

**Jefferson County Nutrition Project Council
Minutes of Meeting**

04/30/2024

Call to order

The meeting was called to order at 1:58 p.m.

Roll call (establish of a quorum)

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

Excused: Lisa Krolow

Also Present: Tatiana March, Mary Weber, ReBecca Schmidt, Abbey Wedwick, Sara Ariss (Guest), Leisa Zirbel

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 Carol Battenberg. 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 made by Barbara Schmitt. Seconded by Carol Battenberg. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 1/30/2024

A motion to approve the 1/30/2024 minutes was made by Barbara Schmitt. Seconded by Bonnie Bull. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Discussion and possible action of Sara Ariss to join Nutrition Project Council. Sara Ariss was present at the meeting. Sara gave an overview to committee members of her past and present work. Sara overviewed why she would like to become a member of the Nutrition Project Council. A motion was made for Sara Ariss to join the council by Carol Battenberg. Seconded by Mary Roberts. The motion was approved unanimously. Sara's appointment will be sent to the Human Services Board and the Jefferson County Board for approval.

Discussion and possible action of the Nutrition Project Council By-Laws. March stated the only changes that have been made to the by-laws this year is the first section: "Roles and

Responsibilities of the Council”. This was copied from the Department of Health Services Nutrition Program Operations Manual which was published at the beginning of April 2024. March also stated the updates to the Nutrition Program Operations Manual in April removed the requirement of by-laws for Nutrition Advisory Councils. March stated she is actively looking into removing the by-laws if they are not required by the State. March and the Council agreed that they by-laws should still be approved for this year and once a decision is made, they can be removed for next year.

A suggestion was made by a council member to include the statement “If step one is not met, then go to step two” after each step of the Grievances section. Mary Roberts made a motion to approve the by-laws with the approved changes. Carol Battenberg seconded that motion. The motion was approved unanimously.

Discussion and possible action of the Nutrition Project Orientation Manual. March provided a copy of a draft Nutrition Project Council Orientation Manual. This document is a revamp of the old manual. March used the template from the state to create the manual for Jefferson County. March asked all members to review the document and bring it back to the meeting in July to discuss. March asked members to review the Manual for grammatical errors, etc. March hopes to review and have a final document approved in July of 2024.

Nutrition Program Staff and Volunteer Update. March introduced Leisa Zirbel to council members. March stated that Zirbel started in late March and is the new Site Manager for the Waterloo Site. March stated Zirbel has done a wonderful job since starting with the program. Zirbel is very friendly, outgoing and very caring for all participants of the program. Zirbel has excellent food service experience as she formally owned a restaurant. The program is excited to have Zirbel join the team and is looking forward to seeing all the wonderful ways Zirbel can impact program participants.

Discussion of Nutrition Program Updates.

- **Gift Certificates** March stated she is working on the 2024 goal of implementing a gift certificate option for program participants. This option would allow family members and/or friends to purchase a gift certificate for participants of the program which can be used in exchange for a meal at one of the dining site locations.
- **ServTracker** March stated ServTracker training took a pause when there was realization that program staff could not handle the amount of work that ServTracker needed. March and Jefferson County Human Services staff reached out to ServTracker to talk about options of discontinuing the contract. ServTracker denied the request and now the program is holding off until the State implements a new Elder Nutrition Program database. There are hopes that the new program (PeerPlace) will be compatible with ServTracker and that the Nutrition program will get use out of Serv Tracker in the future.
- **Congregate Dining Sites** Jefferson Congregate Dining is still lacking participation. There has been discussion about option of what to do with this site and how to revitalize it post pandemic. The Lake Mills dining site opened as of March 5th and there have not been any diners interested yet. Staff are working on getting the word out to local community members that meals are available to them.
- **Catering Contact Quality Assurance Documentation** Since the beginning of the year,

staff implemented a Quality Assurance plan with Feil's Catering who prepares the meals for the program. Due to recent issues with temperatures and quality of food issues, Jefferson County added Quality Assurance to the contract for 2024. If food is delivered that is not up to the standards of the Nutrition Program (low temperatures, inedible food etc.) or food items are missing, price percentages will be deducted from the monthly bill. So far this is going well. It seems that the food arriving at the dining sites is getting better and less items are missing or being sent back. Staff have been in touch with the caterer on a regular basis to report issues that are occurring.

- **Restaurant Model/Voucher Program updates** March stated that she has visited five area restaurants introducing the Nutrition program partnership. So far one restaurant has considered the option. The Nutrition Program is seeking a restaurant in the County that will act as a voucher program model. This model would allow seniors to dine at their location with a voucher granted by the Nutrition Program. The restaurant would be reimbursed for meals by Jefferson County.
- **Senior Farmers Market Nutrition Program** March stated that it is getting close to Farmers Market Voucher time. Voucher distribution will begin June 3rd this year. All eligible seniors who meet income guidelines and are over the age of 60 (or Native American age 55+) will be able to receive vouchers. Distribution sites are being planned and those who are interested could call the Aging and Disability Resource Center for more information.

Discussion of Possible Future Agenda Items. Future Agenda item requests included: Senior Farmers Market Voucher updates, Orientation Manual updates, Gift Certificate program updates, and Restaurant Model 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 3:30 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor