

Notice of Public Meeting
Monday, January 19, 2026
10:00 a.m.

**Nutrition Advisory
Council (NAC) Meeting**

*ADRC of Door County /
Community Center
914 North 14th Avenue, Sturgeon Bay, WI*

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Meeting Minutes from the Nutrition Advisory Council from November 17, 2025**
5. **Correspondence**
6. **Public Comment**
7. **New Business (Review / Action)**
 - ◆ Program Updates
 - ◆ Nutritional Statistics
 - ◆ Nutrition Program Staff and Volunteer Training
 - ◆ Program Service Feedback Survey
 - ◆ Senior Dining Expectations Policy Updated
 - ◆ C1 Funding updates
 - ◆ T2 Diabetes Class
 - ◆ Donations from local farms and orchards
8. **Nutrition Program Participant Feedback**
9. **Unmet Needs**
10. **Sustainability Matters to be Considered**
11. **Legislative Matters to be Considered**
12. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
13. **Meeting Code**
14. **Next Meeting Date(s)**
 - Nutrition Advisory Council meeting, Monday, March 16th, 2026 at 10:00 a.m.
15. **Adjourn**

Deviation from Order Shown May Occur

Nutrition Advisory Council - Minutes

Monday, November 17th, 2025 at 10:00 a.m.

Aging & Disability Resource Center/Community Center – 914 N 14th Ave, Sturgeon Bay, WI 54235

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

- The meeting was called to order at 10:00 a.m. by Nancy Tong.

2. Establish a Quorum ~ Roll Call.

- Members attending are: Nancy Tong, Robert Worobec, Joyce Kramer, Debbie Dahms, Paul Zenefski and Nissa Norton. Absent: Allison Bourdeau. Other persons present: Jenny Fitzgerald and Nicki Scharrig. Barb Snow took minutes. A quorum was established and the meeting continued.

3. Adopt Agenda/Properly Noticed

- A motion was made by Nissa Norton and seconded by Debbie Dahms to adopt the agenda. The motion carried unanimously.

4. Approve Meeting Minutes from the Nutrition Advisory Committee from September 15, 2025

- A motion was made by Debbie Dahms and seconded by Robert Worobec to approve the minutes. The motion was carried unanimously.

5. Correspondence - None

6. Public Comment

- Debbie brought back some of the public comments for Brussels. Consumers were affected by the closing of the Brussels meal site. She said they lost their socialization and meals. They felt as if Southern Door is always the first to be dropped.

7. New Business (Review/Action)

● Program Updates

- Bong Yon is catching on quick and doing great on the soup and salad bar. Candy is the meal site manager for Baileys Harbor and Liberty Grove. She also delivers meals on wheels to Baileys Harbor on her way to the meal site. She is doing great and is good at her time management.
- Robert completed an Environmental Review at the Sturgeon Bay meal site. He said it was like he was the new kid at school. He mentioned that he said hello to people he already knew. Robert sat alone to see if someone would join him. It was a “No Senior Eats Alone Day” and most people sat together, however, no one made an effort to join him. One option was to see if outgoing people would be willing to sit and eat with new people. Joyce went to Baileys Harbor and Liberty Grove. She said the visit went ok. Overall, the assessment went well. The reviews were sent in and we are compliant for 3 years.

● Nutritional Statistics

- Nickie reviewed the handout “Health and Human Services Statistics” noting that the total participation for activities and events are up a bit. Congregate Meals for Sturgeon Bay are close to 12,000 for 3rd quarter. Baileys Harbor meals on wheels are up almost 50 in the last quarter. The numbers are fairly consistent and we are getting more new people in all the time.

● 2025 Nutrition Program Survey Results

- Nicki mentioned that we were able to be flexible to do what we wanted with the survey. The Aging Plan goal was to add cultural meals. Nicki went over survey handout. There were 117 responses. Top cuisine and cultural experience included: German, Italian, Mexican, Chinese, and Swedish. Favorite entrées included: Baked Chicken, Thanksgiving Meal: Turkey with all the fixings, Lasagna, Meatloaf, and Swedish Meatballs. Cream of Broccoli and Seafood Chowder were among the favorite soups. Favorite side dishes included: Baby red potatoes, Fresh Fruit: Apple, Orange, Banana, Scalloped Potatoes and German Potato Salad. Committee members mentioned that the

rice has been bland. Nicki noted that they had started adding things to the rice to help. Another suggestion was to add fish on Fridays.

- **Nutrition Program Staff Training at Fox Valley Technical College**

- The Nutrition Program staff training went well. The participants were able to join in nutrition related questions and answer through the app Kahoot. Sierra did a Dementia Live session. There was Food Safety Jeopardy where Door County team won as Kathy Ash showed her knowledge. The Other trainings included were; Specialist for the Blind, Fire safety training with the Grand Chute Fire Department. And discussing problems that happens during meals on wheels or at the sites. Meals on Wheels drivers can be invited to future trainings. The committee also discussed a anti-choking device. has a training coming up. This training covers categories that include but not limited to; food safety, sanitation, prevention of food borne illness, donations/contributions, procedures of home delivered meals, meals on wheels screening and assessments, portion control, on site cooking and food prep, ethics and boundaries. Meals on Wheels and Volunteer trainings include but not limited to; food safety and sanitation, emergency preparedness, nutrition standards, ethics and boundaries, person centered trauma informed.

- **Malnutrition Awareness Breakout Session**

- Our Nutritionist, Teresa Mertens, presented at our Caregiver Conference last Thursday, about the huge problem with getting healthy foods. 1-4 older adults are malnourished. She discussed balancing group and home settings in reducing malnutrition.

- **Emergency Preparedness-Frozen & Shelf Stable**

- We are writing a grant for Frozen and Shelf Stable food through Gordon Foods. We will send the extra meal to meals on wheels participants for emergency meals for the times when we are not open or could not get meals on wheels out to them. Ideas include but are not limited to: spaghetti, dry milk, fruit snacks, crackers, applesauce, breakfast bars, peanut butter, goldfish crackers, fruits, and raisins.

8. Nutrition Program Participant Feedback

- A handout is included in the agenda packet. There are many participant notes and thank you's on how good the meals are.

9. Unmet Needs

- Brussels

10. Sustainability Matters to be Considered - None

11. Legislative Matters to be Considered - None

12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

13. Meeting Code – 1117

14. Next Meeting Date and Time

- Nutrition Advisory Council meeting, Monday, January 19th, 2026 at 10:00 a.m.

15. Adjourn

- A motion was made by Paul Zenefeski and seconded by Debbie Dahms to adjourn the meeting at 10:53 am. The motion carried unanimously.

The minutes for this meeting were recorded by Barb Snow.

	A	U	V	W	X	Y	Z	AA
1	HEALTH AND HUMAN SERVICES STATISTICS							
2	UNIT	2024 Qtr 4	2024 TOTAL	2025 Qtr 1	2025 Qtr 2	2025 Qtr 3	2025 Qtr 4	2025 TOTAL
3								
4	AGING & DISABILITY RESOURCE CENTER (ADRC)							
5	Total New memberships	92	440	100	148	100	122	470
6	Total participation-Activities and Events (check-ins)	6522	27853	8035	7556	7950	6919	30460
7	Volunteer Hours (# of volunteers/hours)	123/1767.65	460/8,127.65	118/3119	126/1900	134/1963	134/1692	134/8674
12	Meals-Congregate							
13	Baileys Harbor	360	1451	325	289	291	274	1179
14	Brussels Opened October 2018 - Closed as of 8/1/2025	249	870	208	227	85	0	520
15	Liberty Grove	135	700	161	227	273	163	824
16	Sturgeon Bay	3503	13217	3741	3537	4635	3703	15616
17	Washington Island	258	1002	175	204	263	224	866
18	Meals Congregate TOTAL	4505	17240	4610	4484	5547	4364	19005
19	Meals on Wheels							
23	Sturgeon Bay - MOW	3588	13836	3751	3411	3660	3518	14340
24	Brussels - MOW	182	457	140	121	17	0	278
25	Baileys Harbor - MOW	107	294	85	104	146	138	473
27	Liberty Grove - MOW - formerly Scand	491	1513	483	386	215	177	1261
28	Washington Island - MOW	570	2584	416	426	539	484	1865
30	Meals on Wheels TOTAL	4938	18684	4875	4448	4577	4317	18217
31	Meals-Frozen TOTAL	406	3656					
32	All meals TOTAL	9849	39580	9485	8932	10124	8681	37222
33								
91	* Brussels congregate meal site closed as of 8/1/2025							



Program Service Feedback Survey

Thank you for taking the time to complete this survey. Your feedback helps the Aging and Disability Resource Center (ADRC) improve services, programs, and supports for our community. The survey should take approximately 3–5 minutes to complete. All responses are confidential.

About the Services You Used

1. **Which ADRC program(s) have you used in the past 12 months?** *(Check all that apply)*

- Disability Benefit Specialist (DBS)
- Elder Benefit Specialist (EBS)
- ADRC Specialist / Options Counseling
- Dementia Care Specialist
- Caregiver Support Program
- Nutrition Program (Meals, Dining Sites, Home Delivered Meals)
- Activities and Programs (classes, events, social activities)

2. **How did you first learn about the ADRC services you used?**

- Friend or family member
- Healthcare provider
- Community organization
- Website or social media
- Flyer/newsletter
- Other: _____

3. **How easy was it to contact ADRC staff or access services?**

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

4. **How satisfied were you with the timeliness of responses or appointments?**

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

Quality of Services

5. **Staff were knowledgeable and able to answer my questions.**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

6. **Staff treated me with respect and listened to my concerns.**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

7. **The information or assistance I received was clear and easy to understand.**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Program-Specific Outcomes

8. **The services I received helped me better understand my options, benefits, or next steps.**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

9. **As a result of ADRC services, I feel more confident managing my situation or supporting myself or a loved one.**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

10. **If you used activities, caregiver, dementia care, or nutrition programs, how well did the program meet your needs?**

- Extremely well
- Very well
- Moderately well
- Slightly well
- Not at all well
- Not applicable

Overall Experience

11. **Overall, how satisfied are you with ADRC services?**

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

12. **How likely are you to recommend ADRC services to others?**

- Very likely
- Likely
- Neutral
- Unlikely
- Very unlikely

Open-Ended Feedback

13. **What did the ADRC do well?**

14. **What could we do to improve to better meet your needs?**

15. **Is there anything else you would like us to know about your experience?**

Thank you for your feedback. Your input directly supports continuous improvement of ADRC programs and services.

Please return to Front desk at ADRC



ADRC of Door County Meal Expectations and Guidelines

We are committed to providing nutritious food, a clean and safe facility, and to fostering socialization and health promotion for participants, volunteers and employees. As a result of this commitment, there are expectations and guidelines that we expect all to abide by to help assure a positive dining experience. Thank you!

1. EVERYONE IS WELCOME

Those eligible to participate on a donation basis, include anyone age sixty and older, their spouse regardless of age, non-paid caregivers who accompany an eligible person, anyone with a disability and who lives in the community with someone age sixty or older or who lives in a housing facility occupied primarily by older individuals where Senior Dining services are provided. **Please donate what you can.** Individuals who do not meet any of these criteria are welcome but must pay the full meal cost to participate.

We ask that conversation and behavior is respectful of others. Inappropriate, harsh, harassing or disrespectful acts will not be tolerated. Please do not impose your beliefs and opinions on very sensitive topics, such as politics and religion, on other diners.

We ask that you complete the registration process prior to having a meal at the dining center. The information is required by our funders as a way to determine that we are meeting the needs of our community, and serving as many eligible individuals as our resources allow. We are required to ask for information such as income, race and ethnicity to ensure that we are making services available to all who are eligible. To determine eligibility for the program we will be asking for your date of birth. For emergency purposes we may be asking for an emergency contact name and phone number. **All information you provide is kept confidential.** For your convenience and privacy, you may complete the forms at the dining site. In order to ensure the accuracy of the information you provide we will ask you to update your registration information once a year.

2. DONATIONS

Suggested donation is \$6.00 per meal. The Nutrition Program relies on donations to provide meals to as many in our community in need as possible. Federal and state funds only pay a portion of meal costs. Please donate what you can. No one will be denied a

meal if they are unable to contribute toward the cost of the meal. People who are not eligible for the Nutrition Program must pay the full cost of \$14.00 for their meal. Coffee is not part of the Nutrition Program and we don't receive funding to support it. All coffee and related supplies are purchased using specified coffee donations. We ask each individual consuming coffee contribute \$1.00 per day.

3. RESERVATIONS REQUIRED

In order to effectively and efficiently serve you, we require reservations. You are responsible for making your own reservation, and if needed cancel 24-hours prior. When you make reservations at the dining site, make sure the staff or volunteer has followed through on your request. Also, please wait your turn; reservations can only be made for one person at a time.

4. NO SAVING SEATS

Everyone is free to choose where he or she wants to sit on a "first come, first served" basis. If there isn't a place at your favorite table, sit at a different table and talk to someone new. Please do not sit at the Nutrition Program tables during lunchtime if you are not eating.

5. "DRESS" FOR MEALS

Appropriate attire is required when attending the dining center. This means no nightwear and no bare or stocking feet. Please dress as you would if you were going out to eat. For everyone's dining enjoyment please bathe regularly and practice good personal hygiene. We expect you to use appropriate language. Sexual harassment will not be tolerated.

6. NUTRITION SCREEN

It is a requirement for our funding that all participants complete a nutrition screen checklist form once a year. This is a federal public information collection requirement. If areas are identified that place you at nutrition risk, nutrition education resources are available to you. You can also ask for the contact information for a local dietitian if you would like additional information.

7. FOOD SAFETY- TAKING FOOD HOME

You may take home any part of the meal served to you that you cannot finish, in your own container. Once the food leaves the dining center, it is your responsibility to assure it is handled safely. We encourage you to bring a cooler/lunch bag with a cold pack to keep perishable items cold until you can refrigerate them, this should be done as soon as possible. Perishable food should not be at room temperature longer than two hours.

8. PRAYER

You have the choice whether or not to pray, either silently or audibly. The prayer will not be led, sponsored or organized by the persons administering the nutrition program or dining centers.

10. PETS

Animals are not allowed where food is prepared, served, or stored, with the exception of animals required to assist a disabled worker or diner.

We ask that everyone be respectful of one another when participating in the Nutrition Program. If you ever feel that you have been treated unfairly by staff or a volunteer at the dining site you may file a grievance/complaint.

Respectfully,

_____, *Assistant ADRC Director*

Read and agreed to by: (participant) _____

Date: _____

Learn About

PREVENT T2

OFFERED BY DOOR COUNTY
PUBLIC HEALTH
STARTING IN SPRING 2026



Public Health
Prevent. Promote. Protect.
Door County



Informational Class on
Wednesday 3/4/26
11:45am



ADRC Sturgeon Bay

914 N 14TH AVENUE

Call or email Teri to register: 920-746-7110

tvanielshout@co.door.wi.gov

Why do I Prevent T2?

I love being out in my garden. So when my doctor told me I had prediabetes, I **knew preventing type 2 diabetes had to become a priority.**

PREVENT T2

OFFERED BY DOOR COUNTY
PUBLIC HEALTH
STARTING IN SPRING 2026



Public Health
Prevent. Promote. Protect.
Door County

✓ The Goal of this Class

The goal of this class is to prevent Type 2 diabetes with lifestyle change. It is built in with social support and a great curriculum which will break things down into realistic, manageable steps.

✓ The Evidence and Outcomes

Researches for the Diabetes Prevention Program did a 3 year study of participants. Program adherents achieved:

- reduced risk for developing Type 2 diabetes by 58%
- participants over the age of 60 reduced Type 2 diabetes risk by 71%
- after 10 years follow-up, participants had a 34% lower rate of experiencing Type 2 diabetes.

✓ Why Choose Prevent T2

This is an evidence-based class, meaning that the class and outcomes of past participants have been researched by professionals. This class is worth it because it is

- Cost Effective
- Evidence Based
- Delivered with compassion
- Designed to be doable

• Who is this Class For?

Anyone wishing to reduce risk of developing Type 2 Diabetes or supporting a loved one in this process.

• How do I qualify?

You must be an adult who:

- Has increased risk for developing T2
- Will show up supporting a friend or loved one with increased risk for T2

• What will it cost?

\$100 for full registration.

\$50 for supporting a loved one

-supporters will not get weekly food journal feedback.

• When will it meet?

This is a year long class. We will meet weekly for the first 6 months (16 sessions). The last 16 sessions will meet twice monthly.

• Where will it meet?

This is a hybrid class, meaning that it can be accessed in person or online. In person meetings will take place at the ADRC. First class is 4/29/26 at 10am.

• How do I sign up

Sign up or inquire more by contacting Teri VanLieshout at Door County Public Health. Contact info below:

Call or email Teri to register



920-746-7110



tvanlieshout@co.door.wi.gov