

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: July 12, 2021

RE: **Meeting Notice**

The Bayfield County Department of Human Services Nutrition Program Advisory Council Committee will meet on **Monday, July 19, 2021 immediately following the Aging and Disability Services Advisory Committee Meeting.**

The meeting will be held in person in Conference Room A. Due to COVID19 and the pandemic, remote access to this meeting will also be available and originate from Conference Room A, Washburn, Wisconsin.

Participation via 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.

The agenda includes: Review of the April 12, 2021 Meeting Minutes; Nutrition Program updates; Budget Request 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
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 April 2021

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

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

**Sam Ray
Red Cliff Elder Program Rep.
David Zepczyk**

RE: July 19, 2021 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, July 19, 2021 immediately following the ADAC Meeting. **The meeting will be held in person in Conference Room A.** Due to COVID19 and the pandemic, remote access to this meeting will also be available and originate from Conference Room A, Washburn, Wisconsin.

Participation via 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. ADAC members to receive an invitation via Microsoft Teams.

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 April 12,2021 Meeting Minutes
3. Nutrition Program Updates
 - A. Re-opening of meal sites
4. Other (Informational Items)
 - A. Budget request
5. Future Meeting Date: September 20, 2021
6. Motion to Adjourn

Thank you and Stay Safe!

Carrie Linder, Aging and Disability Services Manager

c: Bayfield County DHS ADAC Committee Members

CONGREGATE MEAL SERVICE ---DRAFT---
Considerations For Resuming In-Person Dining

The Bayfield County Nutrition Program staff intends to re-open congregate dining centers one at a time over the next several months.

State guidelines recommend that meal sites should only have 50 percent capacity in the dining area and must be able to maintain the proper social distancing requirement of six feet. Food must be served by employees; self-serve is not allowed.

Individuals who choose to dine at a meal site during the pandemic have a responsibility to maintain the proper distance from others and to follow other guidelines as stated below.

Staff & Volunteer Training

Prior to re-opening, staff will view ServSafe COVID-19 Precaution Videos:

ServSafe Reopening Guidelines

<https://event.on24.com/wcc/r/2948378/4FC037F5A115DCCEE16F14F22BEA87CC/869294?mr=s>

ServSafe Conflict De-escalation

<https://event.on24.com/wcc/r/2948370/6E6AA8DD7A94A5089934259D3036708F/869294?mr=s>

Gloves

Staff/volunteers will receive a refresher training in the proper use of disposable food service gloves using the Serving Safe Food curriculum. Included areas of emphasis are, but not limited to:

- Wash hands before putting on gloves.
- Wear gloves when handling any food items.
- Change gloves when switching to a new task.
- Do not reuse gloves.
- If gloves are removed for any reason, wash hands and put on new gloves.
- Hand sanitizer is NOT to be used as a replacement for washing hands.
- An adequate supply of gloves will be available at the dining site.

Health and Hygiene Guidelines for Staff, Volunteers and Participants

Signage

Signs will be posted at the entrance requiring participants to stay home if they are experiencing COVID-19 like symptoms.

- Staff and volunteers with fever or COVID-19 symptoms will stay home and consult their healthcare provider or local public health's recommendations on when to safely return to the meal site.
- Substitute or back-up staff will be provided.
- Post signage at the entrance of the mask status.

Hand washing/hand sanitizer

Hand sanitizer will be provided at the dining center entrance for participant use.

Staff and volunteers will continue to use proper hand hygiene, including washing hands with soap and water for at least 20 seconds before preparing or eating food; after using the bathroom; and after blowing their nose, coughing, or sneezing or handling garbage.

Hand sanitizer and tissues, for proper cough/sneeze etiquette, will be conveniently located in the dining center.

Masks and Face Coverings

- Staff and volunteers are required to wear a mask or cloth face covering for their entire shift.
- Participants are strongly encouraged to wear a mask or cloth face covering except when they are actively eating or drinking.

Physical Distancing

- Venue/Facility capacity will be reduced to ensure adequate physical distancing. Six feet of distance between participants is maintained for seated dining.
- The maximum capacity is determined by each venue/location.
- Households and/or people of the same pandemic pod will be permitted to sit next to each other, closer than the 6 foot requirement.
- Advance reservations are required to ensure adequate seating, not to exceed capacity.
- Carry out meals will be offered, if preferred. Carry out meals may be provided at before the time the meal is served.
- Participants are not allowed in the kitchen or serving area of the dining center while the site is in operation.

Food Service

- Staff and volunteers will plate meals for participants and/or serve meals to participants at their table.
- There will be no self-service of beverages. Staff/volunteers will provide refills.
- Silverware will not be preset. Silverware and napkins will be provided by staff/volunteers just prior to serving food.
- Shared condiments will not be provided. Participant will not be allowed to bring their own condiments. Single use condiments will be provided. If participants have difficulty opening items, staff/volunteers will assist.
- Leftovers: Participants can continue to take home any food that they were served and did not consume. However, participants must bring their own containers and place the leftovers in their own containers themselves. The nutrition program will not provide any disposable or carry-out containers for this purpose. Reusable containers will not be stored on site.
- There will be no sharing of food from one participant to another.
- Staff/volunteers may serve seconds but will use a clean plate or bowl.

Meal Cost Contributions

- Participants are offered the opportunity to make a donation toward the cost of their meal.
- Donations will be collected in a locked donation box conveniently located in the dining center.
- Participants are encouraged to bring the exact cash for their intended donation, checks are also acceptable.
- Staff are discouraged from making change for participants to avoid handling money multiple times.
- Two people are required to count and record donations. Hand washing and/or the use of gloves is highly recommended.

Sanitation- cleaning/disinfecting

- Cleaning, rinsing and sanitation will occur at the beginning, end and as needed during the service period. Cleaning and sanitizing solutions will be changed as needed to remain effective.
- Cleaning will be done using soap and warm water and a disposable towel.
- Rinsing will be done using warm water and a disposable towel.
- Sanitizing will be done using proper bleach and warm water solution and a disposable towel.

The following areas will be cleaned and sanitized:

- Counters
- Sink, including handle
- Stove/oven, including knobs and handle
- Refrigerator/freezer – interior touch surfaces, drawer pulls, and outside handles
- Cabinet handles
- Participant tables
- Hard surfaces of participant and staff chairs (arms)
- Carts – shelves and handle
- Any doorknobs used to enter or exit room
- Any other table used during site operation

Outbreak

The dining center location/venue will suspend all meals immediately upon knowledge of an outbreak among diners. The site will close to accomplish an intensive cleaning. If the site closes to in person dining, carry out meals may become an option. A letter or other communication will be provided to participants regarding re-opening and expectations.

Congregate Meal Site Locations & Information

Eligibility:

- Any person 60 years or older.
- A spouse of an eligible participant, regardless of age.
- Any person with a disability who resides at home with an eligible senior who is also eating at the dining center

Cost:

A suggested contribution in the amount of \$2.50/per person is asked for each meal served. No eligible person will be denied a meal because of inability to make a donation.

Reservations:

Reservations are required for each site and must be made by 12:00 noon of the prior business day. To reserve your place, or ask questions, please call **715-373-3396** and specify the date and meal site you would like to reserve. You may also reserve a meal with the site manager at the meal site.

Locations:

Barnes

Barnes Town Hall
3360 County Hwy. N, Barnes, WI 54873
Serving Day(s): Monday – Thursday (Except holidays)
Serving time: 12:30 PM

Notes: Re-start in-person dining on July 12, 2021.

Reservations:

The general process for participants is to sign up in person while at the meal site or call the meal site at 715-795-2495, Monday through Thursday between 10:15 am and 1:15 pm to reserve their meal. If participants need to sign up for a meal outside of this timeframe, they can call 715-373-3396 between 1:15 pm and before 3:00 pm Monday through Friday. Must leave name, phone number, date of meal wanted, and meal site.

Conclusions:

Home Delivered Meal Routes

- 1.) The pandemic has increased the need for Home Delivered Meals (HDM).
- 2.) While the pandemic has accelerated the need to make changes, restructuring routes was already being considered due to: current volume; projected increases in services due to the aging populations in Bayfield County communities; a need to increase quality of the meals; and decrease route times.
- 3.) Wage and Fringe costs will not be significantly different by implementing the initial restructure of the HDM Routes.
- 4.) However, route duration and structure are dependent on the individuals who request home delivered meals. The routes change intermittently, sometimes frequently, due to the addition and deletion of stops.
- 5.) The biggest need for ARPA funds for Home Delivered Meals is for start up costs.
- 6.) The proposal requests ARPA funds be committed and include a vehicle and equipment for the Cable route. The Cable route is currently run by the volunteers of the Cable Lions Club. This is a precarious arrangement due to their declining numbers and the advanced ages of the Club's members.
- 7.) Total Request of ARPA funds for vehicles and equipment \$115,000.

Aging Services Coordinator

- 1.) This position is needed due to the increase in services to the elderly due to the pandemic.
- 2.) Although the need for the position was accelerated by the pandemic, an increase in staff who coordinate aging services has been included in the Department's strategic plan for a number of years.
- 3.) ARPA funds are available, if committed, until December 31, 2025.
- 4.) ARPA funds would allow for staff to be hired and in place on January 1, 2022 and would fund the position through December 31, 2025.
- 5.) The position would then need to be sustained through county levy.
- 6.) The total request for ARPA funds for the position \$360,000.

Summary:

- 1.) ARPA funds would allow improvements and expansions to services to the elderly.
- 2.) It would also allow a number of years for Bayfield County to gear up financially to continue to provide services to one of most growing vulnerable
- 3.) The total request for ARPA funds for DHS projects is \$475,000.