

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**7/26/22**

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, Patricia Rabay, Carol Battenberg-Secretary, Frankie Fuller.

Excused: Vice Chair-Barbara Schmitt

Also Present: Kimberly Swanson, Sharon Endl, Lisa Krolow, Barb Chwala, Joel Zibell, ReBecca Schmidt, Joy Clark, Kevin Purcell, Donna Abel, Patti Hills, Julie Schultz, JaNae Kreul.

Certification of compliance with Open Meetings Law

Swanson certified compliance.

Approval of the agenda

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

Approval of the Nutrition Project Council Minutes from 4/26/22

A motion to approve the 4/26/22 minutes by Battenberg, seconded by Rabay. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Election of Chair, Vice Chair, and Secretary

Rabay made a motion to cast unanimous vote that current Chair-Carol O’Neil, Vice Chair-Barbara Schmitt, and Secretary-Carol Battenberg remain in office.

Discuss and possible action for appointment of a new Nutrition Project Council member, Lisa Krolow, FoodWise Coordinator for Walworth and Jefferson Counties

Krolow provided a brief overview of work background and interest in joining the Nutrition Project Council. Battenberg made a motion to approve Krolow as a new NPC member, seconded by Rabay.

FoodWise presentation.

Lisa Krolow presented an overview of FoodWise, which serves parents and caregivers of children, school-age youth, adults without children, and older adults. The mission is “to advance healthy eating habits, active lifestyles and healthy community environments for low-income families through nutrition education at the individual, community, and systems level.”

Discuss and possible action on 2021 Customer Satisfaction Survey Results

Swanson clarified that the agenda indicated 2022 results, but it is the 2021 results. Swanson shared a one-page summary of Carry-Out and Home-Delivered Meal 2021 Customer Satisfaction Survey results. 2022 Customer Satisfaction Surveys anticipated to be mailed out and handed out in August/September 2022.

Discussion of Possible Future Agenda Items

Shelf Stable meals, 2022 Customer Satisfaction Survey results, if available, 2023 Catering Bid Process, Nutrition Project Orientation Manual.

Training

The training was removed from the NPC meeting agenda and held immediately after adjournment as it applied to Senior Nutrition Site Managers.

Adjourn

A motion to adjourn the meeting by Battenberg. The motion was approved unanimously, and the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor