

Jefferson County Nutrition Project Council
Minutes of Meeting
10/25/2016

Call to Order

The meeting was called to order at 2:05 p.m.

Roll Call

No quorum could be established since insufficient council members were present. All present parties stayed for an informal discussion of the following information.

Present: Janet Gerbig, Watertown; Barbara Natrop, Palmyra

Also Present: Sharon Olson, Maria Peterson, Sharon Endl, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz, Jennifer Meyer, Cheryl Langlois, and Paula Jacobs
Terry Feil, Feil's Catering

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Review of the Agenda

The agenda was reviewed.

Citizen Comments

None

Communications

Maria Peterson, Nutrition Program Supervisor, shared Council Member, Holly Ingersoll's letter of resignation.

Discuss Contest "Name our Program"

Sharon Olson, Aging & Disability Resource Center (ADRC) Division Manager, discussed a possible contest for the managers to consider. Ideas were shared of adding incentives, such as Senior Dining Gift Certificates, to hopefully gather input from the dining members on how they would like to see the program rebranded.

Discuss Meal Temp. Issues & Policy Guidelines

Olson and Peterson shared that after attending a recent state-wide training program for nutrition program staff our site managers have received additional information about thermometer calibration, food temperature safety, and temperature taking as it relates to requirements of this program. Terry Feil, Manager of Feil's Catering, answered questions about current catering protocols, relating to food temperature, serving sizes, and product.

Roundtable Discussion and Updates

Cheryl Langlois, Fort Atkinson Site Manager, and Jennifer Meyer, Lake Mills Site Manager, both stated that they have received verbal feedback from multiple participants about wishes to adjust the time of meal service to be later than current service times, 11:15 a.m. and 11:00 a.m. respectively.

Peterson distributed the Senior Nutrition Program Daily Temperature Log Form. This form will be used in November to record daily fridge, freezer, and thermometer calibration temperatures. After one month of use, the site managers will provide feedback to the program supervisor in order to assess the ease and usefulness of this form compared to those used in the past.

Peterson shared that annual congregate and home delivered meal program surveys were being collected through the month of October. Results from the returned surveys will be shared at the next NPC meeting.

Olson and Peterson discussed the need for increasing the number of people on the Nutrition Project Council in light of the resignation of Ingersoll and other member vacancies. It was discussed that participation of council members could perhaps be improved if better orientation was given when new members joined. Site managers and program supervisor were encouraged to advertise openings on the council and encourage potential candidates to contact the program supervisor for more information and to apply.

Adjourn

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Maria Peterson, Nutrition Program Supervisor
Aging & Disability Resources