

Jefferson County Nutrition Project Council
Minutes of Meeting
10/24/2023

Call to order

The meeting was called to order at 2:06 p.m.

Roll call (establish of a quorum)

Present: Frankie Fuller- Chair, Barbara Schmitt-Vice Chair, Bonnie Bull, Lisa Krolow, Carol Battenberg-Secretary, Mary Roberts

Also Present: Tatiana March, Sharon Endl

Certification of compliance with Open Meetings Law

It was determined that the committee was in-compliance with Open Meetings Law.

Approval of the agenda

A motion to approve the agenda by Mary Roberts, seconded by Bonnie Bull. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 4/25/2023

A motion to approve the 7/25/2023 minutes was made by Carol Battenberg, seconded by Lisa Krolow. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Dietary Guidelines Committee Update. Frankie Fuller addressed the group with handouts from the Dietary Guidelines for Americans website. Fuller stated that the updates for the Dietary Guidelines is an ongoing process and there are meetings happening frequently. The next Dietary Guidelines will be published in 2025. Tatiana March stated that the Dietary Guidelines are relevant to the nutrition program because our meal pattern revolves around the guidelines for older adults. All meals served to participants follow the 1/3 recommended daily intake for older adults. If the guidelines change, the meal pattern will also likely change. There was talk about changes to the sodium guidelines over the last few years. It is possible that changes to sodium guidelines could be published in 2025.

Nutrition Program Staff and Volunteer Update. March stated that the Jefferson Dining Site Manager – Joy Clark retired as of September 30th. The Home Delivered Meal Assessor – Sharon Endl is also retiring as of October 31st. March stated that both Joy and Sharon were wonderful staff members who have been with the program for many years. March shared that both positions have been posted and the program is hoping to extend offers to candidates in the next week. March also shared that there will be a small gathering the celebrate both Joy and Sharon. The nutrition program is actively looking for more volunteers to help with delivering meals and

helping out in the kitchen. Volunteers are especially needed at the Sullivan, Lake Mills and the Jefferson dining sites. March shared there is a volunteer recruitment flyer that we can share and hang at local businesses and if anyone is interested in posting that, it will be emailed in the next week.

Review of the 3-year Aging Plan. March stated that the 3-year Aging Plan for the nutrition program was reviewed recently. Part of the plan is to work on establishing a pilot restaurant model. March said that a survey was sent out in July to congregate diners. The survey asked diners for restaurant ideas in Jefferson County that they would like to see partner with the nutrition program. Many restaurant suggestions were given and will be looked at when the nutrition program begins reaching out the different locations.

Review of the Nutrition Program Budget. March asked to move the Budget review to January as ReBecca Schmidt was going to speak on this but was unable to attend the meeting.

Discussion of the Nutrition Program 2023 Goals. March reviewed different goals that the nutrition program is working on for 2023. The Nutrition program sent out a “My Meal, My Way” Survey in July. March also highlighted that two 4-H clubs, and two schools have been lined up to participate in the community engagement projects. A 4-H club from Fort Atkinson will be decorating placemats for congregate diners. A 6th grade class from Fort Atkinson Middle school will be decorating bags for Home Delivered Meal participants and a 1st grade class from St Paul’s in Janesville will be making seasonal holiday cards for Home Delivered Meal participants. March stated that there is also a call out to another group about decorating bags for Home Delivered Meals. March stated that the year is coming close to an end and all the goals are actively being worked on.

Review of Nutrition Program Updates.

- Oliver Trays. The nutrition program has officially signed a contract with the Oliver Company to use their tray sealing system. All machines have been delivered to the dining sites. Trays have been delivered to the office. Training will begin this next month so that the site managers learn how to use the sealer. The system is already being used at the Jefferson dining site. Volunteers have given great feedback about the machine and the participants seem to be adjusting well to the new system.
- Serv Tracker. Training is actively going with the Serv Tracker program. So far, despite initial issues getting into the system, the training’s have been going well. March stated that the system is very complex with a lot of moving components. It will take some time to get used to the program. The trainings are on hold as of right now because of time constraints. March is hoping once staffing is covered, training’s can finish so that the program can begin its use in the new year.
- 2023 Shelf Stable Meals. March stated that Shelf Stable Meals have been ordered. Approximately 60 out of the 150 participants currently on the home delivered meals requested that shelf stable meals be delivered to them. Each participant will receive 2 meals. About 30 extra meals were ordered for those who come onto the program through the Winter months.
- Suggested Contribution. The suggested contribution increase has been approved by the Human Services Board. We will be raising that from \$4.00 to \$5.00 as of January 1st,

2024.

- BID Process. March stated that the BID Process was completed in August. BIDs were received and the contract was awarded to Feil's Catering at last months Human Services meeting. Staff have been working diligently to update/ make corrections to the contract to ensure that program requirements are being met. Tatiana and ReBecca did meet with the caterer prior to rewarding the BID, to discuss program operations, and policies.

Discussion of Possible Future Agenda Items. Future Agenda item requests included: Review of the Nutrition Project Council By-Laws, Budget Review, 3-year Aging Plan review, and 2024 Goals.

Adjourn

A motion to adjourn the meeting by Barbara Schmitt, seconded by Bonnie Bull. The motion was approved unanimously, and the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor