

**PROCEEDINGS OF THE PROGRAM COMMITTEE OF THE AGING AND
DISABILITY RESOURCE CENTER OF BROWN COUNTY**

June 28, 2007



PRESENT: Dr. Donarski, Barb Wescott, Ethel Macaux, Judy Parrish, Libby Miller, Helen Joe Van Deurzen, Tom Diedrick.

ALSO PRESENT: Sunny Archambault, Laurie Ropson

ADOPTION OF AGENDA: The agenda was adopted by consensus.

ELECTION OF CHAIRPERSON: Dr. Donarski was elected chairperson by consensus.

MINUTES: Ms. Wescott moved to approve the minutes form July 12, 2005.

OPENING OF PROPOSALS: Apple Creek and Konop had submitted proposals for the 2008-2009 Nutrition Program. Ms. Ropson opened the sealed packets. Apple Creek had submitted a per meal cost of \$3.44; Konop's per meal cost was \$3.28.

CLOSED SESSION: Ms. Wescott moved to have the committee convene into closed session, pursuant to Section 19.85(i)(e), Wisconsin Statutes, to consider action relevant to contracting for the preparation and delivery of meals for the elderly nutrition program sites in 2008 & 2009. Ms. Macaux seconded. **MOTION CARRIED.**

OPEN SESSION: Supervisor Van Deursen moved to return to open session to take action relevant to contracting for the preparation and delivery of meals for the elderly nutrition program sites in 2008 & 2009.

Supervisor Van Deurzen moved to accept Konop's proposal for \$3.28 per meal upon a successful review of the other proposal contents by the Nutrition Coordinator. Ms. Macaux seconded. **MOTION CARRIED.**

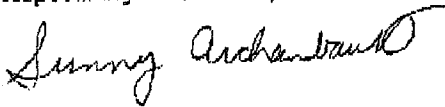
ANNOUNCEMENTS: Ms. Ropson announced that the transition with St. Vincent's home delivered meal customers to our program went very well. While it was difficult recruiting volunteers, the transition made sense for persons to receive meals through our program. She added that we are continually in need of volunteers. She also suggested that, in the long run, we complete an analysis of developing a meal distribution site on the east side. However, this would also require additional staff.

SAMS, the software reporting system the nutrition and other aging programs are required to use, is still problematic. The system keeps "shutting down" and will not let you enter information. All data needs to be entered by October 1 because the agency will receive its nutrition dollars based on the information entered into SAMS. We will make this a priority to assure our information is correct by the October deadline.

Our new Nutrition/Volunteer Coordinator is scheduled to start on July 23. This will allow us to dedicate the additional time we need to address reporting and data entry issues.

ADJOURN: Supervisor Van Deurzen moved to adjourn. Ms. Macaux seconded. **MOTION CARRIED.** Meeting adjourned at 8:20 a.m.

Respectfully Submitted,



Sunny Archambault
Director