

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**10/23/2018**

Council members: Audrey Postel  
Carol O'Neil  
Janet Gerbig

Carol Ellingson  
Barbara Natrop

- 1. Call to Order.** Leigh Fritter called the meeting to order at 2:00 p.m.
- 2. Roll Call.** Nutrition Project Council members present were Janet Gerbig, Watertown; Carol Ellingson, Jefferson; Audrey Postel, Fort Atkinson; Carol O'Neil, Johnson Creek; . Nutrition Program staff Present: Leigh Fritter, Nutrition Program Supervisor; Sharon Olson, ADRC Division manager; Home Delivered Meal Assessor Sharon Endl; and Senior Dining Program Managers: Cheryl Langlois, Julie Schultz, JaNae Kreul and Bev Grenawalt. Interested council candidates, Nancy Boos and Barb Schmitt present.
- 3. Certification of Compliance with Open Meetings Law.** Nutrition Program Supervisor Leigh Fritter certified compliance with open meetings law.
- 4. Approval of the Agenda.** A motion was made by Postel/Ellingson to approve the agenda. Motion passed 5-0.
- 5. Approval of Minutes.** A motion was made by Postel/Gerbig to approve July 31st meeting minutes. Motion passed 5-0.
- 6. Communications.** Nutrition Program Supervisor, Fritter introduced JaNae Kreul, the new site manager for the Lake Mills program location.
- 7. Public Comment.** None.
- 8. Cooking for 1 or 2 sessions.** Sharon Endl, Nutrition outreach/home delivered meal assessor, talked about topics that would be covered at the nutrition education mini-series in November, January and March at meal sites.
- 9. Review 2017 Customer Satisfaction Survey.** Nutrition Program Supervisor, Fritter reviewed a power point presentation on nutrition program participant 2017 satisfaction survey results.
- 10. Discuss 2018 submissions of Customer Satisfaction Survey.** Fritter discussed the final date for satisfaction survey submissions being October 31<sup>st</sup>. Survey results will be reviewed in 2019 with the nutrition project council.
- 11. Review 2019 State Meal Pattern and Nutrition Standards.** The council reviewed a power point presentation for the new meal pattern and nutrition standards which will be implemented as of January 1<sup>st</sup>, 2019.
- 12. Review Snow Emergency Plan.** Fritter reviewed plan in the event of a snow emergency in which the senior dining program would be closed; closings would be posted on television stations: Fox 6 and NBC 15. Radio station WFAW for meal participant notification.

- 13. Ethics and Boundaries.** Fritter presented a power point of ethics and boundaries for the nutrition program.
- 14. Round Table Discussion.** The council discussed how implementing the new meal pattern would affect how many bags volunteers would need to carry for meal delivery and the increased need for packing supplies due to the increase in fruit/vegetable portions required to meet the new pattern.
- 15. Adjourn.** A motion was made by Ellingson/Gerbig to adjourn at 4 p.m. The motion passed 5-0.

Minutes prepared by:

Leigh Fritter, Senior Nutrition Program Supervisor