

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

**01/28/2025**

Call to order

The meeting was called to order at 1:15 p.m.

Roll call (establish of a quorum)

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

Excused: Lisa Krolow, Sara Ariss

Also Present: Tatiana March, Mary Weber, Mary Jo Shackelford

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 Bonnie Bull. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 11/07/2024

A motion to approve the 11/07/2024 minutes was made by Carol Battenberg. Seconded by Mary Roberts. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Nomination and possible election of new Vice Chair. March discussed the open position for Vice Chair on the NPC Committee. She outlined the responsibilities of the Vice Chair and emphasized the importance of the role within the committee. March suggested that it would be best to wait until the next meeting to allow all members an opportunity to be present before making a decision. She encouraged anyone interested in the role to notify the group before the next meeting. Mary Roberts expressed interest in the position. It was agreed that the next meeting would include the nomination and voting for the role.

Discussion and possible action of Mary Jo Shackelford to join the Nutrition Project Council:

Mary Jo Shackelford was referred to the NPC Committee by Sara Ariss. Originally from Washington, D.C., she moved to Jefferson for personal reasons and has since become highly involved with the Jefferson Food Pantry, where she helps create meal kits with excess food items. Shackelford highlighted her strong commitment to community service and food insecurity. Shackelford expressed that being part of the committee would allow her to advocate for healthier food systems and help address nutrition and dietary health issues within the older

adult population. The NPC members were impressed by Mary Jo's qualifications and passion for the cause. Mary Roberts moved to approve adding Shackelford to the committee. The motion was seconded by Bonnie Bull and was approved unanimously.

Nutrition Program Staff and Volunteer Update. March announced that there have been no new hires or employee departures. In December, two employees were on medical leave. Since then, one employee has returned, while the other remains on leave. This has led to schedule adjustments over the past two months. Tatiana, ReBecca, and another site manager have been filling in at the vacant site. Additionally, one person has submitted an application for an Emergency Temp position to cover for site managers when they are unavailable.

Discussion of Nutrition Program Updates. In December, 2,225 home-delivered meals and 334 congregate meals were provided. March reviewed the monthly meal counts for all of 2024, as well as the total number of home-delivered and congregate meals served from 2020 through 2024.

March reported that the program is completing its first month with the new caterer. While there have been some learning curves and differing opinions about the change in food, feedback has been largely positive. Many participants have expressed that the new meals are fresh, fabulous, and taste really good, though others have noted differences in taste and meal items. All client feedback is shared with the caterer, who is open to making adjustments as needed.

Congregate meal numbers are increasing as anticipated. There are now four dining sites in Jefferson County providing congregate meals: Fort Atkinson, Jefferson, Lake Mills, and Watertown. A focus for 2025 will be to increase participation at these sites.

March also reviewed the three pop-up dining events held in 2024:

- On October 22nd, Bon Ton catered a meal at the Jefferson Senior Center, with 22 attendees.
- On November 21st, Glenns Catering provided meals at the Watertown dining site, though weather-related cancellations reduced attendance to 12.
- On December 12th, Becky Palm catered a meal at the Lake Mills dining site, with 37 attendees.

There are plans to continue hosting Pop-Up meals in 2025, although there will be a short break due to staff adjustments needed with the new caterer.

Discussion of Possible Future Agenda Items. Future Agenda items discussed include By-Laws review, Orientation Manual Review, and Vice Chair election.

### Adjourn

A motion to adjourn the meeting by Mary Roberts, seconded by Frankie Fuller. The motion was approved unanimously, and the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor