

Jefferson County Nutrition Project Council
Minutes of Meeting
04/25/23

Call to order

The meeting was called to order at 2:01 p.m.

Roll call (establish of a quorum)

Present: Carol O'Neil-Chair, Barbara Schmitt-Vice Chair, Carol Battenberg-Secretary, Frankie Fuller, Mary Roberts, Bonnie Bull

Not Present: Lisa Krolow

Also Present: Tatiana March, ReBecca Schmidt, Sharon Endl

Certification of compliance with Open Meetings Law

Schmidt certified compliance.

Approval of the agenda

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

Approval of the Nutrition Project Council Minutes from 1/31/2023

A motion to approve the 1/31/23 minutes by Carol Battenburg, seconded by Mary Roberts. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Review of 2023 Senior Nutrition Program Goals. Schmidt stated that the nutrition program is working on making updates to become more efficient. This included updating electronic forms, and adding printers, scanners, and laptops at sites. Kristi from MIS will be joining the Site Manager meeting in May to go over training for new forms. The nutrition program has been looking at software programs to help manage the nutrition program daily tasks. The County Board has approved Serv Tracker. Key Outcome Indicator: 90% of new home delivered meal participants will be assessed in his or her home within four weeks of beginning meal service. Other goals: Outreach to recruit HDM volunteers, Participate in Bureau on Aging & Disabilities Volunteer recruitment campaign, Develop My Meal-My Way Survey, Conduct Survey with Meal Participants, and Develop partnership with local restaurant to pilot My Meal-My Way program.

Meal Site Updates: Palmyra site has permanently closed and moved to Sullivan Veterans Memorial Park. The Sullivan site is very accommodating, accessible, and clean, the site manager is very happy with this. The Lake Mills site manager retired, her last day was April 14th. The position has been posted and so far, only one person has been interested and was not a good fit.

Sharon, Barb, and Tatiana are covering this site each week. Other updates: Site manager training May 9th, ARPA funds ending, 2023 will see almost \$77,000 less in funds, letter developed for those who do not qualify, pick and choose meals ended 4/1/23, carry out meals ended 4/1/23, tighter assessment guidelines for HDMs.

Discussion of Volunteer Recognition Banquet. The banquet is scheduled for May 24th at the JC Fair Grounds Activity Center from 4:00 -7:00pm. Schmidt stated that the theme this year is a variety show that will feature a saxophone player, ukulele band, forensics, and a show choir.

Discussion of Catering Bid Process. Schmidt stated that this year is our bid year for caterers. A printout of the draft bid was handed out.

Discussion of Possible Future Agenda Items. No items submitted at the meeting.

Adjourn

A motion to adjourn the meeting by Carol Battenburg, seconded by Barbara Schmitt. The motion was approved unanimously, and the meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor