

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**7/25/2017**

**Call to Order**

The meeting was called to order at 2:01 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; Rita Kannenberg, Waterloo; Carol Ellingson, Jefferson; Audrey Postel, Fort Atkinson; Carol O'Neil, Johnson Creek.

Also Present: Sharon Olson, Leigh Fritter, staff; and Senior Dining Program Managers: Joy Clark, Cheryl Langlois, Julie Schultz, and Paula Jacobs. Carol Battenberg, interested in representing the Lake Mills meal site.

**Certification of Compliance with Open Meetings Law**

Fritter certified compliance.

**Review of the Agenda**

The agenda was reviewed.

**Communications**

Leigh Fritter, Nutrition Program Supervisor, shared the interest of Carol Battenberg in becoming Nutrition Project Council member. Fritter also shared information from the Dementia Care Specialist providing Memory Screens. Sharon Olson, ADRC Manager, elaborated on the process of the screens, and the details as to where they may be completed.

**Citizen Comments**

Carol Battenberg discussed her interest in becoming a member of the Nutrition Project Council to represent the Lake Mills meal site as she is current volunteer at the site delivering in which she delivers home delivered meals.

**Annual Nutrition Site Assessment**

Leigh Fritter, Nutrition Program Supervisor, discussed the annual nutrition site assessment and that this year a new section of Emergency Preparedness would be added to the annual site assessment. She also discussed the having the assessment completed by the manager and Nutrition Project Council member that represents that site complete the assessment together, then a follow-up assessment by the Nutrition Program Supervisor. Also the discussion included adding fire drills at the site to prepare the participants in the event of an emergency.

### **Nutrition Program Staff Training Theme**

Fritter brought up the Fall Staff training which will be attended by the meal site managers. The theme of the training is "More than a meal." The Seven Dimensions of Wellness from UW-Stevens Point were reviewed, and Nutrition Project Council members and managers were asked to brainstorm for future meetings on how the nutrition program affect the seven dimensions for the program participants, and what else the program may offer to promote wellness alongside the meal.

### **Annual Meal Participant Satisfaction Survey**

Fritter provided the council with copies of the annual home delivered meal and congregate participant surveys, and noted that the program may add three custom questions to each survey. Nutrition Program Council Members and Managers were encouraged to notify the supervisor, Leigh Fritter if they had questions that they felt would be pertinent for the program to ask to get a better understanding of the participants needs. Sharon Olson, ADRC Manager discussed providing some clarification questions, to get more details on some of the currently asked questions on the survey.

### **Emergency Preparedness/Back-up food supply in case of shortages**

Fritter discussed the possibility of providing two shelf stable meals for inclement weather emergencies to the home delivered meal participants prior to winter. Also discussing having some shelf stable/ready-to-eat foods on hand at the meal sites in case of a weather emergency for distribution, or being short a meal component for example being short a serving of fruit.

### **Roundtable Discussion**

Joy Clark and Julie Schultz discussed the possibility of having frozen vegetables on hand at the meal sites to heat in the event of shortages. Discussion that cooking food at the meal sites would require managers to be Servsafe Certified, instead of completing the Serving Safe Foods course which is currently obtained by all of the dining managers at the meal sites which provide catered foods.

### **Adjourn**

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Leigh Fritter, Nutrition Program Supervisor