

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**July 23, 2013**

**Call to Order**

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

**Roll Call**

Present: Rita Kannenberg, Waterloo; Emily Pantely, Johnson Creek; Holly Ingersoll, Lake Mills; Janet Gerbig, Watertown and Marcia Bare, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and the following site managers: Linda Winterland, Donna Gnabasik, Patti Hills, Martha Parker, Joy Clark and Sonia Giese, Waterloo Home Delivered Meals Coordinator.

Torum made the following announcements: Betty Droster, retired site manager from Lake Mills died recently. Janet Gerbig is replacing Dorothy Christenson as the Watertown representative as Dorothy also passed away recently. Carolyn McCleery, Fort Atkinson, has resigned so a new representative is needed from that site. Donna Gnabasik announced her retirement on 8/29/13.

**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 4/23/2013 meeting minutes were approved in a motion made by Bare, seconded by Ingersoll and passed unanimously.

**Communications**

None.

**Nutrition Education Discussion**

The monthly nutrition education information for August was handed out. The topic is: Calcium & Vitamin D. The weekly table tent information is as follows:

1. How Do I read “Nutrition Facts” Labels?
2. Eating Better on a Budget
3. Go4Life: Fitness Shoes and Clothes
4. Emergency Planning: Diabetes

Information on food safety in hot weather and the importance of hydration was also reviewed and discussed.

### **Senior Dining Program Survey Results**

The survey results were very positive across the dining program. Satisfaction with the quality of the meals is at 99.9%. Seventy four people responded to the Congregate Site Surveys and 31% said the meals were excellent; 43% said that they were good.

### **Volunteer Banquet Survey Results**

Eilenfeldt surveyed volunteers about their thoughts on the volunteer banquet. Overwhelmingly, people said they wouldn't want her to change a thing, so we won't!

### **Policy Review: Determining Eligibility for Home Delivered Meals**

The PowerPoint presentations entitled “Wisconsin Nutrition Program Operations: The WI Aging Network Policy & Procedure Manual Is Our Guide” was reviewed. The scenarios were discussed and questions answered. This was a good refresher for site managers who are responsible for taking the initial referral for services.

### **Fall Mandatory Training**

The training for site managers is 9/20 in Waunakee. Attendance is required and arrangements for transportation and registrations have already been sent in.

### **Roundtable**

Eilenfeldt informed the group that all reports are now being scanned. She explained issues that make scanning difficult and asked for everyone's help in keeping the paperwork “clean” of wrinkles, staples, etc. The daily menu's on the sign in sheets must be taped on the top and bottom from now on. She also said that she is recruiting volunteers for Jefferson. Kannenberg said that Waterloo is also short 4 volunteers. Recruitment efforts will be ongoing.

Endl said that she was appreciative of the refresher on home delivered meal eligibility. She continues to get questions when recipients appear to not qualify. She reminded everyone that there are a variety of factors that she considers in making the eligibility determination and also said that when she is questioned, she simply replies that they have been assessed and are eligible. This is good reminder that people's information is confidential and it needs to be treated that way.

Gnabasik reported that the driver forgot the lettuce on the day the fruited chicken salad was served. It appears that this happened across the board. She also said that two new people have signed up. She said that she is appreciative of being given the opportunity to serve her participants.

Parker is down 2 participants. She was contacted by someone from the Circle K campground and some of the people who camp there during the summer months are interested in attending the program. She said that they were welcome. She also said that her under 60 volunteer is moving to Fort Atkinson and may be interested in volunteering at that site.

Giese reported that things in Waterloo are going well. She appreciated the discussion on eligibility and understands the program more clearly.

### **Set Next Meeting Date & Agenda**

The next meeting is scheduled for October 22. Agenda items will include updates on Nutrition Education, new food info and sanitation issues.

### **Adjourn**

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

Respectfully submitted,

Susan Torum, Manager  
Aging & Disability Resources Division