

## Colorado Association of Nutrition Service Directors

“Dedicated to Being a Leader in Providing Quality Nutrition Services to Older Adults in Colorado.”

### Minutes: September 12, 2018

#### 1. Member Introduction

##### Attendance:

Region I: Sherry Jones

Region IIA: Shai Hendricks

Region IIB: Michelle Dwyer, Meredith Skoglund, Lorrie Wellman

Region IIIB: Teresa DeAnni, Patty Murphy

Region V: Debby Conrads, Jackie McCaffrey

Region VIII: Monica Wolfe, Joy Ráscon

Region X: Debby Sutherland

Region XIII: Cristy Carothers

#### 2. Correspondence: None at this time

#### 3. Minutes: Debbie Sutherland made a motion to accept the minutes as written, seconded by Debbie Conrad. Motion Approved

#### 4. Treasurers Report: Sherry Jones distributed a Treasurer’s Report April18-September18. Debby Conrad made a motion to approve the report. Balance as of end of September 2018 is \$15,511.24. Shae Hendricks seconded, motion approved.

#### 5. SUA Review:

- a. Peer Place – Doug was extremely helpful. He requested that people send the reports they are wanting for their specific region and he will create them. He sees great potential with PeerPlace. Discussion took place: Seeming to get easier as we get more familiar with it. Nutrition Counseling is very intense, lots of steps involved to enter one unit. Be sure to always log-out, otherwise there might be problems logging back in. Barcodes – working on them, but it will be awhile down the road.
- b. Nutrition Education – Discussion took place: ‘not having positive outcome’... How is that determined? Handouts, subscriptions – internet, How would they or we rate satisfaction on internet articles? Need to add satisfaction survey to all presentations to let SUA know about the good work we are doing. Nutrition Education always has the step up to become a nutrition counseling. Concerned about the comment that several counties are using the same nutrition education year after year. Some topics will have to be repeated with little change involved in the material printed. It is hard to come up with 12 new topics every year, especially when some are very important topics to repeat. It would not be a repeat for the new folks joining the program.
- c. Food Code:
  - i. TPHC: Resend Region 2B TPHC Form (Regions using TPHC: 1, 3B, 2A, 2B, 11, 8) Time Temperature Control for Safety Food, Hot and Cold Holding

- ii. Administrator will have to document temperatures (have to be ServSafe certified. Who is considered an administrator/manager?)
      - iii. Decisions will all be County driven
      - iv. Hiring New Staff: ServSafe Certification (How often the class is offered)
    - d. USDA Presentation was very helpful. She will have Leighanna email all the trainings that we can use at our sites.
    - e. Performance Measure Question 3 for C2, 2 for C1.
      - i. Still not passing, except Region 12.
      - ii. Participants don't understand the question
      - iii. Leighanna suggested that we document more feedback from our guests.
      - iv. We need to find a way to get a better score on that question. We will need to educate our people better about what that question means.
    - f. Guest Fee entered into PeerPlace – only an aggregate count
      - i. Money must be collected at desk
6. SUA Audit:
- a. Sherry's Audit is coming the first week of October – chose July. Laura Matthews is requesting similar information from previous years.
7. Code of Conduct
- a. Teresa DeAnni will contact Leighanna to see if we can have an agency Code of Conduct.
  - b. Maybe name it something different
  - c. We have to empower the people who are being bullied to confront the bully. Bullies will only go where they can bully. We need to train people not to be mean. Use I messages. Maybe invite Peggy Spaulding and Meghan to present to the CANSD group. Their presentation was well received.
  - d. Negativity feeds negativity, our world is just more of a negative place. We need to not accept it and as staff change it.
8. Training Ideas:
- a. Code of Conduct
  - b. Bullying
  - c. Nutrition Director Training (instead of a piece by piece training) Create a manual.
9. Website: <https://www.cansd.org>
- a. Website is simple and user friendly
  - b. Please email any information you want included on the website to Teresa DeAnni
10. Nominations: Should take place in the fall meeting.
- President: Teresa DeAnni
  - Vice President: Al Shonk
  - Treasurer: Sherry Jones
  - Secretary: Meredith Skoglund
  - Past Chair – Dale Elliott

Debby Conrad made a motion to keep officers the same as previous term. Shai Hendricks seconded, motion approved.

11. Region IIB will host the April 8<sup>th</sup> meeting.

Goals for April Meeting: Website Additions, Code of Conduct Review, Training for Directors, TPHC Presentation

12. Expenses:

- a. Room: \$494.04, FlyWheel (website domain) - \$165 and lunch
- b. Debby Conrad made a motion to pay for expenses, seconded by Monica Wolfe. Motion carried.

Respectfully submitted,

Meredith Skoglund, Region IIB

CANSO Secretary