

Jefferson County Nutrition Project Council
Minutes of Meeting
January 22, 2013

Call to Order

The meeting was called to order at 2:00 p.m.

Roll Call

Present: Carolyn McCleery, Fort Atkinson; Emily Pantely, Johnson Creek; Holly Ingersoll, Lake Mills; Barb Natrop, Palmyra; Judy Pinnow, Rome

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; Terry Feil, Caterer, and the following site managers: Linda Winterland, Patti Hills, Donna Gnabasik, Martha Parker and Joy Clark.

Torum welcomed the new members and handed out the bylaws.

Certification of Compliance with Open Meetings Law

The agenda was provided to the official county paper prior to the meeting in compliance with the open meetings law.

Review of Agenda

The agenda was reviewed and there were no changes.

Citizen Comments

None.

Approval of Minutes

The 7/31/2012 meeting minutes were approved in a motion made by McCleery, seconded by Natrop and passed unanimously.

Communications

None.

Nutrition Education Discussion

1. Healthy Eating for Successful Living: Eilenfeldt and Endl are being trained to provide a facilitate classes following Healthy Eating for Successful Living program. This is an evidenced based prevention program that will be offered to all seniors throughout the county in the next few months. Site Managers will be sent a training notice and are asked to share with participants who may be interested in attending. Managers are also asked to check with participants to see if they would like a class offered at their sites.

2. Site Manager Training Materials: In the 2010 Nutrition Program Assessment, there were several deficiencies noted. According to Section 8.4.4 of the Nutrition Program Operations Manual, Nutrition Education must be provided to congregate participants a minimum of four (4) times per year.

A second deficiency was cited in section 8.4.11 of the manual, and it says that program staff and regular food-service volunteer staff must receive 6 hours of training at a minimum each year. The fall training generally meets 3 ½ hours of that requirement.

In order to meet these requirements, Site Managers will be responsible for providing participants with information on preapproved topics in accordance with a calendar. Torum has already developed materials from the American Dietetic Association that will provide some basic information under a quiz format. These “*Fun Food Facts*,” will take approximately 15 minutes, and when provided monthly will meet both deficiencies!

3. Fill-in Site Managers” Serving Safe Food Certification. In order to meet the second requirement of section 8.4.11, volunteers who are paid a per diem when the site manager is gone must be certified under the Serving Safe Food Program. These are those volunteers who have been trained to do the entire job when the manager is absent. 8 people have been identified as needing this training. The target date for completion is 3/31/2013.

Emergency Planning

Nutrition Programs are required to ensure that each dining center has procedures in place to follow in case of an emergency. Last year site managers trained participants on seeking safety in the event of strong wind, tornadoes or fire. These trainings must occur on an annual basis. Torum has ordered acrylic table top stands and information about relevant topics will be shared throughout the year. This material is to be displayed on each table and site managers must direct participants to review it and do drills when appropriate.

1. Flu Pandemic: Information about the state’s flu pandemic was discussed. Information was from the Greater WI Agency on Aging Resources website about controlling the virus on environmental surfaces was also reviewed and hard copies were shared
2. Winter Storm: When the holders arrive, site managers were provided with information to put into them from *Ready Wisconsin: Winter Storms & Extreme Cold for Seniors*.

Roundtable

Eilenfeldt informed everyone that the banquet is 5/1. Gnabasik said that her sewing club is back and now that Feil’s has returned, they will be eating at the site. Program funds were recently used to purchase her a dishwasher and real table ware to improve the dining experience. Torum offered this to others where it would be feasible. Jefferson continues to struggle with having enough volunteers to deliver to 2 routes. Natrop suggested looking at non-traditional sources for recruitment, i.e. realtors. Lake Mills

would like a WE console, the site has many men and Linda believes that they would enjoy this type of activity. Other sites actually have access and there are teams who compete and this goes over pretty well. All is quiet in Watertown and meal deliveries in Rome have declined in recent weeks due to illness and/or deaths. The new location in Palmyra is going well for participants, but Martha does not have the freedom to decorate or display information like she used to. She does not think that this is a big issue for participants.

Set Next Meeting Date & Agenda

The next meeting is scheduled for April 23rd. Agenda items will include updates on Nutrition Education and Emergency Planning, new food info and sanitation issues.

Adjourn

A motion to adjourn was made by Natrop, seconded by Pinnow and passed unanimously,

Respectfully submitted,

Susan Torum, Manager
Aging & Disability Resources Division