

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

Date: January 23rd, 2018

Time: 2:00 p.m.

**Committee Members:**

Carol Ellingson, Janet Gerbig, Barb Natrop, Carol O'Neil, Audrey Postel, and Carol Battenberg.

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. Watertown Home Delivered Meals
  8. 2018 Suggested Donation Rate
  9. Review Voluntary Contribution Policies
  10. Review Nutrition Program Eligibility Criteria
  11. Solicitation of New Members in the month of March
  12. Volunteer Banquet theme ideas
  13. Roundtable discussion regarding current and future services provided by Senior Dining, included updates, issues and concerns regarding meal sites
  14. Adjourn
- Future Meeting dates:        April 24<sup>th</sup>, 2018  
   July 31<sup>st</sup>, 2018  
   October 23<sup>rd</sup>, 2018

Following the meeting: 3 pm Client Rights

**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**  
**10/24/2017 (Draft)**

**Call to Order**

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

**Roll Call**

Present: Janet Gerbig, Watertown; Carol Ellingson, Jefferson; Carol O'Neil, Johnson Creek; Barb Natrop, Palmyra; Carol Battenberg, Lake Mills.

Also Present: Sharon Olson, Leigh Fritter, staff; and Senior Dining Program Managers: Joy Clark, Cheryl Langlois, Jennifer Meyer, Julie Schultz, and Patti Hills; Terry Feil; caterer for Jefferson County Senior Dining.

**Certification of Compliance with Open Meetings Law**

Fritter certified compliance.

**Review of the Agenda**

The agenda was reviewed. A motion to approve it was made by O'Neil, seconded by Natrop and passed unanimously.

**Communications**

Leigh Fritter shared an update from GWAAR that October is Health literacy month. She also reviewed Wisconsin specific statistics from America's Health Rankings Senior Report and that Wisconsin overall health ranking for the Country is 10<sup>th</sup> healthiest in the country. She notified the council that there was still a need for volunteers in the Rome/Sullivan and Palmyra areas to deliver meals and to aide in Lake Mills' congregate site.

**Citizen Comments**

Terry Feil the nutrition program caterer shared that he would be sending out his Christmas Stalin the week prior to Christmas for all of the meal sites and home delivered meal participants, unless they notified him that there would be a holiday gathering prior to that week. He also discussed the menus and reaffirmed that he appreciated comments provided letting him know participants likes and dislikes on meals to be aware of meals that should continue to be on the rotation of meals.

**Annual Nutrition Site Assessment Results**

Leigh Fritter, Nutrition Program Supervisor, discussed the annual nutrition site assessments, and that they went well for the 2017 year. She stated that she felt things went well with the managers and Nutrition Project Council members completing a primary assessment, and then Fritter doing the final assessment. She found that only one meal site had not dated the condiments which was corrected the day of the site inspection.

### **Annual Meal Participant Satisfaction Survey**

Fritter discussed the participant satisfaction survey and that they would be dispersed from October 23<sup>rd</sup> until November 22<sup>nd</sup>, 2017 at the meal sites by the managers, and that the surveys for the home delivered participants were sent to them individually in the mail. She discussed that then they would be entered into Survey Monkey which would be compiled by GWAAR and data would be returned to review at a future meeting. Fritter shared the custom questions that were added to the survey which were 'Do you have any difficulty finding parking?' for the congregate surveys, and then for the congregate and home delivered surveys the question 'On average, how many meals/snacks do you eat daily?' to clarify one of the standardized questions on both surveys asking about the percentage of total daily intake from the meal provided through the nutrition program.

### **2016-2017 Fiscal Year Meal Numbers**

Fritter discussed that for the October 2016- September 2017 fiscal year that Jefferson County had seen a decrease in NSIP eligible home delivered meals of 5%, and a decrease of NSIP eligible congregate meals of 2%. She also noted that despite the decrease in meals rates, participation rates had an increase of 102 congregate participants from the year prior, and an increase of 29 home delivered meal participants. She stated that when the meal sites had events going on that participation rates increased.

### **Recap on Fall Staff training**

Fritter discussed the theme of the Staff Fall Training being the Seven Dimensions of Wellness, "More than a meal." She discussed the training bringing to light what else the Jefferson County Senior Nutrition Program can and does offer participants besides the meal. Fritter asked the managers to share what they learned from the training. Langlois shared that she felt that the active shooter training that was provided would be beneficial to participants and recommended training to the Fort Atkinson Senior Center Director. Clark and Hills discussed the Qui Jong class which provided stretching and meditation which could be beneficial for meal participants. Schultz and Meyer discussed the round robin discussions where they were able to talk with other county's Nutrition program staff and noted that it seems as though they are having similar experiences to Jefferson County.

### **Roundtable Discussion**

Joy Clark and Julie Schultz discussed the possibility of having frozen vegetables on hand at the meal sites to heat, Terry Feil discussed that any cooking at the meal sites would require a more intensive inspection at the meal sites. Cheryl Langlois stated that the participants at the Fort Atkinson really enjoyed having more beans on the menu, as well as the Liver and onions and Sauer kraut.

### **Adjourn**

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Leigh Fritter, Nutrition Program Supervisor