

**Notice of Public Meeting  
Monday, March 16<sup>th</sup>, 2020  
09:00 a.m. – 11:00 a.m.**

**Door County: NUTRITION  
ADVISORY COUNCIL**

**ADRC / Community Center of Door  
County  
916 N. 14<sup>th</sup> Avenue  
Sturgeon Bay, WI 54235**

*Advisory Committees for the Door County Aging Unit with the Human Services Board*

**AGENDA**

1. **Call Meeting to Order at 09:00 a.m.**
2. **Establish Quorum**
3. **Review and Approve Agenda**
4. **Review and Approve Minutes from the Joint ADRC/NAC 01/20/2020 Meeting**
5. **Read Statement - TBD**
6. **Public Comment**
7. **Council Response**
  
8. **Old Business**
  - Staffing Update
  - Picture of NAC for Website
  - Frozen Meal Expansion Update
  - Review 2019 Congregate/HDM Survey Results
  
9. **New Business**
  - GWAAR News
  - Coronavirus : COVID-19 Preparedness
  - Community Feedback Initiatives
  - 2020 Meeting Dates and Locations
  - Meal Site Updates
  - Meeting Code
  
10. **Future Agenda Items**
  
11. **Confirm Next Meeting Date and Time**
  - The next meeting is tentatively scheduled for Monday, May 18<sup>th</sup>, 2020 from 9:00 – 11:00 a.m.
  
12. **Adjournment**

Deviation from the order shown may occur.

*Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.*

# Joint ADRC Advisory Board & Nutrition Advisory Council - Minutes

Monday, January 20, 2020 at 2:30 p.m.  
The Community Center, 916 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

## Business Meeting

### 1. Call meeting to order at 2:30

- The meeting was called to order at 2:30 p.m. by Helen Bacon. Members present were: Helen Bacon (ADRC), Melissa Wolfe (ADRC), Tami Leist (ADRC), Tom Krueck (ADRC), Carol Moellenberndt (ADRC), Megan Lundahl (NAC), Sue Clemens (NAC), Lynn Ballendux (NAC), and Winnie Jackson (NAC). Excused were: Steve Hey (NAC), Debbie Dahms (NAC), Vic Verni (ADRC), and Roxann Boren (ADRC & NAC). Absent were: Mike Green (ADRC), Lucille Kirkegaard (ADRC). Other persons present were Jake Erickson, Jenny Fitzgerald and Joe Krebsbach. Barb Snow took minutes.

### 2. A quorum was established and the meeting continued.

### 3. Review and approve the agenda

- A motion was made by Megan Lundahl and seconded by Lynn Ballendux to adopt the agenda. The motion was carried unanimously.

### 4. Review and approve the Minutes of the 11/19/2019 Nutritional Advisory Council Meeting

- A motion was made by Megan Lundahl to approve the minutes and was seconded by Lynn Ballendux. The motion was carried unanimously.

### 5. Review and approve the Minutes of the 11/18/2019 ADRC Advisory Committee Meeting

- A motion was made by Carol Moellenberndt to approve the minutes and was seconded by Helen Bacon. The motion was carried unanimously.

### 6. Public Comment – No Public

### 7. Council Response – No Response Necessary

### 8. Old Business

#### Operational Update.

- Jake went over the Human Services Statistics Report. He mentioned the steady amount of growth for a total of 3209 for memberships. The total participation for activities has grown thanks to the work Cathy and Jenny have done to with expanding the activities. We have seen more participants traveling from all over the county and state as well as some out of state participants. The amount of volunteers is down from 263 in 2018 to 193 for 2020, however, there are more volunteer hours. Megan mentioned that the Disability Benefit Specialist numbers are dramatically different this year than prior years and asked for the reasoning. Jake explained that the numbers are higher due to a change in reporting as of 3<sup>rd</sup> quarter. He will see about putting a side note on the report to explain the difference. The Information and Assistance Specialists (I & A) are busy but manageable. The overall explanation for decrease in meals is attrition. Our frozen meals are down this year as well.

	<u>2018</u>	<u>2019</u>
▪ Total Memberships	2,178	3,208
▪ New Memberships	1,492	825
▪ Volunteers	263 – 6,297 hours	193 – 6,997 hours
▪ I&A	4,533 contacts	7,770 contacts
▪ Elder Benefit Specialist Numbers include:		
	<u>2018</u>	<u>2019</u>
Cases Opened	806	796
New Clients	512	540

- Disability Benefit Specialist Numbers include:

	<u>2018</u>	<u>2019</u>
Cases Opened	178	660
New Clients	94	174
▪ Congregate Meals	21,840	21,809
• Sturgeon Bay	17,155	17,183
• Baileys Harbor	1,570	1,284
• Liberty Grove	1,279	1,311
• Washington Island	832	1,124
• Forestville/Brussels	977	907 Brussels
▪ Meals on Wheels	19,451	19,492
• Sturgeon Bay	17,051	17,237
• Scandia	1,568	1,567
• Washington Island	832	1,124
▪ Frozen Meals	4,523	3,630

- Door County was not selected for the Dementia Care Specialist (DCS) grant. Jake explained that the grant is very competitive. Door County has a high percentage of the population at risk for Dementia, however, the counties that were picked had a higher population.
- The Fitness Room had a few new pieces of equipment installed. There are 2 New Steps, a Shoulder Rotator that is wheelchair accessible a leg press and a leg curl.
- The public computer stations are in and we are just waiting on Curative and anti-virus software to be installed.
- Jenny has received the results of the Home Delivered and Congregate meal satisfaction surveys. She will go over that information with the Nutrition Council at the next meeting. There were about 31 Meals on Wheels responses and 197 congregate meal responses which are both similar results as last year.

- **Staffing Update**

- Silver Umerham is our new Liberty Grove meal site manager. She takes her Safe Serve in February. Stacy is still filling in when needed.
- Gary Hanson the ADRC bus driver is retiring in March. We will have a small informal celebration for him on March 2<sup>nd</sup> from 1:00 pm to 3:00 pm in the large activity room.
- Carmen Schroeder our dietician retired at the end of 2019. She is still helping us as we look for a new dietician. Dietician work from 6-8 hours a week reviewing menus, 2 meal analysis during the year, and meal site surveys. Anyone interested can call Jenny at the ADRC.

- **New Committee/Council Members**

- Lynn Ballendux and Sue Clemens from the Nutrition Advisory Council and Tom Krueck from the ADRC Advisory Committee will have their last meeting as council members in March. Jake asks the members if they know of anyone interested in becoming a member to call Jake. There is a 3 year term limit with no more than 6 consecutive years.

- **One-on-One Interviews and Roundtable Conversations**

- Tom referred to the handouts; Three Year Aging Plan Design for Obtaining Community Input, Survey, Suggested guide for conducting interviews, and Summary from interviews. Tom would like to send out surveys in February. Based on responses from the surveys we will be able to establish the roundtable and interview subjects. We can break down Door County into cross sections of Washington Island, Northern Door, Sturgeon Bay, and Southern Door. Interviews should be 3 or 4 people you know that will be able to tell us what we need to know and take about 30-45 minutes. Jake mentioned that we send out nutrition survey satisfactions and that will help supplement. Megan mentioned putting an electronic survey online and on social media for those that are more tech savvy. Helen will talk to Chad and Megan said she would help as well. The order would be Survey then roundtable then interviews. One of the questions we could add to the survey is are they willing to expand on this survey with a one on one interview.

- 9. **New Business**

- **2019/2020 Aging Plan Goal Review**

- Jake reviewed handout 6. Goal for the Plan Period with the boards. He mentioned that he switched the first goal in Focus Area 6-A Advocacy Related Activities with the last goal. Focus Area 6-B, The Elder Nutrition Program, goal 1 is still being completed. The Kitchen on Washington Island was being remodeled and there was no meal

site manager for Liberty Grove so that delayed the Frozen meal program until that was finished or filled. For the Focus Area 6-C first goal Jenny explained that she has trainings going on throughout the year. For Focus Area 6-D, that has been put on hold for the moment. Focus area 6-E we have implemented the Freedom From Falls Program.

- **Freedom From Falls Program**
  - Jake referred to the Partners Preventing Falls handouts. In January the ADRC and EMS partnered in a Freedom From Falls Program. The number one call to go out to EMS is to provide help/assistance to someone who has fallen. The responders does either a lift assist and no transport or they will provide a transport to the hospital. If they provide a lift assist they refer those patients to the ADRC Information and Assistance Specialists (I&A's) for followup. If they transport to the hospital the responders do not refer to the ADRC. Falls can happen due to lack of resources or environmental hazards. The I&A's then help by finding resources to help or they use a checklist from the CDC on how to improve the environment among other things. They are currently working on a brochure specific to the Freedom From Falls Program.
- **New Check-in System (Senior Space)**
  - Jake referenced the Seniorspace handout. We will be going through Lpi, which is the same company we go to for the newsletter. The handout shows what the cards will look like.
- **Unmet Needs**
  - Room is not large enough for dining room seminar.
  - Dialysis issue
  - Paid caregivers are too low starting wages. Get information about this from Governor Evers.
- **Meeting Code 630**
- 10. Items to be placed on a future agenda**
- 11. Confirm Next Meeting Date and Time**
  - The next Nutrition Advisory Council meeting is tentatively scheduled on March 16, 2020 at 9:00 am.
  - The next ADRC Advisory Board meeting is tentatively scheduled on March 16, 2020 at 2:30 pm.
- 12. Adjourn.**
  - A motion was made by Tom Krueck and seconded by Melissa Wolfe to adjourn.
  - Meeting was adjourned at 4:32 p.m.

The minutes for this meeting were recorded by Barb Snow.

# Home-Delivered Meals Satisfaction Survey 2019

Friday, November 22, 2019

**31**

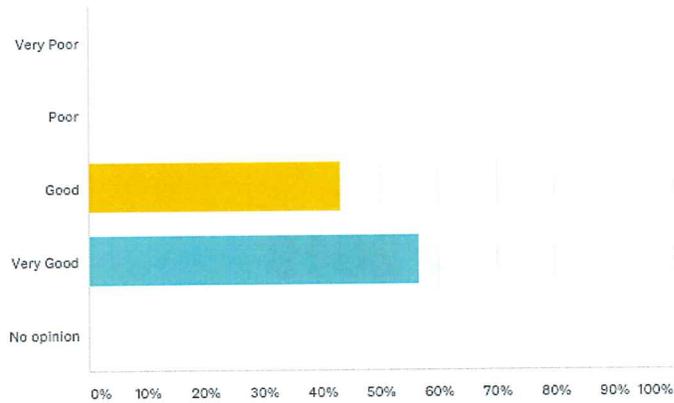
**Total Responses**

Date Created: Monday, April 01, 2019

Complete Responses: 31

### Q1: How would you rate the taste of the food?

Answered: 30 Skipped: 1



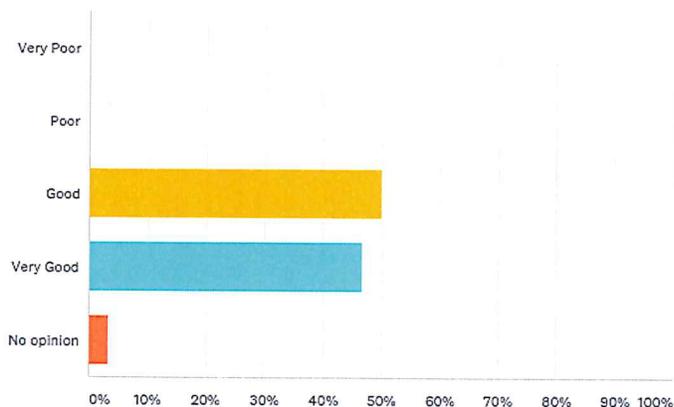
### Q1: How would you rate the taste of the food?

Answered: 30 Skipped: 1

ANSWER CHOICES	RESPONSES	
Very Poor	0.00%	0
Poor	0.00%	0
Good	43.33%	13
Very Good	56.67%	17
No opinion	0.00%	0
<b>TOTAL</b>		<b>30</b>

### Q2: How would you rate the appearance of the food?

Answered: 30 Skipped: 1



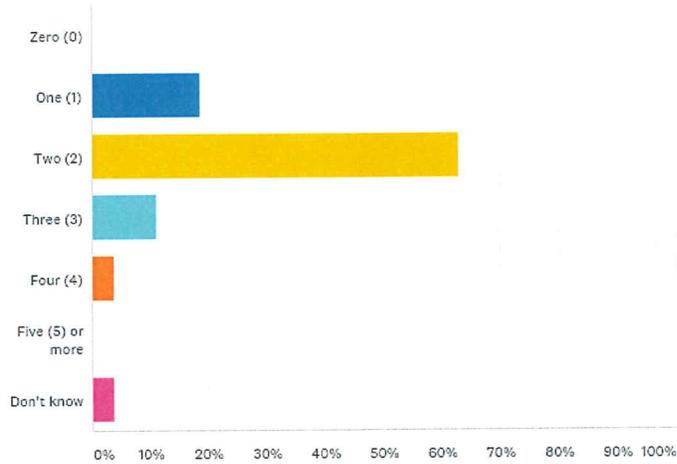
### Q2: How would you rate the appearance of the food?

Answered: 30 Skipped: 1

ANSWER CHOICES	RESPONSES	
Very Poor	0.00%	0
Poor	0.00%	0
Good	50.00%	15
Very Good	46.67%	14
No opinion	3.33%	1
TOTAL		30

**about the size of one scoop of ice cream, a cupcake wrapper or a light bulb.**

Answered: 27 Skipped: 4



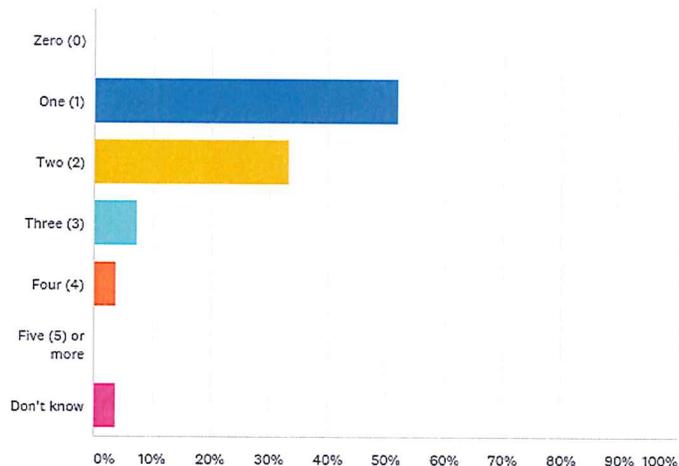
**about the size of one scoop of ice cream, a cupcake wrapper or a light bulb.**

Answered: 27 Skipped: 4

ANSWER CHOICES	RESPONSES	
Zero (0)	0.00%	0
One (1)	18.52%	5
Two (2)	62.96%	17
Three (3)	11.11%	3
Four (4)	3.70%	1
Five (5) or more	0.00%	0
Don't know	3.70%	1
TOTAL		27

**One serving is about the size of one scoop of ice cream, a cupcake wrapper or a light bulb.**

Answered: 27 Skipped: 4



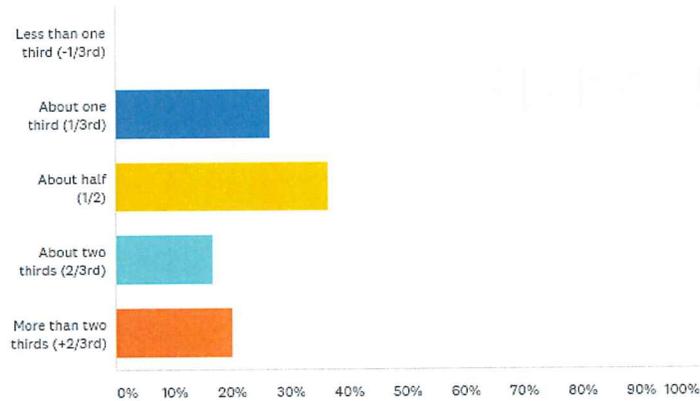
**One serving is about the size of one scoop of ice cream, a cupcake wrapper or a light bulb.**

Answered: 27 Skipped: 4

ANSWER CHOICES	RESPONSES	
Zero (0)	0.00%	0
One (1)	51.85%	14
Two (2)	33.33%	9
Three (3)	7.41%	2
Four (4)	3.70%	1
Five (5) or more	0.00%	0
Don't know	3.70%	1
TOTAL		27

### Q5: How much of your total daily food intake is from the meal that is delivered?

Answered: 30 Skipped: 1



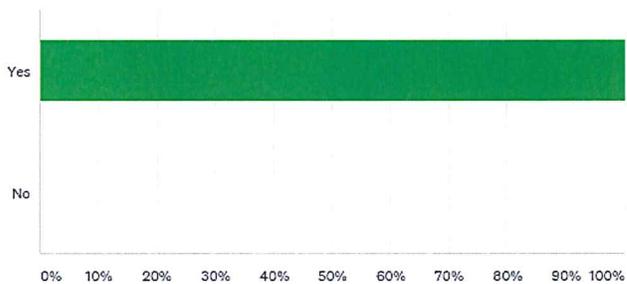
### Q5: How much of your total daily food intake is from the meal that is delivered?

Answered: 30 Skipped: 1

ANSWER CHOICES	RESPONSES	
Less than one third (-1/3rd)	0.00%	0
About one third (1/3rd)	26.67%	8
About half (1/2)	36.67%	11
About two thirds (2/3rd)	16.67%	5
More than two thirds (+2/3rd)	20.00%	6
TOTAL		30

### Q6: Do hot foods arrive hot when delivered?

Answered: 31 Skipped: 0



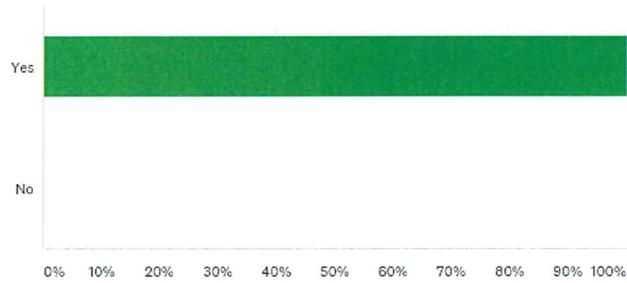
### Q6: Do hot foods arrive hot when delivered?

Answered: 31 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	100.00%	31
No	0.00%	0
<b>TOTAL</b>		<b>31</b>

### Q7: Do cold foods arrive cold when delivered?

Answered: 30 Skipped: 1



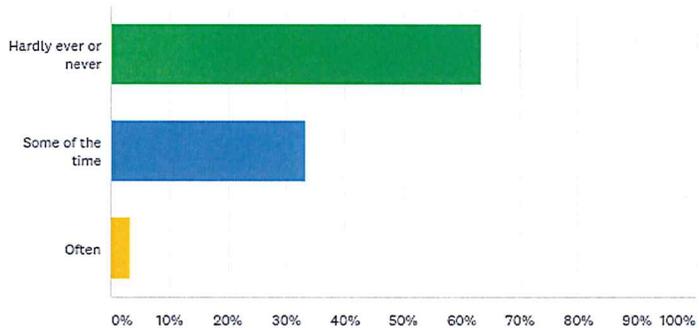
### Q7: Do cold foods arrive cold when delivered?

Answered: 30 Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	100.00%	30
No	0.00%	0
TOTAL		30

### Q8: How often do you feel lonely?

Answered: 30 Skipped: 1



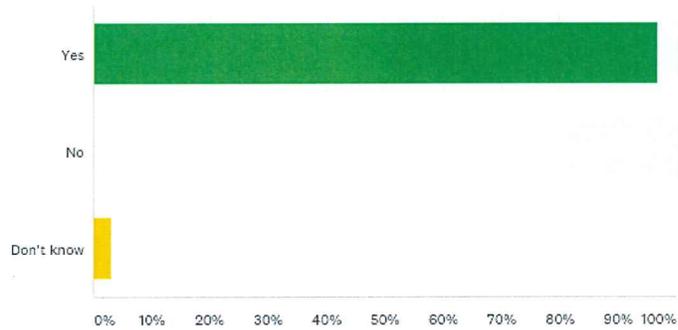
### Q8: How often do you feel lonely?

Answered: 30 Skipped: 1

ANSWER CHOICES	PERCENTAGE	RESPONSES
Hardly ever or never	63.33%	19
Some of the time	33.33%	10
Often	3.33%	1
TOTAL		30

**Q9: Would you recommend Meals on Wheels to a friend or family member?**

Answered: 31 Skipped: 0



**Q9: Would you recommend Meals on Wheels to a friend or family member?**

Answered: 31 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	96.77%	30
No	0.00%	0
Don't know	3.23%	1
<b>TOTAL</b>		<b>31</b>

**Q13: Choose the organization (county/tribe) that provides your meal service:**

Answered: 31 Skipped: 0

Adams County

Ashland County

Bad River Tribe

Barron County

Bayfield County

Brown County

Buffalo County

Burnett County



# Senior Dining Satisfaction Survey 2019

Friday, November 22, 2019

# 197

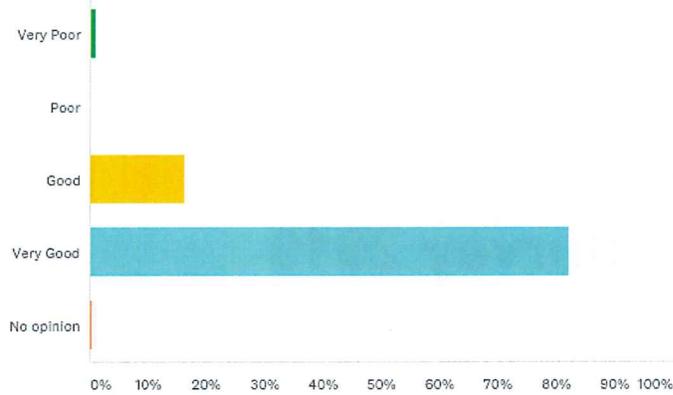
Total Responses

Date Created: Monday, April 01, 2019

Complete Responses: 197

### Q1: How would you rate the taste of the food?

Answered: 196 Skipped: 1



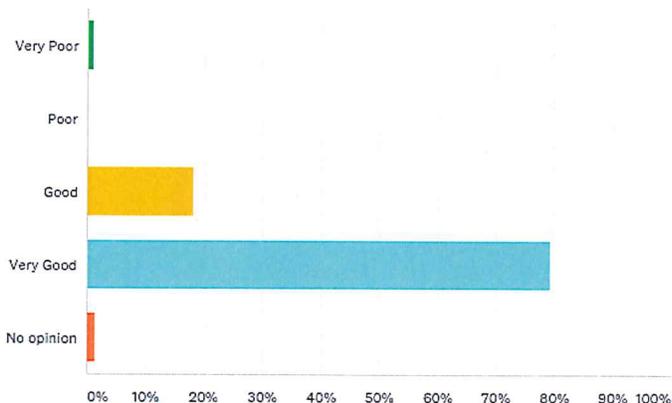
### Q1: How would you rate the taste of the food?

Answered: 196 Skipped: 1

ANSWER CHOICES	RESPONSES	
Very Poor	1.02%	2
Poor	0.00%	0
Good	16.33%	32
Very Good	82.14%	161
No opinion	0.51%	1
<b>TOTAL</b>		<b>196</b>

### Q2: How would you rate the appearance of the food?

Answered: 197 Skipped: 0



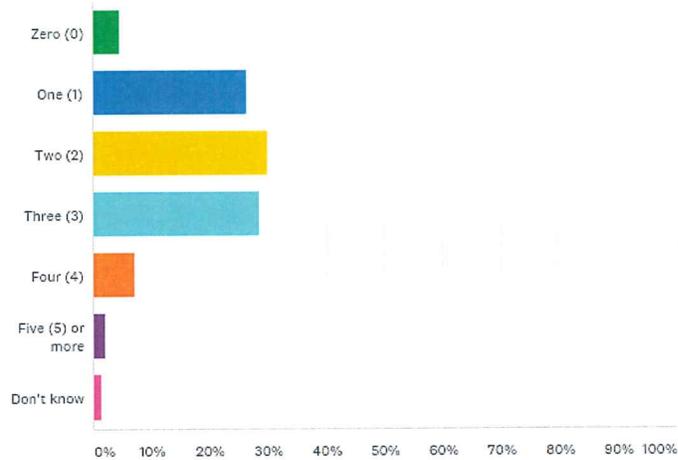
### Q2: How would you rate the appearance of the food?

Answered: 197 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Poor	1.02%	2
Poor	0.00%	0
Good	18.27%	36
Very Good	79.19%	156
No opinion	1.52%	3
<b>TOTAL</b>		<b>197</b>

**about the size of one scoop of ice cream, a cupcake wrapper, or a light bulb.**

Answered: 197 Skipped: 0



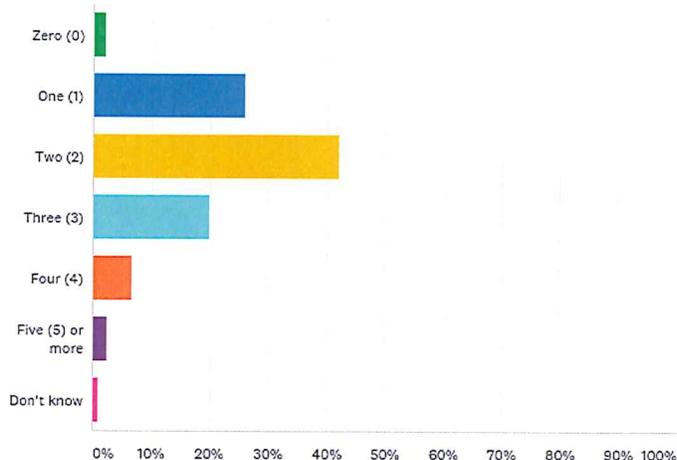
**about the size of one scoop of ice cream, a cupcake wrapper, or a light bulb.**

Answered: 197 Skipped: 0

ANSWER CHOICES	PERCENTAGE	RESPONSES
Zero (0)	4.57%	9
One (1)	26.40%	52
Two (2)	29.95%	59
Three (3)	28.43%	56
Four (4)	7.11%	14
Five (5) or more	2.03%	4
Don't know	1.52%	3
TOTAL		197

eat? One serving is about the size of one scoop of ice cream, a cupcake wrapper, or a light bulb.

Answered: 197 Skipped: 0



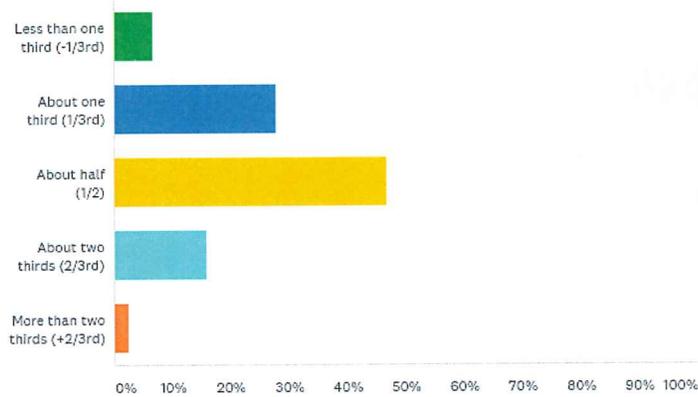
eat? One serving is about the size of one scoop of ice cream, a cupcake wrapper, or a light bulb.

Answered: 197 Skipped: 0

ANSWER CHOICES	PERCENTAGE	RESPONSES
Zero (0)	2.03%	4
One (1)	25.89%	51
Two (2)	42.13%	83
Three (3)	19.80%	39
Four (4)	6.60%	13
Five (5) or more	2.54%	5
Don't know	1.02%	2
TOTAL		197

**Q5: When you eat at the dining center, how much of your total daily food intake is from this meal?**

Answered: 194 Skipped: 3



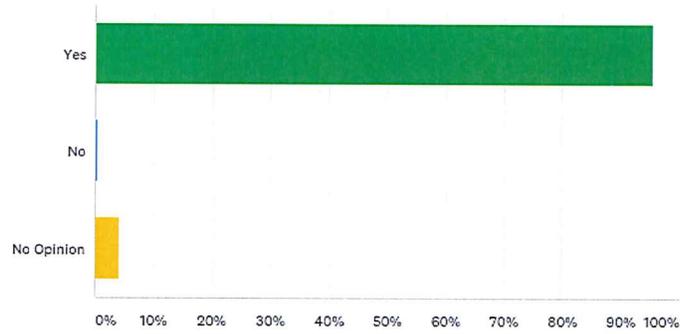
**Q5: When you eat at the dining center, how much of your total daily food intake is from this meal?**

Answered: 194 Skipped: 3

ANSWER CHOICES	PERCENTAGE	RESPONSES
Less than one third (-1/3rd)	6.70%	13
About one third (1/3rd)	27.84%	54
About half (1/2)	46.91%	91
About two thirds (2/3rd)	15.98%	31
More than two thirds (+2/3rd)	2.58%	5
TOTAL		194

### Q6: Are the hot foods hot when served?

Answered: 195 Skipped: 2



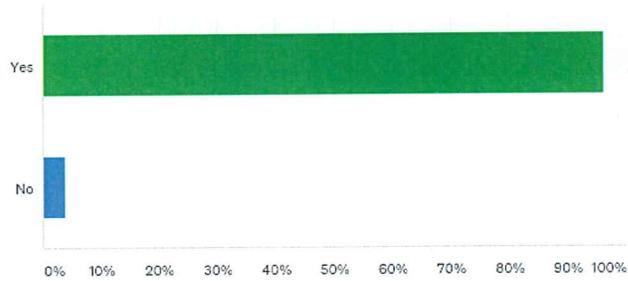
### Q6: Are the hot foods hot when served?

Answered: 195 Skipped: 2

ANSWER CHOICES	RESPONSES	
Yes	95.38%	186
No	0.51%	1
No Opinion	4.10%	8
TOTAL		195

### Q7: Are the cold foods cold when served?

Answered: 191 Skipped: 6



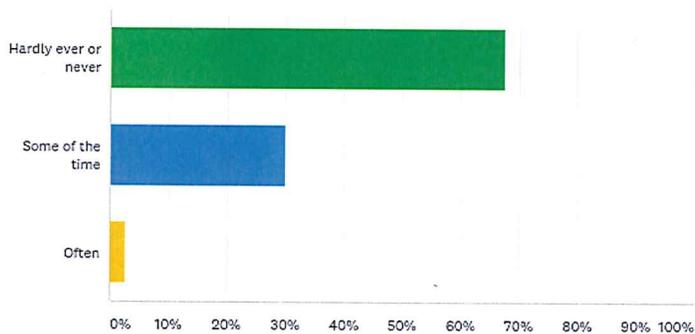
### Q7: Are the cold foods cold when served?

Answered: 191 Skipped: 6

ANSWER CHOICES	RESPONSES	
Yes	96.34%	184
No	3.66%	7
TOTAL		191

### Q9: How often do you feel lonely?

Answered: 191 Skipped: 6



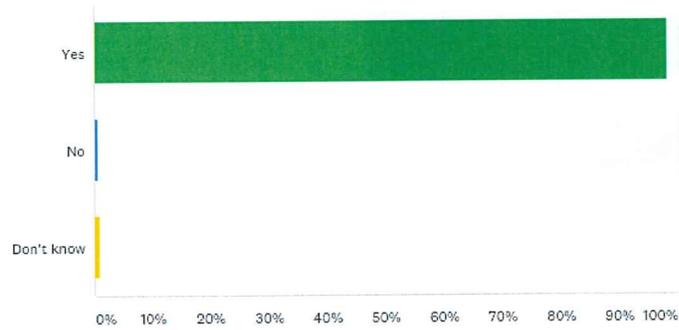
### Q9: How often do you feel lonely?

Answered: 191 Skipped: 6

ANSWER CHOICES	RESPONSES	
Hardly ever or never	67.54%	129
Some of the time	29.84%	57
Often	2.62%	5
TOTAL		191

### Q10: Would you recommend the Dining Program to a friend or family member?

Answered: 190 Skipped: 7



### Q10: Would you recommend the Dining Program to a friend or family member?

Answered: 190 Skipped: 7

ANSWER CHOICES	RESPONSES	
Yes	98.42%	187
No	0.53%	1
Don't know	1.05%	2
TOTAL		190

# CORONAVIRUS

## WHAT CAN YOU DO?

### What is COVID-19 Coronavirus?

Coronavirus is a respiratory illness first detected in Wuhan, China, and believed to have initially spread from animals to humans but now is spreading from person-to-person contact. According to the Centers for Disease Control and Prevention (CDC), it's unclear how easily or sustainably this virus is spreading between people. Typically, respiratory viruses are most contagious when an individual is most symptomatic, but there have been reports of the virus spreading when the affected individual does not show any symptoms.

### HOW IT SPREADS / SYMPTOMS

#### COVID-19 Coronavirus Spreads:

- The virus primarily spreads via respiratory droplets produced when an infected person sneezes or coughs.
- It spreads between people who are in close contact (within about 6 feet).

