

Nutrition Project Council Agenda
Jefferson County
Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI

Date: July 25, 2017

Time: 2:00 p.m.

Committee Members: Carol Ellingson, Janet Gerbig, Barb Natrop, Rita Kannenberg, Carol O'Neil, Audrey Postel

1. Call to order
2. Roll call (establish of a quorum)
3. Certification of compliance with Opening Meetings Law
4. Approval of the agenda
5. Communication
6. Public Comment (Members who wish to address the committee on specific agenda items must register their request at this time)
7. Annual Nutrition Site Assessment
8. Nutrition Program Staff Training theme "More than a meal"
9. Annual Meal Participant Satisfaction Survey
10. Emergency Preparedness/Back-up food supply in case of shortages
11. Roundtable discussion regarding current and future services provided by Senior Dining, included updates, issues and concerns regarding meal sites
12. Adjourn

Next scheduled meetings: Tuesday, October 24, 2017

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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
4/25/2017 (DRAFT)

Call to Order

The meeting was called to order at 2:02 p.m.

Roll Call

No quorum could be established since insufficient council members were present. All present parties stayed for an informal discussion of the following information.

Present: Janet Gerbig, Watertown; Barbara Natrop, Palmyra; Carol Ellingson, Jefferson.

Also Present: Sharon Olson, Leigh Fritter, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz, Jennifer Meyer, and Paula Jacobs. Mary Roberts, as an interested community member; Audrey Postel, interested in representing the Fort Atkinson meal site, Carol O'Neil interested in representing the Johnson Creek meal site.

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Review of the Agenda

The agenda was reviewed.

Communications

Leigh Fritter, Nutrition Program Supervisor, shared the interest of Audrey Postel, and Carol O'Neil's in becoming Nutrition Project Council members. Fritter also discussed the need for volunteer home delivered meal drivers for the Palmyra and Sullivan/ Rome sites. Olson and Fritter discussed the upcoming WAND conference that they would be attending in Stevens Point.

Citizen Comments

Mary Roberts stated that she attended the meeting because she was concerned about nutrition for all ages and was interested in seeing what the County's Senior Dining Program did for the older adult population. Audrey Postel discussed being a volunteer at the Fort Atkinson meal site, and she feels that she can help to represent the population at the Fort Meal site. Carol O'Neil discussed being a volunteer for the Johnson Creek meal site and having experience on other boards which made her interested in becoming a Nutrition Project Council member.

Discuss New Heating Packs

Leigh Fritter, Nutrition Program Supervisor, discussed new heating packs that were purchased for meal delivery routes. Julie Schultz, Palmyra site manager stated that she felt that they did not get warm enough.

Jennifer Meyer, Lake Mills site manager, stated that the new heating packs worked very well to keep the hot food hot, though she needed to flip the heating pack midway through the heating process to ensure that both sides were hot.

Discuss Council Roles and Responsibilities

Fritter reviewed with the Council Members the Nutrition Advisory Council, Council roles and responsibilities as well as the Jefferson County Nutrition Project Council By-Laws. Article 6 of the By-laws is that they shall be reviewed by Project Council members annually.

Roundtable Discussion and Updates

Julie Schultz stated that she would like to see less repetition of some items on the menu such a pineapple. She stated that one meal contained pineapple in the entrée and as the serving of fruit. The group discussed the variance between counties process of procuring foods; such as the difference between having meals catered and other counties having meals cooked on-site. Joy Clark Jefferson manger, and Patti Hills, Watertown dining site manager stated that they have been notified by participants that they are happy with the meals provided through Feil's Catering.

Adjourn

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Leigh Fritter, Nutrition Program Supervisor
Aging & Disability Resources

Jefferson County Nutrition Project Council By-Laws

Article 1: Roles & Responsibilities of the Council

It shall be the responsibility of the council to advise the Nutrition Program Supervisor on all matters relating to the delivery of nutrition and nutrition supportive services within the program area. Project Council Members shall also:

- Make recommendations to the Nutrition Program Supervisor regarding the food preference of participants;
- Make recommendations to the Nutrition Program Supervisor and the aging unit regarding days and hours of meal site operations and site locations;
- Make recommendations to the Nutrition Program Supervisor regarding setting the annual “suggested donation.”
- Make recommendations to the Nutrition Program Supervisor regarding meal site furnishings with regard to disabled or handicapped individuals;
- Conduct a yearly on-site review of each meal site in the program utilizing the site assessment guide;
- Advise and make recommendations to the Nutrition Program Supervisor and aging unit regarding supportive social services to be conducted at meal sites;
- As an organized group, give support and assistance to the ongoing development of the nutrition program;
- Represent and speak on behalf of nutrition participants and program; and
- As a liaison group, act as a communications clearinghouse between the nutrition program and the general public.
- Attend joint meetings with Nutrition Site Managers.
- Provide participants with information from meetings.

Article 2: Membership

- Members shall be appointed by the Human Services Board and confirmed by the County Board.
- More than one-half of the council membership must consist of nutrition program participants elected as meal site representatives, and must include representation from home-delivered meal recipients, with no more than two representatives per site.
- The remaining council membership should provide for a broad representation from public and private agencies that are knowledgeable and interested in the Jefferson County Nutrition Programs.
- All members (appointed or elected) shall have the same rights and responsibilities.

- Council members, as well as the Nutrition Program Supervisor, may recommend prospective members to the council for screening.

Article 3: Solicitation of New Members

- New members shall be solicited on an annual basis throughout the month of March by the Nutrition Program Supervisor, Nutrition Project Council Members and Site Managers.
- Information about becoming a Nutrition Project Council member shall be posted at each site along with a copy of the bylaws.
- New members shall be confirmed annually by the County Board of Supervisors.

Article 4: Meeting Dates and Times

- Council meetings shall be held no less than once per quarter at a time and place that is convenient to council members and site managers.
- Upon request by a Project Council Member or the Nutrition Program Supervisor, time shall be set aside for Council members to meet privately when there are sensitive issues concerning site operations and/or site manager performance.

Article 5: Grievances

- **Step One:** The grievance shall be brought to the Nutrition Site Manager's attention for resolution.
- **Step Two:** The grievance shall be brought to the Nutrition Program Supervisor's attention for resolution.
- **Step Three:** The grievance shall be brought before a joint meeting of the Nutrition Project council and Advisory Committee on Aging for resolution.

Article 6: By-Law Amendments

- By-laws shall be reviewed by Project council members annually and in conjunction with the appointment of new members.
- Proposed amendments to the by-laws shall be approved by the Advisory Committee on Aging.