

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

Date: April 24th, 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. Approval of Minutes
6. Communication
7. Public Comment (Members who wish to address the committee on specific agenda items must register their request at this time)
8. Nutrition Site Assessment
9. Participant Satisfaction Survey
10. Catering Contract BID 2019-2020
11. Review 2018 Nutrition Program goals
12. Review topics covered at WAND Spring Conference
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: July 31st, 2018
October 23rd, 2018

Following the meeting: 3 pm Annual Compliance Training, Code of Conduct

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
1/23/2018 (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, Bev Grenawalt and Patti Hills.

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 Battenberg and passed unanimously.

Communications

Fritter reviewed the summary of the White House Conference on Aging, and an article 'Older Americans Act Appropriations: Providing Vital Support for Older Adults to Remain Living at Home' shared from the Wisconsin Aging Advocacy Network website.

Public Comment

None.

Watertown Home Delivered Meals

Fritter discussed with the NPC that the Watertown Meal site began providing home delivered meals within the city of Watertown, both Jefferson and Dodge county residents, December 4th of 2017. Watertown began with 14 participants, and had since nearly double the amount of participants receiving meals to 25 for the month of January. Fritter stated that the site manager Patti had did a seamless job of integrating these new duties in her daily routine.

2018 Suggested Donation Rate

The suggested donation rate for 2018 was increased from \$3.75 to \$4.00 per meal, per discussion to increase rates incrementally by the NPC and ADRC Advisory Committee in 2015. Fritter shared that Home delivered meal participants and congregate participants were notified in advance of the increase.

Review Voluntary Contributions Policy

The council reviewed the voluntary contributions policy per chapter 8 of the Manual of Policies and procedures for the Wisconsin Aging Network. Handout distributed at meeting.

Review Program Eligibility Criteria

The council reviewed the voluntary contributions policy per chapter 8 of the Manual of Policies and procedures for the Wisconsin Aging Network. Handout distributed at meeting.

Solicitation of New Members in the month of March

Fritter discussed the annual recruitment of new Nutrition Project Council Members which occurs in March. She stated that she would be providing a press release to the newspapers, as well as advertising for it at the Nutrition sites, and mailing flyers to the HDM meal participants. Flyers were distributed to Nutrition Project Council members to distribute to interested community members.

Volunteer Banquet Theme Ideas

The council discussed briefly about what themes of past recognition dinners. Fritter asked that council members contact her if they had any ideas on the 2018 theme.

Roundtable Discussions

Site manager Cheryl brought up that she had recently been grieving from a friend's suicide, and thought that it would be beneficial to learn more about depression and suicidal ideation signs and symptoms in the senior population. It was discussed that this would be a topic raised at a future NPC meeting.

Adjourn

The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Leigh Fritter, Nutrition Program Supervisor