

Jefferson County Nutrition Project Council
Minutes of Meeting
April 22, 2014

Call to Order

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

Roll Call

Present: Emily Pantely, Johnson Creek; Barb Natrop, Palmyra; Janet Gerbig, Ixonia; Judy Pinnow, Sullivan; Holly Ingersoll, Lake Mills and Marcia Bare, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Linda Winterland, Joy Clark, Patti Hills, Martha Parker and Jennifer Whaley; and Sonja Giese, Waterloo Library.

Certification of Compliance with Open Meetings Law

Torum certified compliance.

Review of Agenda

The agenda was review and there were no changes.

Citizen Comments

None

Approval of Minutes

The minutes were reviewed and approved in a motion made by Pinnow, seconded by Natrop and passed unanimously.

Communications

None

Client Rights, Civil Rights & HIPPA Overview

The Site managers are required to receive this training on an annual basis. They went into a separate room. A brief overview was then provided to committee members.

Results of the February 28th On-Site Nutrition Program Review

The letter and on-site review results were handed out and reviewed. Torum pointed out some minor corrections:

- The Palmyra Site was relocated without prior approval from the Greater WI Agency on Aging Resources (GWAAR). The department received a two week eviction notice and decisions needed

to be made quickly. The required documentation was provided to the reviewer and approved on the date of the on-site visit.

- Contribution posters need to include funding source information and a statement that “no eligible participant will be denied for not contributing toward the cost of the meal.” These were handed out.
- At least once per quarter the last meal delivered on each route needs to be checked to ensure that it is maintaining temperature. Site managers will do this when the bags are returned.
- Site Managers should review the Power Point *Serving Safe Food* presentation before taking the book test.

PowerPoint Presentation: Serving Safe Food

All site managers who are certified were in attendance for this PowerPoint review.

Roundtable Discussion

The meeting went long due to the presentation, and there was little to report from the sites.

Set Next Meeting Date & Agenda

The next meeting is scheduled for 7/22/2014. The Site Manager Manual will be updated by then and reviewed.

Adjourn

A motion to adjourn was made by Bare, seconded by Ingersoll and passed unanimously.

Respectfully submitted,

Susan Torum
Aging & Disabilities Division Manager