#### Symptoms may appear in as few as 2 days to as long as 14 days after exposure:

- Fever, cough and/or shortness of breath

For people who are ill with COVID-19, please follow CDC guidance on how to reduce the risk of spreading your illness to others: <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

### PREVENTION

#### Currently there is no vaccine for COVID-19. The best measure is to avoid coming in contact with the virus:

- Wash hands with soap and water for at least 20 seconds or use an alcohol based hand sanitizer that contains 60-95% alcohol when water and soap are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if sick.
- Clean and disinfect objects and surfaces that have been touched (counters, doorknobs, toilets, phones, etc.).
- Cover nose and mouth when coughing and sneezing with a tissue, then immediately dispose of the tissue and wash hands for at least 20 seconds..
- It's currently flu and respiratory disease season and CDC recommends getting a flu vaccine, taking everyday preventive actions to help stop the spread of germs, and taking flu antivirals if prescribed.
- The CDC does not recommend the routine use of respirators (facemasks): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>

### MONITORING

#### Keeping Employees Safe: What to do if an employee shows flu-like symptoms

- It is highly recommended that any employees who are showing flu-like symptoms should be excluded from the operation until they are symptom free.

#### Keeping Customer Safe: What to do if a customer shows flu like symptoms in the restaurant

According to the CDC, the spread of COVID-19 occurs when people are in close contact (less than 6 feet) with an infected person. Some basic steps that could be taken are:

- Provide the customer with additional napkins or tissues to use when they cough or sneeze
- Make sure alcohol-based hand sanitizer is available for customers to use
- Be sure to clean and sanitize any objects or surfaces that may have been touched

#### Bodily Fluid Event: What to do if there is a bodily fluid event

If a customer or employee vomits or has diarrhea it is recommended (AT THIS TIME) that the operations follows protocols that are in place for Norovirus be used

- Ensure the employee who is cleaning up the area is using Personal Protective Equipment (PPE)
- Segregate the area that has been contaminated
- Dispose of any food that has been exposed
- Ensure any utensils that might have been exposed are cleaned and sanitized
- Frequently clean and sanitize the area to include the floor, walls and any other objects contaminated by the incident
- Properly dispose any of the equipment that was used to clean up the area

For additional recommendations and resources, please visit [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

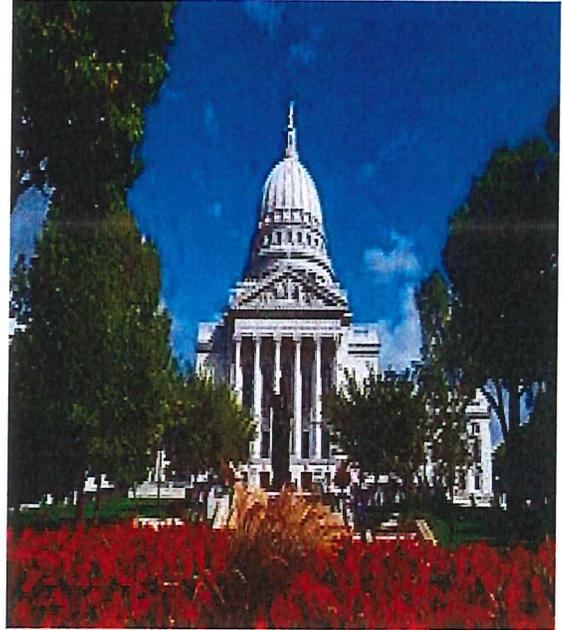
updated 3/3/20



# Attend Aging Advocacy Day

## Your voice can make a difference!

Are you interested in issues affecting older adults? Join members of the Wisconsin Aging Advocacy Network (WAAN) and others to help educate state legislators about issues impacting Wisconsin's aging population. Citizens from around the state will gather in Madison on **Tuesday, May 12**, for a day of advocacy training and meetings with legislators. No experience is necessary; you'll get the training and support you need before meeting with state lawmakers. Following the training, join others from your state Senate and Assembly district to provide information and share personal stories with your legislators to help them understand how specific policy issues and proposals impact older constituents.



### Wisconsin Aging Advocacy Day Schedule

Park Hotel, 22 S. Carroll St., Madison and the Wisconsin State Capitol

9:00 – 10:00 a.m.: Registration, Park Hotel

10:00 a.m.: Issue briefing/advocate training, district planning time & lunch, Park Hotel

12:15 p.m.: Cross the street to the State Capitol

12:30 p.m.: Group photo, State Capitol

1:00 – 3:00 p.m.: Legislative visits, advocacy activities/networking, check-out and debriefing, State Capitol Offices and North Hearing Room—2nd Floor

Aging Advocacy Day 2020 activities focus on connecting aging advocates with their legislators to advocate for this year's WAAN priorities

Call the ADRC of Door County to register at 920-746-2372

Registration deadline is Friday, April 10th.

**A cost of \$20.00 for transportation & lunch**

Depart the ADRC at 5:30am May 12th

## SAVE THE DATE:

Join us for an informational meeting on Thursday, April 23rd at 11am to learn more about aging advocacy day!