

Jefferson County Nutrition Project Council
Minutes of Meeting
07/25/2023

Call to order

The meeting was called to order at 2:04 p.m.

Roll call (establish of a quorum)

Present: Barbara Schmitt-Vice Chair, Frankie Fuller, Bonnie Bull, Lisa Krolow

Not Present: Carol Battenburg, Mary Roberts

Also Present: Tatiana March, ReBecca Schmidt, 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 Frankie Fuller, 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 4/25/2023 minutes with a few minor changes was made by Frankie Fuller, seconded by Lisa Krolow. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Nomination and possible election of new Chair. March stated that Carol O'Neil's term was up at the beginning of July and a new Chair was needed. March asked if there were any nominations for Chair. Barbara Schmitt nominated Frankie Fuller. Frankie agreed to being the new Chair. A motion to approve by Barbara Schmitt, seconded by Lisa Krolow. The motion was approved unanimously.

Discussion and possible action on the Nutrition Program Suggested Contribution Increase.

March stated that the current suggested contribution for program meals is \$4.00. This has not been increased since 2018. Due to labor costs, food costs and supply costs going up, March proposed that the suggested contribution be increased from \$4.00 to \$5.00. March stated that this will not affect anyone's ability to receive meals. This is only a suggestion for contribution not a required payment for participants. A motion was made to increase the suggested contribution by Frankie Fuller, seconded by Bonnie Bull. The motion was carried unanimously.

Discussion of Home Delivered Meal Tray System-Oliver Company. March introduced the Oliver tray system. The nutrition program is currently using aluminum trays that have many issues, including leaking inside meal delivery bags and potential hazards for participants. The Oliver

tray system is a heat-sealed method that uses film to seal the trays (similar to a frozen dinner). March is interested in switching over to the Oliver trays because they are cheaper and more efficient when packaging inside the meal delivery bags. Pros and cons of each tray were listed. Initially, March presented the recyclable plastic tray and also stated that there are fiber, decomposable trays as well. A council member requested that the fiber trays be purchased as they are better for the environment and the participants. March stated she would investigate these trays and determine if they would be a good fit for the Nutrition Program.

Discussion of 2023 Customer Satisfaction Surveys. March stated that satisfaction surveys are a requirement for the Nutrition Program. Surveys were sent out the third week of July. Home-delivered meal recipients received a survey in the mail with a postage-paid return envelope. Congregate diners will receive the surveys when they dine in at one of the nutrition sites. March had the option to add questions to the surveys this year. March stated there was one question about food security added to the home-delivered meal survey. There were 3-My Meal, My Way questions added to the congregate dining survey. The My Meal, My Way questions inquire about possible restaurant locations that diners would like to dine at in the future. All the questions added to the surveys align with 2023 goals of the Nutrition Program.

Discussion of Nutrition Program Intern: March stated there is interest in having a Nutrition Program intern through the Wisconsin Area Health Education Centers (AHEC) Community Health Internship Program (CHIP). The AHEC CHIP program has an eight-week internship for college students each summer. Applications for host sites open in January 2023. March shared ideas of projects that interns could work on for the Nutrition Program. Funds would also be needed to cover the intern. March will be looking into more details on this in the coming months.

Discussion of 2023 Shelf Stable Meals: March shared that the Nutrition Program is looking into shelf stable meals for the upcoming winter months. Last year, the program purchased two meals for each participant on the home-delivered meal program. Meals were delivered by volunteers. March brought up concern that some participants may not need the shelf stable meals. Instead of purchasing the meals for everyone, participants could receive a letter with instructions to call the office to request meals for this year. A council member suggested sending out a letter to participants asking the participants to call and opt out of the shelf stable meal program rather than opting in.

Review of Nutrition Program Updates: March stated that the bid for a caterer is active and has been publicly posted. Any proposals need to be submitted by September 1st, 2023. March expressed that there are approximately nine Farmers Market Vouchers left this year. This is a lot lower than last year due to higher interest. Possible reasons include that the vouchers were worth \$35 dollars total this year instead of \$25. Also, more than one person in each household was able to receive a packet of vouchers whereas, last year, it was only one person per household. March said the Meal Cost Tool is due September 30th, 2023. Brian from the fiscal department will be working on this and will submit it on behalf of the Nutrition Program. Lastly, the SERV Tracker program training has begun. The data import process is being completed first, then there will be a series of trainings to be completed before the program will go live. The goal to go live is before the end of this year.

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, Dietary Guidelines Committee updates, and the Nutrition Program Community Engagement Goal.

Adjourn

A motion to adjourn the meeting by Frankie Fuller, seconded by Lisa Krolow. The motion was approved unanimously, and the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor