

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**04/28/2020**

**Call to Order**

The meeting was called to order at 2:10 p.m.

**Roll Call**

Present: Carol O'Neil- Chair (Johnson creek), Carol Battenberg- Secretary, Barbara Schmitt, Patricia Rabay.

Also Present: Sharon Olson, Kimberly Swanson.

**Certification of Compliance with Open Meetings Law**

Swanson certified compliance.

**Approval of the Agenda**

The Agenda was approved unanimously.

**Approval of the Minutes**

A motion to approve the 1/28/2020 minutes by Battenberg, seconded by Schmitt. The motion was approved unanimously.

**Communications**

None.

**Public Comment**

None.

**Discuss and possible action on re-nomination for Nutrition Project Council Members – Carol O'Neil and**

**Audrey Postel**. Carol O'Neill stated she is willing to continue for another term and the results of the motion. A motion to approve Carol O'Neill for another term by Rabay, seconded by Schmitt. The motion was approved unanimously. Olson will contact Postel.

**Review of the 2019 Elder Nutrition Program** Olson gave a PowerPoint presentation of the 2019 Elder Nutrition Program. County partners include Dodge, Rock, and Waukesha. We served 203 participants 19,382 home delivered meals and six congregate sites served 9,532 meals to 582 participants. Goal to open a site in a rural community and serve 12 participants/day was not met in 2019; reset goal for 2020. Outreach to community providers for service learning projects was successful with 4 H groups in the area. Goal to have two shelf stable meals secured and distributed for all active participants by 12/31/19 was not met; reset goal for 2020. Goal to increase rural nutrition program participation through education about meal programs and ways to obtain food and groceries was not met in 2019 but has been completed in Q1 of 2020.

**2020 Q1 updates on the Elder Nutrition Program** Swanson stated that there was an 11.7% increase Q1 2020 with a total of 7,380 meals (congregate and HDM) served as compared with 6,602 meals served in Q1 2019. The program made several changes due to Covid-19—reduced the number of meal delivery sites from six to three yet continued to deliver meals to six communities; suspended congregate dining the week of March 16; and switched from providing five hot meals Monday through Friday to providing five frozen entrées, cold accompaniments, and milk three days/week as follows: two complete meals on Monday and Wednesday; one on Friday. Other changes related to COVID-19 include: ADRC staff make wellbeing calls on Tuesday and Thursday to HDM participants unless the participant has requested no call or has someone checking on them daily; in-home nutrition assessments now done telephonically; and ordered 300 Shelf Stable meals through the Wisconsin Bureau of Aging and Disability Resources; delivery date undetermined. Future plans include weekend meals by reservation and delivery on Friday. Olson shared newly created ADRC resources for Jefferson County food pantries, grocery stores, and meal delivery services. ADRC mailed these resources and frozen meal heating guidelines to HDM participants. Schmitt shared Friends in Action, a resource that works with Rainbow Hospice to provide shopping assistance and meal preparation for qualified

participants. Future goal is to send greeting cards to our HDM participants.

**Review of new volunteer guidelines** Swanson stated the volunteer handbook was updated. Two- and three-year volunteer renewals sign that they have reviewed the handbook and updated their personal contact information. After three years, a volunteer submits a new application. Drivers annually submit a copy of their valid driver's license, auto insurance, and a background information disclosure form.

**Review and discussion of Elder Nutrition Program Goals** Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) Advocacy Day was cancelled due to Covid-19. Ordered 300 Shelf Stable meals. Restaurant Model Dining Site remains a goal. Community Interactions for program participants—the Rock River 4-H drew Valentine's Day and St. Patrick's Day placemats for congregate sites. Considering cards for HDM participants. Mailed a Jefferson County resource guide for groceries stores, food pantries, and food delivery vendors to HDM participants.

**Discussion on Possible Future Agenda Items**

None

**Adjourn**

Battenberg made a motion to adjourn the meeting, seconded by Schmitt, approved unanimously. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor