

Nutrition Advisory Council Agenda

The Grant County Nutrition Advisory Council will meet at 2:00 p.m. on Tuesday, June 2, 2026 in the Lobby Conference Room at the Community Services Building, 8820 Hwy/35/61/81, Lancaster, WI 53813.

Please RSVP to Courtney at 608-723-6113 or cbrookhart@co.grant.wi.gov.

Join Zoom Meeting

<https://co-grant-wi-gov.zoom.us/j/88261942994?pwd=3bym9O4qwW1Ho8IBBkKIWUaLYQGwcn.1>

Meeting ID: 882 6194 2994

Passcode: 900767

Dial: 1-312-626-6799

1. March 3, 2026 Minutes
2. Program Updates
 - Dietary Guidelines
 - Food Temp Policy
3. Advocacy Update
 - 2025 Data
 - WAAN Brief
4. Statistical Report
5. Coordinator Report
6. Upcoming Events
 - Farmer's Market Coupons: June 1 – Sept 30
 - June: Alzheimer's & Brain Awareness Month
 - Mind Over Matter: July 20, August 3, & August 17, Platteville
 - Medicare 101: July 24 and September 18, Lancaster
7. Any other business

Prepared by: Courtney Brookhart

Posted: 5/22/2026

Next Meeting: Tuesday, August 4, 2026

Nutrition Advisory Council Minutes

The Grant County Nutrition Advisory Council met at 2:00 p.m. on Tuesday, March 3, 2026 in the Lobby Conference Room at the Community Services Building, 8820 Hwy/35/61/81, Lancaster, WI 53813.

Attendance: Larry McReynolds, Chuck Piper, William Bauer-Leffler, Ashley Trautsch(z), Courtney Brookhart

1. October 7, 2025 Minutes

No changes made.

2. Program Updates

- Brookhart discussed the changes made to dessert items on menus.
- Brookhart shared that the nutrition program received a donation from the Eckstein Foundation at the end of 2025 and how the funds were spent.

3. Advocacy Updates

Brookhart disbursed advocacy information.

4. Statistical Report

No comments.

5. Family Care Contracts

No changes at this time.

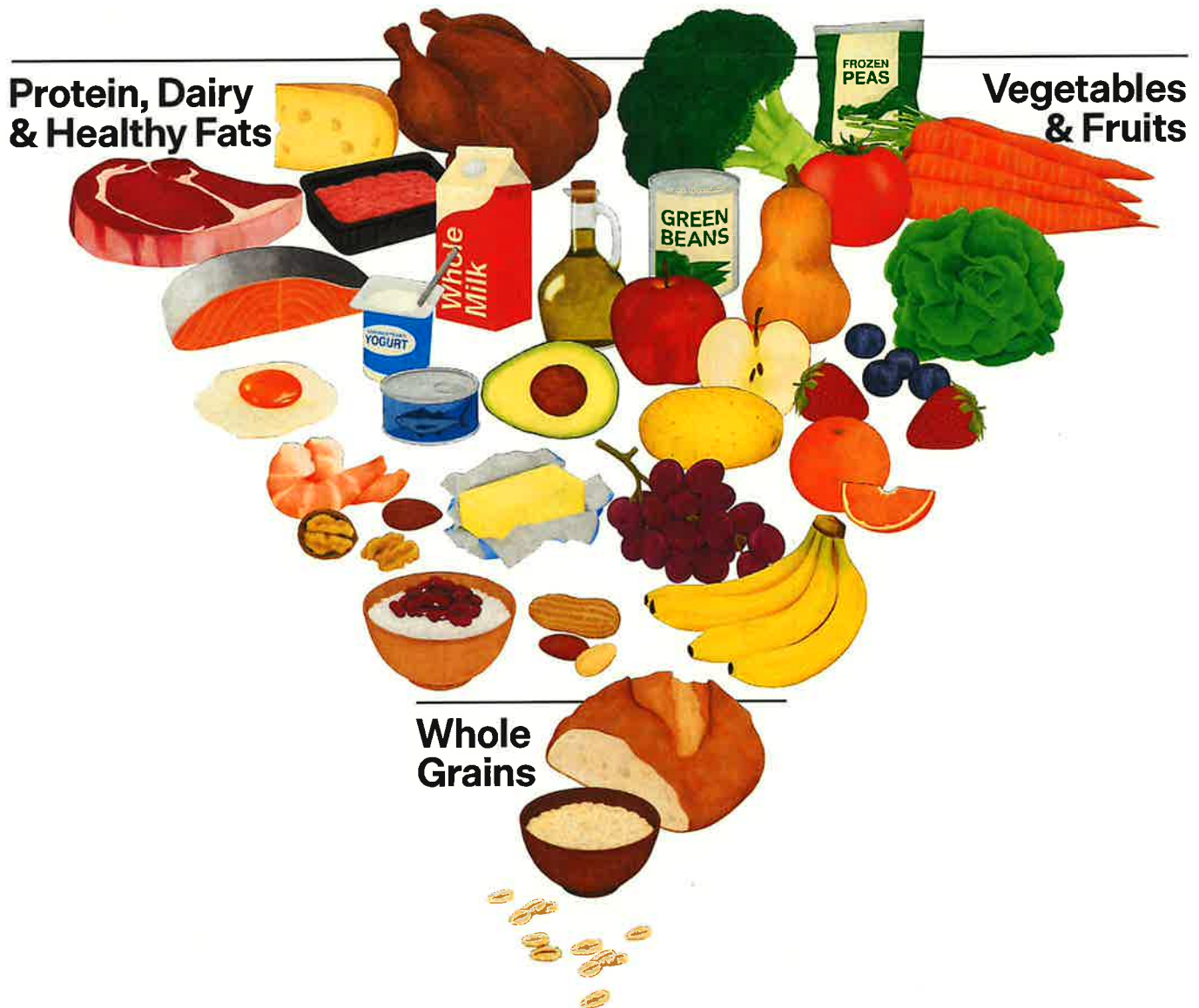
6. Upcoming Events

- Healthy Living with Mild Cognitive Impairment: Unpacking Ultra-Processed Foods, Virtual or Platteville Senior Center, March 6th
- Dementia Live, Schreiner Memorial Library, Lancaster, March 27th
- Boost Your Brain and Memory, Muscoda Public Library, April 15-May 27th
- March: Senior Nutrition Program Anniversary Month
- April: National Volunteer Month

7. Any other business

- Medicare 101, CSB Lobby Conference Room, March 20th
- Next meeting is June 2, 2026

Dietary Guidelines For Americans



Grant County Nutrition Program

Food Temperature and Meal Test Tray Policy

Purpose: To provide a consistent process for properly checking and recording meal temperatures when receiving and delivering food, and to ensure proper food safety measures are implemented to prevent food-borne illness among the frail, elderly population.

Policy:

All food being transported/delivered will be held in a safe temperature range (<41°F or >135°F) to avoid the danger zone. Food that is to be in the Danger Zone (41-135°F) can grow dangerous levels of bacteria that can cause food-borne illness.

Receiving Bulk Food Transport

When receiving bulk food at each dining location, staff will remove food from the catering vehicle & transport pans into the Senior Dining site food serving area. At this point, food temperature will be measured by the Nutrition Site Manager using the following process:

1. Sanitize a calibrated bimetal or digital thermometer by wiping it with an alcohol pad.
2. Open one pan of food at a time by removing the lid, and/or plastic/foil wrap.
3. Stir food.
4. Insert the thermometer into the food, assuring that the sensor is in the center or thickest part of the food. Also, the thermometer should not be touching the side of the pan, the bottom of the pan, a bone, or a pocket of fat as this will alter the true temperature of the food.
5. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
6. Measure temperature in several places in the food. Then recover the food promptly to maintain temperature and hot hold until serving.
7. **Repeat this process for each food item.**
8. Open a milk carton for measurement of milk temperature. This milk cannot be served to a participant.
9. Any food that is not within the acceptable temperature range should not be accepted from the caterer. Inform Nutrition Director immediately.
10. **Record all temperatures on the *Food Temperature & Comment Log*.**
11. If any food or beverage temperature is not in proper safe food range (</41°F or >/135°F), conduct and document corrective action and inform the Nutrition Program Coordinator, or local ADRC Manager.

Packaged Home Delivered Meal Temperature Testing

1. Once per calendar month, for routes longer than 1 hour or once a quarter for routes less than 1 hour, all Home Delivered Meal (HDM) delivery routes will have food & beverage temperatures checked after the last meal is delivered. It works well to do this on a day when there is an extra HDM (because of a late cancellation, undeliverable meals, an extra meal delivered by the caterer). The test tray meal will be used for temperature testing, the meal will be packaged along with other HDMs so it is the last one in the delivery bag. A test amount of cold items will also be sent, they will be the last items in the bag or cooler.

2. Meal delivery drivers will use insulated delivery bags with multiple cold or hot inserts and/or hot insulated bags with a heat source to keep hot food hot and cold packs for the cold food bag/cooler.. The driver will use care to quickly transfer the packaged meals to the vehicle in a way that will help with temperature retention.

Per WI Aging Network P&P Home-Delivered Meal Temps:

- Food will be delivered at safe temperatures to prevent foodborne illness.
 - Hot food will be maintained and delivered at 135° F or above or it will not be served.
 - Cold food will be maintained and delivered at 41° F or below or it will not be served.
 - Frozen food will be maintained and delivered in a solid frozen state or it cannot be left with the participant.
3. After you deliver your last meal, you will use your thermometer to check the temperature, quality, and taste (optional) of the meal.
 - a. Nutrition Driver will remove the hot food first.
 - b. Using a calibrated digital thermometer, wipe it with an alcohol pad, open one section of the dish, place the thermometer in the thickest part of the food, allow the thermometer to read temperature until the temperature stabilizes.
 - c. Record all food items on the temperature test sheet. All menu items which require temperature control must be tested each time and & recorded.
 - d. Repeat this process for all hot foods, opening one section of the food container at a time, if able.
 - e. Once all hot food temperatures have been recorded, remove a cold meal from the cold delivery bag/compartment, and check the temperature for each cold food item in the same way as the hot food.
 - f. Lastly, remove the milk carton from the cold delivery bag/compartment, open the carton, and use a thermometer to check the temperature. Again, record food items & temperature readings on the temperature test sheet.
 - g. If desired, the driver is welcome to eat the meal used to test the temperature.
 4. Clean the thermometer with an alcohol wipe, and return the thermometer to the kitchen with the delivery equipment. Give the temperature test tray recording form to the site manager.
 12. Submit completed temperature test document with recorded information (staff/volunteer name, date, time, delivery route, food items, temperatures) to the Nutrition Program Coordinator. If any food or beverage temperature is not in proper safe food range (</41°F or >/135°F), conduct and document corrective action and inform the Nutrition Program Coordinator, or local ADRC Manager.

Submit Food Temperature & Comment Log and HDM Test Tray Form to Nutrition Program Coordinator or ADRC Manager each week.

Home Delivered Meal Test Tray Form

Meal Site: _____

Date: _____ Route: _____ Drivers Name: _____

Packaging Time: _____ Route Start Time: _____

Ice Sheets/Cold Packs: _____ # Hot Packs: _____

Instructions: Record each menu item and check the temperature of all foods that require **hot or cold** holding, including canned fruit, lettuce salads, and milk, at the final delivery. Insert the thermometer into the thickest part of the food and allow the reading to stabilize before recording. **Hot foods must be 135°F or above, and cold foods must be 41°F or below throughout delivery.** Foods outside these ranges are in the Temperature Danger Zone, where bacteria grow rapidly.

	Write Each Menu Item	Temp when the meal was packaged	Temp at the end of the route
Entree			
Grain			
Veg/Fruit			
Veg/Fruit			
Veg/Fruit			
Dessert			
Milk			

Meal Quality Check (circle & comment):

Appearance: Good / Fair / Poor _____

Smell: Good / Fair / Poor _____

Taste (optional): Good / Fair / Poor _____

Temperature Danger Zone Noted? Yes No

Corrective Action Plan (if needed, continue on back):

Site Manager: _____ Date: _____

Nutrition Coordinator: _____ Date Reviewed: _____

Safeguard Home-Delivered Meals

STATE ISSUE BRIEF

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Home-Delivered Meal Services, a solution to help older Wisconsinites age at home

Wisconsin is home to over 1.5 million older adults (ages 60+).¹ This equates to more than one of every four Wisconsin residents! The Older Americans Act (OAA) home-delivered meal

(HDM) program is a proven, effective way to support Wisconsinites as we age, as well as offer support to our family caregivers.

HDMs, often referred to as Meals on Wheels, are more than food – they are a vital service that sustains lives and independence by providing nutritious food, safety checks, socialization, and connections to services. A 2023 survey revealed for nearly 70% of the 34,000 people served, this meal was their main source of food and nutrition each day.²

State funding makes up about 3% of total program funding. Additional state funding would help local programs:

- **Meet level of need.** Current funding can support only 70% of the projected demand for meals each year. Funding is needed for almost 800,000 meals (approximately \$11 million).
- **Meet unprecedented levels of need:** On average, Wisconsin's nutrition programs have reduced the number of home-delivered meals they can offer by 18% since 2021.
- **Cover increased expenses driven by inflation and a lack of resources:** The average cost to provide a meal in Wisconsin is \$13.81, a 27% increase over 2018 costs and a 7% increase from the prior year. Costs are projected to continue to increase at least 3% each year. For many counties demand for HDMs exceeds their capacity.²
- **Address revenue shortfalls:** Flat or small funding increases despite rising food and delivery costs, a growing demand and a shortage of volunteers result in many programs being unable to offer meals to all eligible older adults. 15 agencies have no volunteer drivers and must rely on paid drivers. Local funding, currently at 47% of total program funding in 2025, is maxed out.⁴

WAAN's Position:

Older Americans Act Home-Delivered Meals (HDMs) are a cost-effective investment providing eligible Wisconsinites a meal, socialization, and wellness check. **An increase of \$7.7 million GPR in each year of the budget is needed to meet the need across the state.**

Home-Delivered Meal Services provide solutions³:

- ❖ Reduce social isolation and loneliness,
- ❖ Reduce health care costs and nursing home admission,
- ❖ Reduce fall risk,
- ❖ Increase home safety and ability to age in place,
- ❖ Increase food security and improved diet quality,
- ❖ Improve nutrition status
- ❖ Provide access to additional supports.

"When you can't get outside, it is like being in solitary confinement. The knock, the meal the visit – it's everything." HDM Participant

-continued-

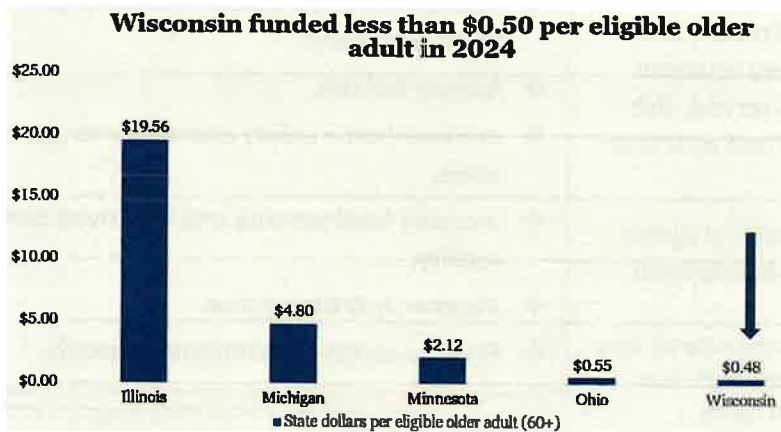
Most of us plan to remain living in our homes as we age. HDM services help to make our plans a reality. The services and resources received from the program play a crucial role in enabling people to live more nourished and independent lives in their homes as they age, avoiding costly long-term care institutions or worsened health outcomes. The ability to access crucial HDM services in a *timely and*

Nearly 23,000 HDM program participants received meals and services in 2025,² 72% are age 75 +, 54% live alone, and 46% reside in a rural area.

- ❖ **One-third have no one else coming to visit or check on them,**
- ❖ **For one-third the only person they see on a given day is the HDM driver,**
- ❖ **25% live on income at/or below the poverty level, and**
- ❖ **50% are at risk for poor nutrition, and 20% have decreased appetite &/or have lost weight unintentionally.**

consistent manner is key to the program’s successful intervention to support the health and independence of older adults. Yet, reaching all older Wisconsinites who need meals remains constrained by funding and capacity limitations.

As of April 2026, more than **half (43) of Wisconsin counties** report that they must maintain waitlists, cannot serve their entire county, must prioritize who receives meals, and/or have reduced the number of meals provided each week.⁴



One year of home-delivered meals, including the daily wellness check, costs approximately \$3,500, which is approximately the same cost of one day in the hospital or 10 days in a long-term care facility in Wisconsin²

Additional state funding is needed to safeguard the well-being and dignity of older Wisconsinites by **ensuring no eligible participant will have to wait for this critical service** and all will have access to this essential program!

For more information see WAAN’s HDM infographic: <https://gwaar.org/api/cms/viewfile/id/2009013>

Sources: (continued on page 3)

Find this and other WAAN issue briefs at: <https://gwaar.org/issues-and-initiatives>

Core member organizations

- Aging and Disability Professionals Association of Wisconsin (ADPAW) • Alzheimer’s Association Wisconsin Chapter
- Board on Aging and Long Term Care (BOALTC) • InControl Wisconsin
- Wisconsin Adult Day Services Association (WADSA) • Wisconsin Association of Area Agencies on Aging (WAA)
- Wisconsin Association of Benefit Specialists (WABS) • Wisconsin Association of Nutrition Directors (WAND)
- Wisconsin Association of Senior Centers (WASC) • Wisconsin Family and Caregiver Support Alliance (WFACSA)
- Wisconsin Institute for Healthy Aging (WIHA) • Wisconsin Senior Advocates
- Wisconsin Senior Corps Association (WISCA) • Wisconsin Tribal Aging Unit Association

Mission

The Wisconsin Aging Advocacy Network (WAAN) works with and for all older adults by educating community members and policy makers on priority issues while advocating for meaningful change. Learn more at gwaar.org/waan.

Home-Delivered Meals Sources:

- 1) State Fact Sheet 2024 – Wisconsin, Meals on Wheels America,
<https://www.mealsonwheelsamerica.org/wp-content/uploads/2026/04/WI.pdf>
- 2) Bureau of Aging and Disability Resources HDM Profile 3/3/2026
- 3) Meals on Wheels America, National Snapshot 2026
<https://www.mealsonwheelsamerica.org/research/fact-sheet-supporting-senior-health-and-independence-while-saving-money/>
- 4) Wisconsin Statewide Advocacy Survey 4-30-26

(rev. 5-3-26)

3/3

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Wisconsin Adult Day Services Association (WADSA) • Wisconsin Association of Area Agencies on Aging (W4A)
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**Nutrition Summary -- October 2025 through September 2026
Apr-26**

YTD	Month	Boscobel	Cassville	Cuba City	Fennimore	Lancaster	Montfort	Muscoda	Platteville
# of Days Served	995	152	21	14	21	21	12	21	21
Meals Ordered	30727	4545	879	219	469	781	86	453	1106
Ordered in excess of served	-25	-8	-6	2	2	6	0	1	-15
<u>Meals Served</u>									
Congregate Meals	7412	1132	417	47	100	133	64	35	179
Home Delivered Meals	23340	3421	468	170	367	642	22	417	942
Total Meals	30752	4553	885	217	467	775	86	452	1121
HD Family Care Meals	1411	214	42	45	0	25	0	56	29
<u>Meals Served</u>									
Participants - Eligible	29825	4417	849	217	461	744	86	430	1093
Participants - Ineligible	5	2	1	0	1	0	0	0	0
Staff/Vol - Eligible	919	134	35	0	5	31	0	22	28
Staff/Vol - Ineligible	3	0	0	0	0	0	0	0	0
Total Meals	30752	4553	885	217	467	775	86	452	1121

Unduplicated Persons Served	402	98	27	49	44	65	11	25	83
New People Served	118	15	11	0	0	4	0	0	0

Donations

Congregate	\$ 26,887.06	\$ 4,346.92	\$ 1,481.92	\$ 286.00	\$ 465.00	\$ 214.00	\$ 520.00	\$ 30.00	\$ 825.00
Home Delivered	\$ 80,358.00	\$ 12,429.00	\$ 1,650.00	\$ 415.00	\$ 1,506.00	\$ 2,605.00	\$ 225.00	\$ 712.00	\$ 3,728.00
Total	\$ 107,245.06	\$ 16,775.92	\$ 3,131.92	\$ 701.00	\$ 1,971.00	\$ 2,819.00	\$ 745.00	\$ 742.00	\$ 4,553.00
FamilyCare Reimbursement	\$ 23,364.79	\$ 3,719.32	\$ 729.96	\$ 782.10	\$ -	\$ 434.50	\$ -	\$ 973.28	\$ 504.02
Foodshare Donations	\$ -	\$ 210.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00
Avg. Congregate	\$ 3.63	\$ 3.84	\$ 3.55	\$ 6.09	\$ 4.65	\$ 1.61	\$ 8.13	\$ 0.86	\$ 4.61
Avg. Home Delivered	\$ 3.66	\$ 3.88	\$ 3.87	\$ 3.32	\$ 4.10	\$ 4.22	\$ 10.23	\$ 1.97	\$ 4.08
Avg. # of Meals Served	31	30	42	16	22	37	7	22	53
Congregate	7	7	20	3	5	6	5	2	9
Home Delivered	23	23	22	12	17	31	2	20	45

Nutrition Summary -- October 2025 through September 2026
Year to Date thru April 2026

	YTD	Boscobel	Cassville	Cuba City	Fennimore	Lancaster	Montfort	Muscoda	Platteville
# of Days Served	995	138	85	138	138	138	82	138	138
Meals Ordered	30727	5763	1502	3053	3846	5402	600	3049	7512
Ordered in excess of served	-25	-29	-5	-15	13	50	1	12	-52
<u>Meals Served</u>									
Congregate Meals	7412	2600	323	838	1064	830	480	243	1034
Home Delivered Meals	23340	3192	1184	2230	2769	4522	119	2794	6530
Total Meals	30752	5792	1507	3068	3833	5352	599	3037	7564
HD Family Care Meals	1411	206	319	0	232	130	0	355	169
<u>Meals Served</u>									
Participants - Eligible	29825	5557	1474	3024	3769	5106	598	2893	7404
Participants - Ineligible	5	3	0	2	0	0	0	0	0
Staff/Vol - Eligible	919	232	33	39	64	246	1	144	160
Staff/Vol - Ineligible	3	0	0	3	0	0	0	0	0
Total Meals	30752	5792	1507	3068	3833	5352	599	3037	7564

Unduplicated Persons Served

New People Served	118	83	5	8	0	22	0	0	0
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Donations

Congregate	\$ 26,887.06	\$ 9,039.96	\$ 1,791.00	\$ 3,910.00	\$ 2,739.55	\$ 1,004.00	\$ 2,517.00	\$ 100.30	\$ 5,785.25
Home Delivered	\$ 80,358.00	\$ 12,064.00	\$ 3,575.00	\$ 9,057.00	\$ 10,861.00	\$ 17,687.00	\$ 525.00	\$ 5,180.00	\$ 21,409.00
Total	\$ 107,245.06	\$ 21,103.96	\$ 5,366.00	\$ 12,967.00	\$ 13,600.55	\$ 18,691.00	\$ 3,042.00	\$ 5,280.30	\$ 27,194.25
FamilyCare Reimbursement	\$ 23,364.79	\$ 3,428.39	\$ 5,297.17	\$ -	\$ 3,777.79	\$ 2,175.22	\$ -	\$ 5,897.23	\$ 2,788.99
Foodshare Donations									

Avg. Congregate	\$ 3.63	\$ 3.48	\$ 5.54	\$ 4.67	\$ 2.57	\$ 1.21	\$ 5.24	\$ 0.41	\$ 5.60
Avg. Home Delivered	\$ 3.66	\$ 4.04	\$ 4.13	\$ 4.06	\$ 4.28	\$ 4.03	\$ 4.41	\$ 2.12	\$ 3.37

Avg. # of Meals Served

Congregate	31	42	18	22	28	39	7	22	55
Home Delivered	7	19	4	6	8	6	6	2	7
Total	23	23	14	16	20	33	1	20	47

Aging Programs Coordinator Report

- Completed staff evaluations in March.
- Attend career fair at the Boscobel High School.
- April was National Volunteer Month. Small gifts were given to volunteers at all meal sites. The nutrition program does not function without volunteers; they are the backbone of our operations. We appreciate all their time and effort in providing meal services in Grant County.
- Conducted First Aid Basics/Chemical Safety training with meal site managers at April meeting.
- Attended the Wisconsin Associate of Nutrition Directors conference in Wausau. It was a very informative and beneficial training event.
- Completing in-home home-delivered meal reassessments in all areas. These are required to be done annually.
- May is Older Americans Act and we offered a variety of workshops including Healthy Eating Lunch & Learn in Lancaster, Brain Health in Montfort, Medicare Scams, and Medicare 101.
- Attended PeerPlace and Fiscal training for aging programs in Tomah.
- Continue to cover meal sites when short staffed (Cuba City, Platteville, Boscobel).

