



Of Jefferson County, 1541 Annex Road, Jefferson, WI 53549

920-674-8734

### Agenda

#### Jefferson County Nutrition Project Council

Workforce Development Center

874 Collins Road, Room 103, Jefferson

Date: Tuesday, October 27, 2015

Time: 2:00 p.m.

**Committee Members:** Karen Anfang, Carol Ellingson, Janet Gerbig, Cheryl Langlois, Barb Natrop, Rita Kannenberg, Holly Ingersoll

1. Call to Order
2. Roll Call/Establishment of a Quorum
3. Certification of Compliance with Opening Meetings Law
4. Review Agenda
5. Citizens Comments (Members who wish to address the committee on specific agenda items must register their request at this time)
6. Approval of Minutes: July 28, 2015
7. Communications
8. Discuss HIPPA, Client Rights & Confidentiality Policies
9. Discuss Draft Nutrition Program Operations Policy
10. Discuss November/December Nutrition Educational Materials
11. Discuss 2016 & 2017 Suggested Donation
12. Roundtable Discussion
13. Adjourn

Next scheduled meetings:      Tuesday, January 26, 2016  
   Tuesday, April 26, 2016  
   Tuesday, July 26, 2016  
   Tuesday, October 25, 2016

The Committee may discuss and/or take action on any item specifically listed on the agenda.

**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**July 28, 2015**

**Call to Order**

The meeting was called to order at 2:00 p.m.

**Roll Call**

Present: Holly Ingersoll, Lake Mills; Rita Kannenberg, Waterloo; Cheryl Langlois, Fort Atkinson; Janet Gerbig, Watertown; Barb Natrop, Palmyra; and Carol Ellingson, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Linda Winterland, Joy Clark, Patti Hills, Julie Schultz and Jennifer Whaley. In addition, Mary Parsons from the Waterloo program attended. Julie Schultz was introduced as the new site manager in Palmyra and was welcomed.

**Certification of Compliance with Open Meetings Law**

Torum certified compliance.

**Review of Agenda**

The agenda was reviewed and there were no changes.

**Citizen Comments**

None

**Approval of Minutes**

Ingersoll made a motion to approve the 5/19/15 minutes. The motion was seconded by Kannenberg and passed unanimously.

**Communications**

None.

**Discuss Annual Site Manager Training**

The training is being held in Waunakee again on 10/9. It is mandatory and more information will be sent out as the date gets closer. Torum is on the planning committee and one of the sessions will be called Table Talk. It will provided people with an opportunity to talk about issues and concerns. Managers were asked to share what they would like to discuss. Hills said that she would like to hear about how others get people closer to 60 in the door.

## **Review August Nutrition Educational Materials**

Endl reviewed the table tent educational materials for September. The information is on balance problems, storing food safely, fall risk and a fruit of the month - honeydew melon. Fall prevention awareness week starts 9/7 and information on fall risk will be sent out closer to that date.

## **Discuss 2016 Meal Costs and Consider Increasing the Suggested Donation**

Feil's Catering was awarded the meal contract again in 2016-2017. The food cost will increase from \$3.92 to \$4.05 in January 2016, and the current suggested donation falls well below that. The suggested donation has not increased in many years and it should increase somewhat commensurate with the meal costs. Natrop made a motion to increase the donation amount to \$3.75 in 2016. The motion was seconded by Ellingson and passed unanimously. This will be discussed at the ADRC Advisory Committee meeting on August 4, 2015.

## **2015 Participant Survey Results**

The results of the surveys were handed out and discussed. Overall they are favorable about the food quality. The questions regarding hunger and food insecurity support the goals on the aging plan. There were many more positive than negative comments. Torum will collate the information in a spread sheet for comparative analysis. This information will be shared when it is done.

## **2016-2018 County Aging Unit Plan: & Nutritional Goals**

Work on the nutrition goals under this program's Key Outcome Indicator continues. Goal one and two were combined and the language remains the same as it was when reviewed at the May meeting. A second goal was added, and it is as follows:

**Goal 2:** In order to improve health literacy among home delivered meal participants, beginning in January 2015 and ongoing throughout each year of the plan, the Nutritionist will administer the Newest Vital Sign (NVS) Tool to 100% of those who score 6+ on the Nutrition Check Tool, indicating that they are at high nutritional risk. Those who score 0-1 on the NVS will be provided additional nutrition education and counseling services on a 1:1 basis each quarter.

The Newest Vital Sign quiz was handed out and reviewed to see how it works. Committee members felt this was a relevant goal and could see how it would help people.

Torum reported that adding a breakfast meal (which was discussed at the May meeting), would be too complicated. The requirements are significant and there was not enough time to plan for this prior to the program going out for bid. Torum is considering adding a different goal related to going paperless. The majority of managers felt this would be a welcomed change and NPC members agreed.

## **Roundtable Discussion**

Eilenfeldt is working on two goals. The first is on connecting the home meal program with libraries so that people have access to reading materials. With Linda's help, Lake Mills was the first, and Johnson Creek, Waterloo and Jefferson have made a commitment too. The second goal is to have a food drive in October (World Hunger Month). She did this last year and it was successful. Eilenfeldt handed out information on what to do about scalds and burns.

Jefferson, Watertown, Palmyra had no issues or concerns. Whaley said that the Senior Center is offering a 1 ½ hour breakfast meal 1x/month to recruit new board members. Winterland said that Heimstreet Pharmacy came to her site and gave a talk on medication plans and that the Lake Mills Leader ran articles recruiting volunteers with some success. Kannenberg said that a new volunteer coordinator will assume her duties shortly. Kannenberg will remain on the committee as the Waterloo representative.

Torum asked about food temps and the results were mixed as to who is actually temping what food products. Some drivers are good about it, others are not. Torum will contact Feil's about this. Torum attended a regional Nutrition Director's meeting on 7/27 and shared meeting highlights:

- A draft of Chapter 8 from the policy and procedures manual covering aging programs will be out by 9/1. This is the chapter that covers nutrition and there are suggested changes.
- The state nutritionist would like to see menu's updated.
- There will be web-based trainings for volunteers and driver.
- Some sites have gone paperless and provide managers with I-Pads.
- All counties are required to have policies and procedures for frozen meals.
- Some counties have managers grade the meals on comment sheets.
- Donation statements must be approved by the Department of Health Services. There is required language that must be on them.
- On August 13<sup>th</sup> a second Meal Cost tool training will be held in WI Dells.
- Counties who have catering contracts for less than \$150,000 may not have to put the program out for bid unless the county requires it.

#### Set Next Meeting Date and Agenda

The next meeting will be held on October 27. The annual Senior Dining Report and updated Site Managers Training Manual will be reviewed. We will also discuss changing meeting dates since the site manager training always falls close to the October meeting date and information is redundant.

#### Adjourn

The meeting was adjourned at 3:45 p.m. via a motion made by Kannenberg and seconded by Ingersoll.

Respectfully submitted,

Susan Torum, Division Manager  
Aging & Disability Resources