

**Jefferson County Nutrition Project Council  
Minutes of Meeting (APPROVED)**

**11/07/2024**

Call to order

The meeting was called to order at 1:00 p.m.

Roll call (establish of a quorum)

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

Excused: Lisa Krolow

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

Approval of the Nutrition Project Council Minutes from 7/30/2024

A motion to approve the 7/30/2024 minutes was made by Sara Ariss. Seconded by Mary Roberts. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Discussion and possible action of the Nutrition Catering Proposals. The nutrition program was open for bidding in October, with proposals due by Friday, November 1<sup>st</sup>. March Provided an overview of the current caterer, including: the length of time the caterer has been providing meals, the price point of their proposal, ongoing quality assurance issues and the variety of meals currently being offered. Photos of the meals currently provided to Jefferson County were displayed. March introduced Atlantis Valley foods as the new bidder for the Nutrition Program. Atlantis Valley does provide senior dining meals for another County in Wisconsin. They have a state-of-the-art kitchen and catering facility. Meal costs were discussed and variety of foods were highlighted. Photos of their meals were also displayed. The Nutrition Program has been in contact with other county facilities that serve meals to Jefferson County residents. However, some barriers to partnering with these facilities include: staffing challenges, transportation logistics for food delivery and changes to menu offerings. A motion was made to recommend that Atlantis Valley Foods be approved for the 2025 Catering Contract. The motion was seconded by Sara Ariss and passed 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 ends this November. The NPC is actively seeking a new member to fill this position as well as someone to fill the Vice Chair position. March requested all committee members to please reach out if they know of anyone who might be interested. March stated a Vice Chair Position will be discussed in January. March mentioned that volunteers are needed at the Jefferson Dining Site. March has a flyer made to post at different areas in the community. March will provide this flyer to committee members and community news contacts.

Discussion of Nutrition Program Updates.

In September, there were 2,356 home delivered meals served and 398 congregate meals provided. 9 new home delivered meal participants started on the program. No KOI was reported this month due to policies changes. Updated KOIs will be reported starting in January 2025. March stated the site managers attended the Annual Fall Training on October 25<sup>th</sup>. The site managers had a great time and learned a lot from the presentations. The first Pop-Up dining event was held at the Jefferson Senior Center on October 22<sup>nd</sup>. This event was catered by Bon-Ton and 21 people attended. The next Pop-Up dining event will be held at the Watertown Senior Center on November 21<sup>st</sup>. This event will feature Brunch. March stated Shelf Stable Meals have been ordered and will likely be handed out in the next month.

Discussion of Possible Future Agenda Items. There were no Future Agenda Items determined at this time.

Adjourn

A motion to adjourn the meeting by Carol Battenberg, seconded by Barbara Schmitt. The motion was approved unanimously, and the meeting was adjourned at 2:23 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor