

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

11/25/2025

Call to order

Frankie Fuller called the meeting was called to order at 2:02 p.m.

Roll call (establish of a quorum)

Present: Frankie Fuller- Chair, Bonnie Bull, Lisa Krolow, Mary Ann Zwaska, Sara Ariss

Also Present: ReBecca Schmidt, Kimberly Lafler

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 Ann Zwaska, seconded by Sara Ariss. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 06/19/2025.

A motion to approve the minutes was made by Sara Ariss. Seconded by Mary Ann Zwaska. The motion was approved unanimously.

Communication

None.

Public Comment

None.

Presentation of Nutrition Project Council Power Point. An overview of the Nutrition Project Council was given for the group.

Nutrition Program Staff and Volunteer Updates. Schmidt reported that all site managers are doing well. The site manager for Jefferson left her position for a full-time job. The vacant position is being covered by a backup site manager while the position is posted. There have been no applicants thus far. As always there is a need for volunteers in the program especially on the rural routes in Jefferson and Watertown. Schmidt mentioned that if anyone hears of anyone who might be interested to please have them call the nutrition office.

Discussion of Nutrition Program Updates. Schmidt gave updates on the downward trending costs and participants due to the implemented waitlist. There are 9 people on the waitlist at the time.

Discussion of Nutrition Project Council Appointments. The terms of each of the member was discussed. Bonnie Bull is the only council member whose 1st term will be up in July. She can continue for a second term if she would like to.

Discussion of Possible Future Agenda Items. The council suggested several topics for discussion at the next meeting.

- Reviewing and approval of By Laws and Program Orientation Manual
 - Add waitlist policy.
- Senior Farmer Market usage report
- Review of the Food Resource handouts provided to individuals not qualifying for HDM
- Mary Weber's role

Discussion of Senior Nutrition Program Orientation Manual & Council Bylaws. A copy of the current by laws and manual was handed out to all attending members for review.

Adjourn

A motion to adjourn the meeting by Bonnie Bull. The motion was approved unanimously, and the meeting was adjourned at 2:41 p.m.

Respectfully submitted,

ReBecca Schmidt
ADRC and Aging Division Manager