

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**01/26/16**

**Call to Order**

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

**Roll Call**

Present: Janet Gerbig, Watertown; Barb Natrop, Palmyra and Rita Kannenberg, Waterloo.

Also Present: Sharon Olson, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz, Linda Winterland and Cheryl Langlois. Roxy Granzow also attended. She is interested in being the NPC representative for Fort Atkinson.

Cheryl Langlois was introduced as the new site manager for Fort Atkinson. She replaces Jennifer Whaley.

**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 Kannenberg and passed unanimously.

**Citizen Comments**

None

**Approval of Minutes**

Natrop made a motion to approve the 10/27/2015 minutes. The motion was seconded by Kannenberg and passed unanimously.

**Communications**

None.

**Discuss ADRC Services**

Sharon Olson, Aging & Disability Resource Center (ADRC) Supervisor, presented information about the ADRC via a Bingo game. This tool provides an in-depth learning experience that holds people's attention. It includes information about: health and wellness programs, publicly funded long term care options, Honoring Choices, senior farmer's market vouchers, benefit specialist services, dementia care, assistive technology and many other services provided through the ADRC.

### **Discuss Senior Dining Program Emergency Procedures**

Each section of the emergency procedure document was reviewed and discussed.

### **Discuss Jefferson County Hazard Communication Policy**

The Chemical Safety Hazard Communication training provided by the County's Safety Officer was reviewed and discussed. Site Managers are familiar with this policy as they are exposed to various chemicals involved in cleaning and sanitizing their work space. New MSDS/SDS sheets will be provided as they become available.

### **Roundtable Discussion**

The requirement to test meals for temperature on a quarterly basis was reviewed. The goal to ensure that meals are delivered at proper temps has not been met. There was a lot of discussion around this, and everyone agreed that they needed more hot and cold packs. The packs that are kept on the caterer's van are freezing and then are unusable. Torum will share the concern with the caterer.

Several sites experienced problems with the smoked sausage menu item. They said the portions were unusually small. They wrote this on their meal comment sheets and Torum will include this concern when she calls the caterer.

In Palmyra, the library is working with the home delivered meals program to get books to shut-ins.

In Watertown, the Senior Center Director is subsidizing the taxi to help people attend senior center offerings.

### **Adjourn**

A motion was made by Natrop, seconded by Kannenberg to adjourn the meeting at 3:45 p.m.

Respectfully submitted,

Susan Torum, Division Manager  
Aging & Disability Resources