

Jefferson County Nutrition Project Council
Minutes of Meeting
1/25/22

Call to order

The meeting was called to order at 2:02 p.m.

Roll call (establish of a quorum)

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

Also Present: Kimberly Swanson, Sharon Endl

Certification of compliance with Open Meetings Law

Swanson certified compliance.

Approval of the agenda

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

Approval of the Nutrition Project Council Minutes from 10/26/21

A motion to approve the 10/26/21 minutes by Battenberg, seconded by Fuller. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Review of Per Diem Process

Oral Rowland reviewed the County per diem process. Council members to complete set-up and call Rowland if assistance is needed.

Discussion and possible action on the Nutrition Project Council By-Laws

Swanson suggested two changes to current by-laws. 1.) Article 1: Roles and Responsibilities of the Council, the fifth bulleted item states, Conduct a yearly on-site review of each meal site in the program utilizing the site assessment guide, add the statement, *if requested by the Nutrition Program Supervisor*. 2.) In Article 4: Meeting Dates and Times, after the sentence, Council meetings shall be held no less than once per quarter at a time and place that is convenient to council members and site managers, add the sentence, *With proper notice, videoconferencing may take the place on an in-person meeting*. A motion to approve the changes by Fuller, seconded by Rabay.

Discussion and possible action on 2022 Nutrition Program Goals

Swanson reviewed the 2021 Nutrition Program goals and outcomes. No additional 2022 goals suggested by council members.

Discussion and possible action for Volunteer Recognition

Swanson sought council input for 2022 volunteer recognition. O'Neil suggested honor volunteer years of service. Swanson will survey volunteers for meaningful ways to recognize their work. No action taken at this time.

Discussion and possible action for 50th anniversary of Wisconsin's Nutrition Program

Swanson shared that this is the 50th anniversary of Wisconsin's Nutrition Program but the Jefferson County program is not 50 years old. The national program would like us to provide photos if we have local celebrations and March 31st is the day of celebration nationwide.

Discussion of Possible Future Agenda Items

No items proposed at this meeting.

Adjourn

A motion to adjourn the meeting by Rabay. The motion was approved unanimously, and the meeting was adjourned at 3:12 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor