

Jefferson County Nutrition Project Council
Minutes of Meeting
7/27/21

Call to Order

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

Roll Call

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

Also Present: Kimberly Swanson, Sharon Endl, JaNae Kreul, Kevin Purcell, Julie Schultz, Patti Hills, Joy Clark, Joel Zibell.

Certification of Compliance with Open Meetings Law

Swanson certified compliance.

Approval of the Agenda

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

Approval of the Minutes

A motion to approve the 4/27/21 minutes by Schmitt, seconded by Battenberg. The motion was approved unanimously.

Communications

None.

Public Comment

None.

Election of Chair, Vice Chair, and Secretary

Frankie Fuller made a motion that all retain their positions, seconded by Battenberg. The motion was approved unanimously.

Nutrition Program Overview

Swanson stated there were 3,510 Home Delivered and Carryout Meals for the Senior Nutrition Program in June 2021. Data for the past three years shows that July is typically the lowest month for new Home Delivered Meal participants and 2021 follows that trend with nine new participants. Swanson further stated that there were 495 carryout meals ordered by 89 unique participants in June and these numbers are fairly consistent since March 2021.

Discussion and Possible Action from Nutrition Program Customer Satisfaction Survey Results

Swanson shared that 227 Home Delivered Meal (HDM) and 61 Carry Out (CO) Meal surveys were mailed on May 10, 2021, with a goal of a 40% response rate. Ninety-two completed HDM surveys were returned for a 40.5% completed response rate; goal met. Thirty-four completed Carry Out meal surveys were returned for a 55.7% completed response rate; goal met.

Discussion and possible action on Quality Improvement Plan for Home Delivered Meals

Swanson shared the results of current efforts to improve hot and cold food temperatures of Home Delivered Meals as part of a Quality Improvement Focus area. For one month, Swanson assessed food temperatures of a weekly test tray on four delivery routes. Swanson also ordered heating stones for insulated delivery bags and

ThermaFreeze ice sheets for coolers and provided additional training to volunteers on test tray procedures. Hot and cold temperatures improved.

Training on Participant Safety—deferred to a future meeting.

Discussion and possible action on reopening plan of congregate sites—deferred to next meeting.

Discussion on Possible Future Agenda Items

Discussion and possible action on reopening plan of congregate sites.

Training on Participant Safety.

Adjourn

A motion to adjourn the meeting by Schmitt, seconded by Battenberg. The motion was approved unanimously and the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor