

Jefferson County Nutrition Project Council
Minutes of Meeting
4/27/21

Call to Order

The meeting was called to order at 2:15 p.m.

Roll Call

Present: Carol O'Neil-Chair, Vice Chair-Barbara Schmitt, Carol Battenberg-Secretary, Patricia Rabay, Carol Ellingson.

Also Present: ReBecca Schmidt, Kimberly Swanson, Sharon Endl, Frankie Fuller.

Certification of Compliance with Open Meetings Law

Swanson certified compliance.

Approval of the Agenda

A motion to approve the agenda by Battenberg, seconded by Rabay. The motion was approved unanimously.

Approval of the Minutes

A motion to approve the 1/26/21 minutes by Ellingson, seconded by Schmitt. The motion was approved unanimously.

Communications

None.

Public Comment

None.

Meet ReBecca Schmidt, new ADRC Division Manager

ReBecca Schmidt provided an overview of her background and the ADRC.

Discussion and possible action for appointment of new Nutrition Project Council members

A motion to request ADRC Advisory Committee and County Board approval to appoint Frankie Fuller for a first term appointment by Battenberg and seconded by Ellingson. The motion was approved unanimously. The second potential new member did not attend the meeting. Carol Ellingson completes her second 3-year term appointment on June, 9, 2021 and was thanked for her years of service.

Discussion of Nutrition Program Satisfaction Survey

Swanson reviewed the Home Delivered, Carry-out, and Congregate meals annual customer satisfaction surveys. Participants will receive a Home Delivered or a Carry-out survey, or both surveys if they received both types of meal service. Surveys to be mailed May 3, 2021, with a goal of a 40% response rate. Congregate surveys deferred until congregate sites reopen for indoor dining. Survey responses will contribute to the goals of the Nutrition Program.

Discussion and possible action on reopening plan of congregate sites

Swanson shared highlights of a 3/19/21 Elderly Nutrition Program (ENP) Considerations for Resuming In-Person Services memo from the Wisconsin DHS, Bureau of Aging & Disability Resources. The memo reviewed considerations based on CDC and Wisconsin DHS guidelines and how they relate to ENP services and setting. Considerations included: COVID-19 Transmission, Health and Hygiene Considerations, Masks and Face Coverings, Physical Distancing, Additional Considerations for Participant Protection, Dining Center

Environment and Considerations for Staff/Volunteers, Food and Beverage Handling and Preparation, Cleaning and Disinfecting, and Additional Considerations for Carryout Meals and Delivery, In-home Assessments, and In-person activities. Swanson stated that the Elderly Nutrition Program of Jefferson County follows the lead of each local community center for reopening plans.

Discussion on Possible Future Agenda Items

O'Neil requested a tour of the current caterer's facility which provides meals for five county elderly nutrition programs. Swanson stated that the July 27th meeting will be a two-hour meeting because the Nutrition Site Managers will attend for an annual joint meeting per the NPC bylaws. Swanson will share the results of the Annual Customer Satisfaction Surveys. Other topics may include: Restaurant Model Discussion/possible tours 3-year Nutrition Aging Plan Discussion, and Shelf Stable Meals Discussion.

Adjourn

A motion to adjourn the meeting by Ellingson. The motion was approved unanimously and the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor