 to 2024, as evidenced by a creation of a resource list with 3 additional options of what is currently available.		
<b>Specific strategies and steps to meet your goal:</b>	<b>Measure</b> ( <i>How will you know the strategies and steps have been completed?</i> )	<b>Due Date</b>
<b>Strategy 1: Utilize the Rural Caregiving Project – 6 week class done on caregiver’s own schedule which includes connection with other caregivers</b>		
Action step: Get information to caregivers about the program.	Outreach materials are created and outreach is conducted	Jan 2022
Action step: Explain the program to potential participants.	Contact with caregivers is documented.	Feb 2022
<b>Strategy 2: Find individuals who can designate time each week to make phone calls to caregivers</b>		
Action step: Research who can make calls, such as paid staff, volunteers, etc.	Roster of callers is developed.	May 2023
Action step: Train people using Mental Health First Aid, UW Oshkosh Dementia Specialist trainings, thorough review of local resources, Trualta resources, etc.	Training agendas and participant sign in sheets are documented	Aug 2023
Action step: Inform caregivers of opportunity to receive a regular call from staff.	Contact with caregivers is documented.	Oct 2023
Action step: Schedule phone calls.	Call roster is developed	Nov 2023
<b>Strategy 3: Create policy to allow non-professionals to be reimbursed for providing respite.</b>		
Action step: Educate policy makers about the importance of respite and lack of professional respite providers.	Emails, letters, presentations	Jan 2024
Action step: Recommend policy to allow reimbursement for non-professional providers (family, friends, neighbors, etc.)	Policy is developed	June 2024
<b>Annual progress notes</b>		



41 min  
35.5 miles

53 min  
46.8 miles