

**Jefferson County Nutrition Project Council
Minutes of Meeting
July 22, 2014**

Call to Order

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

Roll Call

Present: Emily Pantely, Johnson Creek; Janet Gerbig, Watertown; Judy Pinnow, Sullivan; Rita Kannenberg, Waterloo; and Marcia Bare, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl, Cathy Kehoe & Sue Torum, staff; and Senior Dining Program Managers: Linda Winterland, Joy Clark, Patti Hills, Martha Parker and Jennifer Whaley. Sonia Giese and Kelli Mountford, Karl Junginger Public Library, Waterloo.

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 April 22, 2014 minutes were reviewed and approved in a motion made by Bare, seconded by Pinnow. The motion passed unanimously.

Communications

None

Dementia Friendly Dining Center Presentation

Cathy Kehoe, Dementia Care Specialist provided the group with an overview of dementia, including types and symptoms of each. She explained how various dementias affect the brain and provided tips on dealing with people who may come to the dining program. She offered her services to site managers at any time that they need her and also said she will be coming to provide information to participants at a future date.

Review & Approve Policy on Serving Residents of Group Living Facilities

Over the last few months some sites are seeing more and more people from group living facilities. The policy is very clear in stating that if the person 60+ chooses to come to the center they are eligible to participate under the donation status. Those who attend at the facilities request must pay the full amount.

Review & Approve Full-Cost Policy

The Nutrition Office was recently made aware of a compliance issue that was not brought up during the assessment. Anyone who is not eligible to participate in the program on a donation basis, must pay the full cost which is currently \$10.37. The current practice is to charge seniors (55+) attending senior center activities \$4.00 which covers the full-cost of food, but does not include all costs. Managers were told to call the office when in-doubt.

Review August Educational Materials

1. National Watermelon Month - Watermelon will be served on 8/6.
2. Healthy Vision Month
3. National Water Quality Month
4. Tips for Preventing Heat Related Illness

All of the materials were reviewed. Tuesday August 19th is National Senior Citizens Day and site managers we told to read the proclamation during the meal.

Review Safety Data Sheets

A complete inventory of chemicals used during the meal program was recently undertaken. The data sheets were run off and are in the manual which are to be kept at each site in an accessible, visible place. The county has hired a Safety Director and sites might be visited. If someone has an adverse reaction to chemicals and needs medical treatment, the data sheet should be sent along with them to the doctor or hospital so they know what they are dealing with.

Roundtable Discussion

Watertown: Thanks to a referral from the Elder Benefit Specialist, a new person has signed up;
Palmyra: Martha wondered how others serve hot bacon dressing to home delivered meal participants, some put it in the aluminum container in an unused section, others put it on the salad or some use a chub cup. The practice of sending an additional cup is discouraged. It adds to program costs. Fort Atkinson, Lake Mills, Johnson Creek and Waterloo had nothing to add.

Set Next Meeting Date and Agenda

The next meeting is scheduled for October 21, 2014. The annual site manager training is scheduled for 10/17 so a joint meeting is unlikely.

Adjourn

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

The meeting was adjourned at 4:00p.m.

Respectfully submitted,

Susan Torum, Division Manager
Aging & Disability Resources