

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

04/29/2025

Call to order

The meeting was called to order at 1:02 p.m.

Roll call (establish of a quorum)

Present: Frankie Fuller- Chair, Bonnie Bull, Carol Battenberg-Secretary, Lisa Krolow, Mary Jo Shackelford, Sara Ariss

Excused: Mary Roberts

Also Present: Tatiana March, Mary Weber, ReBecca Schmidt, Maryann Zwaska

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 Bonnie Bull. The motion was approved unanimously.

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

A motion to approve the 01/28/2025 minutes was made by Carol Battenberg. Seconded by Mary Jo Shakelford. The motion was approved unanimously.

Communication

Frankie Fuller shared information regarding Friends in Action, and ADRC Advocacy initiatives.

Public Comment

Maryann Zwaska was present as a guest. Maryann has expressed interest in joining the Nutrition Project Council. She introduced herself and stated that she is part of the Club 55 Senior program in Lake Mills. Recently, Maryann has become very involved in the Lake Mills community and with the Senior Nutrition Program offered there. Maryann's club is collaborating with the Nutrition program to offer meals to seniors in Lake Mills. The Nutrition Committee expressed thanks to Maryann for being at the meeting and expressing interest in the committee. An opening for the committee will be available in May 2025 and the board will vote for a new member in July.

Discussion and possible action of the Nutrition Project Council By-Laws. March stated the annual renewal of the By-Laws is due. No new updates have been made since 2024. No new suggestions were made. Sara Ariss made a motion to approve the By-Laws as presented. This motion was seconded by Mary Jo Shakelford. The motion was approved unanimously.

Discussion and possible action of the Nutrition Project Orientation Manual:

March stated the annual renewal of the Orientation Manual is due. No new updates have been made since the new manual was approved in 2024. No new suggestions were made from council members. Mary Jo Shakelford made a motion to approve the 2025 Orientation Manual. This motion was seconded by Sara Ariss. The motion was approved unanimously.

Nomination and possible election of new Vice Chair. The Vice Chair position has been vacant since November. The committee discussed possible nomination for the Chair position at January's meeting. Mary Roberts did express interest. Frankie Fuller asked for nominations. Sara Ariss nominated Mary Roberts for the Vice Chair position. Carol Battenberg seconded. The motion was approved unanimously.

Nutrition Program Staff and Volunteer Updates. March reported that all site managers are doing well. Two new site manager substitutes were hired in March and are acclimating smoothly to the program procedures.

Discussion of Nutrition Program Updates. In February, 2,254 home-delivered meals and 441 congregate meals were provided. There were 14 new participants who started the program.

March reported she represented the Nutrition Program at the Jefferson County Volunteer Fair held at the beginning of April. This opportunity allowed the program to engage with local seniors and promote volunteer opportunities within the Agency.

March stated that Farmers Market Vouchers will be available soon (June 2nd.) This year, each eligible individual will receive 5 - \$5 vouchers for a total of \$25. Vouchers can be obtained at our distribution sites or at the ADRC office.

We are seeing an increase in congregate dining participation at both our Lake Mills and Jefferson sites. A new partnership with the Club 55 members in Lake Mills aims to encourage more community members to join for dining. Additionally, we're collaborating with the UW Extension of Jefferson County to launch a nutrition education series at the Lake Mills dining site.

March stated after this meeting she will be headed to Wausau to attend the Spring Wisconsin Association of Nutrition Directors meeting. This is a two-day event with a lot of wonderful speakers and updates from GWAAR and the State DHS.

March reviewed the Nutrition Program meal pattern guidelines highlighting the components that are required in each of the meals we serve. March mentioned that to claim our meals for federal funding reimbursements we must comply with these guidelines. The guidelines include portion requirements of Whole Grains, Protein, Fruits, Vegetables, Fats & Oils, & Milk. Many questions have come up with the meal pattern since the new caterer started in January.

Discussion of Possible Future Agenda Items. No Future Agenda discussed.

Adjourn

A motion to adjourn the meeting by Lisa Krolow, seconded by Bonnie Bull. The motion was approved unanimously, and the meeting was adjourned at 2:23 p.m.

Respectfully submitted,

Tatiana March, Senior Nutrition Program Supervisor