

Jefferson County Nutrition Project Council
Minutes of Meeting
October 27, 2015

Call to Order

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

Roll Call

Present: Holly Ingersoll, Lake Mills; Janet Gerbig, Watertown; Barb Natrop, Palmyra; Cheryl Langlois, Fort Atkinson and Carol Ellingson, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz and Jennifer Whaley. In addition, Mary Parsons from the Waterloo program attended.

Certification of Compliance with Open Meetings Law

Torum certified compliance.

Review and Approve the Agenda

The agenda was reviewed. A motion to approve it was made by Natrop, seconded by Ingersoll and passed unanimously.

Citizen Comments

None

Approval of Minutes

Ingersoll made a motion to approve the 7/28/2015 minutes. The motion was seconded by Natrop and passed unanimously.

Communications

None.

Discuss HIPAA, Client Rights & Confidentiality Policies

Donna Hollinger and Tonya Runyard attended the meeting and presented on HIPAA, Client Rights and Confidentiality Policies. There was good discussion and questions.

Discuss Draft Nutrition Program Operations Policy

Sections of the draft manual were handed out and discussed. Managers were told to not make any changes yet, since all counties are reviewing and sharing feedback before the final version is released. There was a lot of discussion and concern about the feasibility of requiring volunteer drivers to take the Safe Serve test. Managers were also concerned about the requirement to reject foods that do not arrive at

the required temperatures, 140 or above for hot foods, and 41 or below for cold. Cold foods, such as canned peaches, often arrive at room temperature and there was good discussion about the status of the delivery drivers as it relates to the background check requirements. Torum said that all policies surrounding agency volunteers are being reviewed, but that these volunteers typically assigned to our program via local churches who recruit them. Natrop pointed out that this is not true in all situations.

The concerns will be relayed to the Nutritionist at the state level who is rewriting Chapter 8 of the Policy and Procedure Manual.

Discuss November/December Nutrition Education Materials

Endl reviewed the materials for the Table Tents for November & December. Managers agreed that people read what is sent, but would appreciate the materials in a size 12 font or greater because sometimes, the type is too small. Topics include:

- Risk Factors for Diabetes
- Vegetable of the Month: Winter Squash
- 10 Reasons to Get Vaccinated
- Health Holidays
- Prepare your Home for Winter
- Artichoke: The Popular Winter Edible Fruit
- Breaking-the-fast
- Planning for Long-Term Care

Discuss 2016 & 2017 Suggested Contribution

The Council made a recommendation to set the 2016 suggested contribution to \$3.75; this was approved by the ADRC Advisory Committee who took it one step further. The passed a resolution raising the suggested contribution to \$4.00 the beginning of 2017 to bring it closer to the actual raw food cost.

Roundtable Discussion

After the in-depth discussion on the draft policy changes there were no other items to discuss.

Adjourn

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

Respectfully submitted,

Susan Torum, Division Manager
Aging & Disability Resources

