

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

07/30/2024

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, Carol Battenberg-Secretary, Mary Roberts, Lisa Krolow, Sara Ariss

Also Present: Tatiana March, Mary Weber, ReBecca Schmidt

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 Sara Ariss. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 4/30/2024

A motion to approve the 4/30/2024 minutes was made by Carol Battenburg. Seconded by Bonnie Bull. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Discussion and possible action of the Nutrition Project Orientation Manual. March reviewed the copy of the draft Nutrition Project Council Orientation Manual. March asked members if they had any updates for the manual before approving. One member of the committee provided a hard copy with written grammatical updates. Members of the committee agreed to approve the manual with the changes made. Sara Ariss mad a motion to approve the Orientation Manual with the approved changes. Mary Roberts seconded the motion. The motion was approved unanimously.

Nutrition Program Staff and Volunteer Update. March happily announced there have been no changes or staffing updates. All site managers and staff are doing well. March stated Barbara Schmitt's term is ending November 2024. The committee will need a new member to fill this position as well as someone to fill the Vice Chair position. March mentioned that volunteers are needed at the Jefferson Dining Site and the Sullivan Dining Site. March has a flyer made to post at different areas in the community. March will provide this flyer to committee members and news contacts.

Discussion of Nutrition Program Updates.

- **Gift Certificates** March stated she has finished working on the 2024 goal of implementing a gift certificate option for program participants. This option allows 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. A flyer has been made to be posted in public sites and at the dining sites. March will share this flyer with committee members.
- **Meal Prioritization** New state guidelines for meal prioritization and “Right Meal for You” procedures have been published by the State for local implementation. This initiative was created to assist agencies with prioritizing meals for community members and help agencies with budgeting issues. Jefferson County plans to implement this procedure to some extent at the end of this year or early 2025. March is working on writing procedures and policies for the program. More updates will be given in the upcoming months.
- **Food Resource Guide** This guide is a resource for the ADRC to use for community members that inquire about home delivered meals but are not eligible. The guide includes Jefferson County food pantries, grocery stores, community meals, Farmers Markets and other options for food resources. The guide is a requirement of the meal prioritization initiative and will be used effective immediately. There has been some feedback already for updates to the guide. March plans to update the guide one to two times per year, in April and November.
- **Senior Farmers Market Nutrition Program** March stated all Farmers Market Vouchers have been distributed for Jefferson County in 2024. This is exciting news as Jefferson County received more vouchers this year and in years past, there has been trouble finding enough people interested in receiving the vouchers.

Discussion of Possible Future Agenda Items. Future Agenda item requests included: Program statistical reports including the number of meals and participants served, monthly and yearly comparisons and volunteer 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 3:10 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor