

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: December 1, 2020

RE: **Meeting Notice**

The Bayfield County Department of Human Services Nutrition Program Advisory Council Committee will meet on **Monday, December 7, 2020 immediately following the Public Hearing and Aging and Disability Services Advisory Committee Meeting.**

**Due to COVID-19 and the pandemic, 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.**

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 September 21, 2020 Meeting Minutes; 2021 Elder Nutrition Program Budget; Nutrition Program Updates; Other Informational Items; and other business that may come before the Committee.

cc: Post (bulletin board and website)

E-Mailed:

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

K:\Agends and Minutes\A&D Nutrition Advisory Council \Notices\NAC Meeting Notice December 2020

**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: December 7, 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, December 7, 2020 immediately following the Public Hearing and ADAC Meeting via remote access 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:

**AMENDED AGENDA**

1. Call to Order and Introductions
2. **Discussion and Possible Action**-Review of the September 21, 2020 Meeting Minutes
3. **Discussion and Possible Action**-2021 Elder Nutrition Program Budget
4. Nutrition Program Updates
  - A. Review number of meals for 3<sup>rd</sup> Quarter of 2020
  - B. Grab and Go Status
  - C. Home Delivered Meal Rerouting Project
  - D. Review survey results
5. 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**

**September 21, 2020**

**3:44 p.m.**

DRAFT: Subject to change at the December meeting.

**Committee Members Present  
via Conference Call:**

Lynette Benzschawel, Martha Oie, Sam Ray, Betty Schell,  
David Zepczyk

**Committee Member Excused:**

Karen Anderson

**Committee Member Absent:**

Richard Kemmer, 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 3:44 p.m. No introductions were made.

**Discussion and Possible Action-Review of July 27, 2020 Meeting Minutes**

*Motion by Benzschawel to approve the July 27, 2020 Minutes, second by Schell. Motion carried.*

**2021 Budget – Status of Requests and Recommendations**

The department budget was presented at the last DHS Board meeting and to the Executive Committee. Linder reviewed GWAAR Budget and a comparison between 2020 and 2021.

There is a decrease for congregate meals of \$20,000 due to not hosting the traditional congregate sites in 2021.

The HDM meal budget was increased by \$88,400. Several factors are driving that. Grab and Go meals must be categorized as HDM, as we are providing seniors nutrition but in a different way than traditional congregate meals. The Federal government has relaxed the eligibility criteria so anyone 60 and over is now eligible for this service if they are self-isolating. Participants in the Cable and surrounding area started receiving 6 rather than 4 meals per week in mid April. Deliveries occur Monday, Wednesday and Friday, two meals each day vs. Monday through Thursday, with one meal each day. Volunteers who deliver, and seniors receiving the meals have reported liking the change.

DOT –Increase is due to an increase in the allocation and subsequent increase in the local match.

Home Chore and Elder Abuse- no change.

DOT Trust - \$40,300 electric bus match and charging station. Special project grant with BART and the trust fund will provide the match for local share. Unit to be installed somewhere on county property for BART and the community at large to use.

Total increase for the GWAAR budget is \$94,927.

**Closure of Port Wing Congregate Meal Site – Review and Recommendations**

Grab and Go began in Iron River and Port Wing late spring. Linder received notice from Bear Paw Café owners in Port Wing, in July that they were going to close their doors and provided Linder with 30 day notice. They were going to offer the service through September but then stated August 28 was their last day of service. When a meal site closes, a formal process normally takes place to obtain feedback, analyze data, seek other options, etc. The notification did not allow for this process

to fully occur. Linder reviewed the completed Dining Center Closure Approval Form with members. At this time, this is considered to be a permanent closure with the date of closure for August 28, 2020. Linder recommended revisiting reopening of a congregate site occur after winter and focus on contacting those who are at high nutritional risk, low income, and living alone to discuss what assistance may be available to them.

Motion for recommendation for the closure of the PW meal site.

*Motion by Schell, to close Port Wing Meal Site and focus efforts on those people in high nutritional risk, low poverty level, and living alone, second by Oie. Motion approved.*

### **Home Delivered Meal Program – Route Project**

Linder gave a brief history and background on the HDM routes. Cable Lions have been providing delivery in the Cable/Namekagon area. Red Cliff Elderly Program has been providing delivery to the area around the Red Cliff tribe. Two Bayfield County drivers cover the remainder of the county. With the pandemic, an increase in the number of meals being served brings concern as routes are long and getting longer for the two county employed drivers. Drivers start at Chartwells of Northland College at 8:15 and end their day by 3:00. The length of time meals are held at the proper temperature affects quality. Linder is hopeful she will work with the UWEX Office with the purpose of exploring different options on how meals can be delivered. This project is to improve the quality of the meal and meet safety needs for the consumers and drivers.

### **Nutrition Program Updates**

- A. Grab and Go – Brief review by Linder.
- B. Comments from HDM participants – Linder briefly reviewed Satisfaction Survey Results from HDM participants. One ongoing request is removal of spinach. Currently working with the vendor to come up with some different options to incorporate it into main entrees. Ashland County Aging Unit has historically taken the lead on designing the menus and having them analyzed by a dietician to ensure nutritional content is being met. Always a fine balance to address nutritional needs and those who are trying to eat something dictated by their doctor or by their own palette. No easy task to meet everyone's preferences and dietetic needs.
- C. Review number of meals for 2<sup>nd</sup> Quarter of 2020 – Brief discussion. Congregate meals have not been provided since April. Cable meal count increased due to provision of 6 meals per week from 4/week. A significant decrease in Red Cliff area; will continue to reach out to elders in that area. A general increase across a majority of the county.
- D. Resuming vegetarian options for some routes – had been providing vegetarian options prior to pandemic. Will hopefully resume in October. Comments show consumers are receptive to this option.

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

COVID Operations – Ample PPE for staff in place. Go kits available if entry into home is warranted. Just ordered goggles (eye protection) for ENP staff use.

### **Future Meeting Date**

Next meeting: December 7, 2020 follows ADAC Meeting scheduled earlier for same day.

### **Adjournment**

*Motion to adjourn at 4:31 p.m. by Zepczyk, second by Ray. Motion carried.*

Minutes respectfully submitted by Jane M. Cook, Clerk III

07/28/2020

**BAYFIELD COUNTY AGING  
CONGREGATE & HOME DELIVERED MEALS SERVED  
July-September 2020 (COVID-19)**

MEAL SITE	NSIP FUNDED CONG MEALS	FAMILY CARE CONG MEALS	NSIP FUNDED HD MEALS	FAMILY CARE HD MEALS	COP HD MEALS	IRIS HD MEALS	SUB-TOTAL HD MEALS	TOTAL ALL MEALS
BARNES	0							0
BENOIT	0							0
CABLE			1070	0				1070
CORNUCOPIA (N)			869	161		35		1065
IRON RIVER, DRUMMOND, BARNES (SW) & IR Grab and Go	0		2095	0				2095
RED CLIFF			295	0				295
GRANDVIEW & MASON (E)			828	198				1026
WASHBURN	0		915	58				973
SOUTH SHORE(Grab and Go)	0		284	0				284
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>6356</b>	<b>417</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>6808</b>

Percentages                                      0.00%                  0.00%                  93.36%                  6.13%    0.00%    0.51%                                      100.00%

**BAYFIELD COUNTY AGING  
CONGREGATE & HOME DELIVERED MEALS SERVED  
July-September 2019**

MEAL SITE	NSIP FUNDED CONG MEALS	FAMILY CARE CONG MEALS	NSIP FUNDED HD MEALS	FAMILY CARE HD MEALS	COP HD MEALS	IRIS HD MEALS	SUB-TOTAL HD MEALS	TOTAL ALL MEALS
BARNES	378						0	378
BENOIT	26						0	26
CABLE			461	0			461	461
CORNUCOPIA (N)			983	186			1169	1169
IRON RIVER, DRUMMOND, BARNES (SW)	204		638	0			638	842
RED CLIFF			308	0			308	308
GRANDVIEW & MASON (E)			734	151			885	885
WASHBURN	2191		281	102			383	2574
SOUTH SHORE	492						0	492
<b>TOTALS</b>	<b>3291</b>	<b>0</b>	<b>3405</b>	<b>439</b>	<b>0</b>	<b>0</b>	<b>3844</b>	<b>7135</b>

Percentages                                      46.12%                  0.00%                  47.72%                  6.15%    0.00%    0.00%                                      100.00%

# Home Delivered Meal Route Survey 2020

38 Responses 14:52 Average time to complete Active Status

## 1. Agency Name

38 Responses

Latest Responses

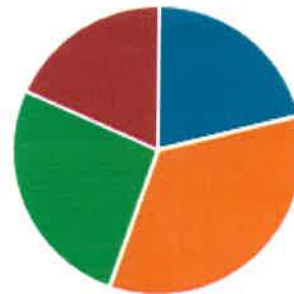
"Portage County "

"Marinette County Elderly Services"

"Department of Aging for the Menominee Indian Tribe"

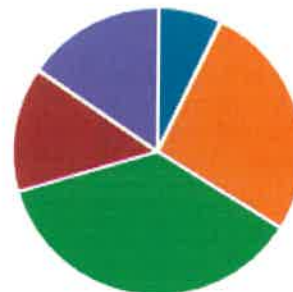
## 2. How many HDM routes do you have?

<span style="color: blue;">●</span> Less than 5	8
<span style="color: orange;">●</span> 5 to 8	13
<span style="color: green;">●</span> 9 to 12	10
<span style="color: red;">●</span> More than 12	7



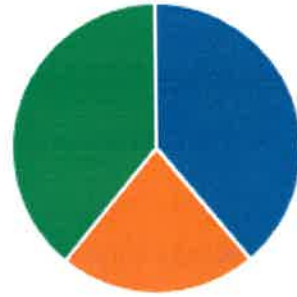
## 3. How long are the HDM routes? (check all that apply)

<span style="color: blue;">●</span> 30 minutes or less	5
<span style="color: orange;">●</span> 31 to 60 minutes	19
<span style="color: green;">●</span> 1-2 hours	26
<span style="color: red;">●</span> More than 2 hours (Specify ro...	10
<span style="color: purple;">●</span> Other	11



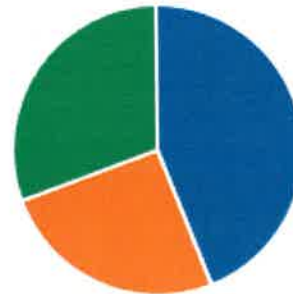
4. Are your drivers paid?

<span style="color: blue;">●</span> Yes (specify amount in "other")	23
<span style="color: orange;">●</span> No	13
<span style="color: green;">●</span> Other	23



5. Are your drivers volunteers?

<span style="color: blue;">●</span> Yes (Specify amount in "other")	26
<span style="color: orange;">●</span> No	15
<span style="color: green;">●</span> Other	18



6. What time does each route start and end?

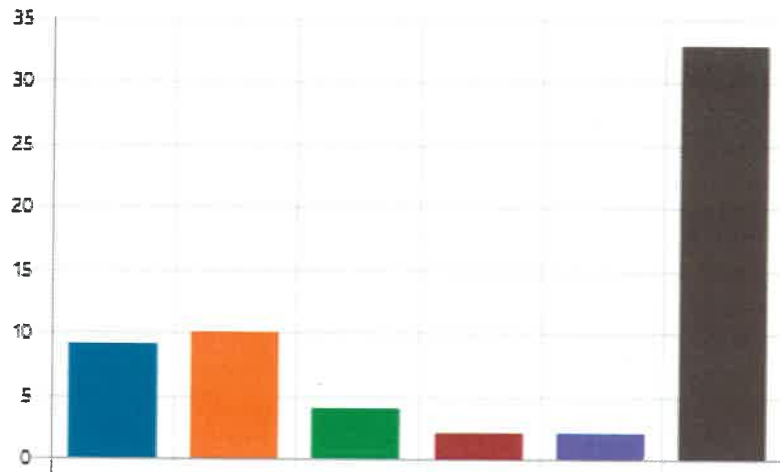
37  
Responses

Latest Responses

*"routes stagger, start out around 10:30 and last one out at 11:30"*  
*"All of our routes are slightly different but roughly between 10am-..."*  
*"0900-1030 0900-0930 0830-1000 0830-0945 0830-0945 1000-1..."*

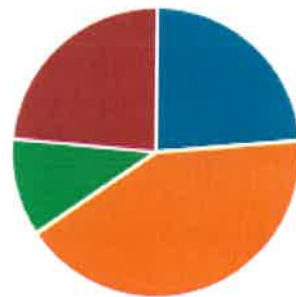
7. Do you use the following to help deliver meals?

<span style="color: blue;">●</span> Civic Organizations	9
<span style="color: orange;">●</span> Businesses	10
<span style="color: green;">●</span> College Students	4
<span style="color: red;">●</span> Volunteer Agencies	2
<span style="color: purple;">●</span> Please provide names of the a...	2
<span style="color: grey;">●</span> Other	33



8. Are you or have you started a project to look at improving HDM routes?

<span style="color: blue;">●</span> Yes	13
<span style="color: orange;">●</span> No	23
<span style="color: green;">●</span> If you did make changes what...	6
<span style="color: red;">●</span> Other	13



9. Your Name and email so we can follow up with you. Thank you for your assistance!

37  
Responses

Latest Responses

"Kristi Cooley; cooleyk@co.portage.wi.us"

"Lindsey Rysewyk lindseyr@mces.net"

"Ericka Kowalkowski"



## Bayfield County Meals on Wheels Survey – 2020

*In order to better serve you, we are considering making some modifications to our routes and deliveries. Please share with us your thoughts on timing of meal delivery:*

	10am	11am	12pm	1pm	2pm
1. My meal generally arrives around:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
2. I would like my meal to be delivered <b>no earlier than:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
3. I would like my meal to be delivered <b>no later than:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
	Agree	Disagree	Unsure		
4. My meal is delivered too early	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
5. My meal is delivered too late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
6. I am satisfied with the timing of my meal delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
7. My meals are delivered around the same time every day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
8. My meal looks appealing when it arrives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
9. Do hot foods arrive hot?	<input type="checkbox"/> Always				
	<input type="checkbox"/> Sometimes				
	<input type="checkbox"/> Never				
10. Do cold foods arrive cold?	<input type="checkbox"/> Always				
	<input type="checkbox"/> Sometimes				
	<input type="checkbox"/> Never				

***We are considering ways to generate more revenue. The cost of meals is between \$5.65 and \$8.00 per meal; this does not include the cost of delivery or coordination. Currently, we suggest a donation of \$2.50 per meal.***

18. Would you be willing/able to donate more per meal?  
 Yes       No       Unsure

## Bayfield County Meals on Wheels Survey – 2020

	Agree	Disagree	Unsure
11. Personal contact with the person delivering my meals is very important to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Oftentimes, meal delivery is my only in-person contact during the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. On days without meal delivery, a check-in phone call would be important to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I would like to receive frozen meals that I can prepare heat up on my own schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I would like to receive shelf-stable, pre-packaged food that I can prepare on my own schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I would prefer fewer deliveries per week, if it meant my food would arrive on my preferred schedule of delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I would prefer to continue daily deliveries, no matter what time my meal arrives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. If the number of deliveries was reduced, it would it be acceptable to get a hot meal and a cold meal (for reheat) on the same day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Name (optional but helpful): \_\_\_\_\_

***Thank you for sharing your feedback.  
Your input is critical as we strive to improve the Meals on Wheels program.  
Any changes made will reflect the preferences of a majority of responders.***

***Please return to your delivery person no later than December 2***