

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**01/30/2024**

Call to order

The meeting was called to order at 2:05 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, Mary Weber, ReBecca Schmidt, Abbey Wedwick

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 Carol Battenburg, seconded by Mary Roberts. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 10/24/2023

A motion to approve the 10/24/2023 minutes was not made. The minutes will be sent to the board members to review and approve at next quarterly meeting.

Communication

None.

Public Comment

None.

Review of 2024 Budget. Schmidt presented on the nutrition program budget for 2024. Schmidt stated that the total 2023 budget was \$278,957 and the total for 2024 is \$271,374. This means that there is an overall decrease of \$7,583 from 2023 to 2024. Schmidt explained that the total cost for a meal in 2023 was \$6.13 and the total cost in 2024 is \$6.35. There was an increase of \$0.22 per meal from 2023 to 2024. Schmidt explained that over the last year the nutrition program eligibility guidelines have become tighter to try and balance out the number of meals served is close to the budget. The total home delivered meals from 2022 to 2023 went down 837. The total congregate meals served from 2022 to 2023 went down 31 meals. Schmidt explained that the nutrition program must provide high quality food service, provide meals to those who are eligible and in need of food, do the best to serve meals without a waiting list, continue serving meals to rural homes and provide both home-delivered meals and congregate dining meals. Schmidt stated that the program is striving for an increase in congregate dining participation, more congregate dining meal options, a reduction of home delivered meal participants with more accurate screening and high-quality meal service.

Nutrition Program Staff and Volunteer Update. March stated that Mary Weber has been hired as the new Home-Delivered Meal Assessor and started in November of 2023. Jackie Unke has been

hired as the Jefferson Site Manager and also started in November.

Review of the 2023 Satisfaction Surveys. March stated that the satisfaction surveys were sent out to participants in July 2023. March received the results from the state in December 2023. March ran the numbers and compiled the results onto the template that the state provided. 77 total home-delivered meal surveys were completed and 36 total congregate surveys were submitted.

Discussion of the Nutrition Project Council By-Laws. March reviewed the most recent Nutrition Project Council By-Laws with the group. No suggestions were made to change any part of the By-Laws. The group did discuss having site managers attend joint meetings as being a challenge and overwhelming. For future meetings, the Nutrition Supervisor is going to invite one or two site managers to attend jointly instead of everyone.

Review of the Nutrition Program 2024 Goals. March reviewed the goals that have been determined for the 2024 Nutrition Program. The Key Outcome Indicator remains the same from last year. It is a goal of the Nutrition Program to implement a gift certificate program for participants and families, provide 2 shelf stable meals to those who are interested, increase community engagement with 4 service learning projects, establish a pilot location for My Meal My Way Restaurant model in Jefferson County, maintain a quality control log for the caterer, distribute a yearly vaccination flyer and increase the number of volunteers by coordinating recruitment interactions.

Review of Nutrition Program Updates.

- Waterloo Dining Site. March stated that late November of last year, the Waterloo Public Library gave notice that they would no longer be renewing the contract to oversee the home delivered meal program due to budget and staffing issues. During the month of December, March and Schmidt called multiple locations in Waterloo to inquire about partnership with the Nutrition Program. The only location with interest was the Hawthorne Apartments. After meeting with the apartment manager and reviewing the space, it was determined that this would be the new site location beginning February 2024. A new posting for a site manager will be posted soon and recruitment will begin for this position. Until the position is filled, meals will only be delivered to participants on Mondays, Wednesdays and Fridays.
- Congregate dining. March stated that participants at the Jefferson Congregate dining site asked to open congregare dining up to 5 days a week. March stated that as of January 1, 2024, congregare dining is available 5 days a week at the Jefferson Senior Center. March also stated that there is some interest in Lake Mills to have congregare dining open back up post pandemic. March is working with the site managers to come up with a plan to open dining by March.
- Nutrition Education. March stated that Lisa Krolow who is a board member, reached out to Tatiana last year to inquire about possible partnership of the UW-Extension FoodWise program and the nutrition congregare diners. Krolow began a 5-week series of different nutrition topics at the Fort Atkinson dining site and will begin the 5 weeks series at the Watertown dining site soon. So far, there has been good interactions with the participants and the programs are going well at these dining sites.
- Catering Contract. March followed up regarding the catering discussion that happened at

October's meeting. March stated as a solution to the catering problems, statements were added to the 2024 catering contract that would allow the program to deduct portions of the food's cost due to missing items, improper meal temperatures and inedible food. A quality assurance document was created between March and the finance department to keep track of items that are not provided to meal participants. At the end of each month, the document will be submitted to the finance department along with the invoice from the caterer. March stated that an increase in communication with the caterer has happened via email. It is important that anytime an issue occurs that something is said to the caterer. Emails are sent regularly.

Discussion of Possible Future Agenda Items. Future Agenda item requests included: Emergency Back Up Plan, Congregate dining updates, Aging Plan updates.

Adjourn

A motion to adjourn the meeting by Carol Battenberg, seconded by Mary Roberts. The motion was approved unanimously, and the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor