

Nutrition Project Council Agenda Jefferson County

In-person meeting only

Jefferson County Human Services is inviting you to a scheduled meeting.

Human Services Building

Aztalan Room

1541 Annex Rd.

Jefferson, WI 53549

Date: Tuesday January 27, 2026

Time: **2:00p.m.**

Committee Members: Frankie Fuller – Chair, Bonnie Bull, Lisa Krolow, Mary Roberts, Sara Ariss, Mary Jo Shackelford.

1. Call to order
2. Roll call (establish of a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the Nutrition Project Council Minutes from 11/25/2025
6. Communication
7. Public Comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Presentation of Nutrition Project Council Power Point
9. Presentation of Right Meal for You tools for Home Delivered Meal participants
10. Discussion of Nutrition Program Staff and Volunteer Update
11. Discussion of Nutrition Program Updates
12. Discussion of Nutrition Project Council Appointments
13. Discussion of Nutrition County Senior Nutrition Program Orientation Manual & Council Bylaws
14. Discussion of Possible Future Agenda Items
15. Adjourn

Future Meeting dates (last Tuesday of the month):

April 28, 2026

July 28, 2026

October 27, 2026

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**

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

Jefferson County Nutrition Project Council By-Laws

2025

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:

- Represent and speak on behalf of the nutrition participants and program.
- Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers.
- Assist in publicizing the nutrition program and outreach to potential new participants.
- Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
- Make recommendations to the nutrition director about dining center accessibility and age-friendliness.
- Advise and make recommendations to the nutrition director and aging unit about supportive social services to be conducted at dining centers.
- Give support and assistance to the ongoing development of the nutrition program.
- Seek input, in cooperation with the nutrition director, from program participants and others in the community to evaluate the impact, and quality of the nutrition program.

Article 2: Membership

- Members shall be appointed by the Human Services Board and confirmed by the County Board.
- More than ½ of the council membership will consist of adults age 60 and older.
- The remaining council membership should provide for a broad representation from public and private agencies that are knowledgeable and interested in the senior dining and home-delivered meal program, such as local hospitals, UW-Extension, etc.
- 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. With proper notice, videoconferencing may take the place of an in-person meeting.
- 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.
- All members shall receive a per diem payment and mileage for each meeting attended as stipulated by the County Board.
- THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY ON 12/8/20 ORDAINED AS FOLLOWS: authorize per diem payments in addition to mileage reimbursement to public members of the above-named committee. Appointed Government officials had previously received a per diem payment and mileage.

Article 5: Grievances

- **Step One:** The grievance shall be brought to the Nutrition Site Manager's attention for resolution. If step one is not met, go to step two.
- **Step Two:** The grievance shall be brought to the Nutrition Program Supervisor's attention for resolution. If step two is not met, go to step three.
- **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.

JEFFERSON COUNTY SENIOR NUTRITION PROGRAM



NUTRITION PROJECT COUNCIL ORIENTATION MANUAL

1541 ANNEX RD. JEFFERSON, WI 53549

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Nutrition Project Council of Jefferson County Handbook

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AGING & DISABILITY RESOURCE CENTER of Jefferson County

1541 Annex Road Jefferson, WI 53549

920/674-8734 Direct 866/740-2372 Toll-free 920-674-7603 Fax

A MESSAGE FROM THE NUTRITION PROGRAM SUPERVISOR:

Dear Nutrition Project Council Member,

I am so grateful for your interest in being a part of the Jefferson County Nutrition Project Council. This role is essential in advocating for the improvement of the Jefferson County Nutrition Program. Our goal is to help older individuals in our community have access to hot, nutritious meals that can assist them with living independently in their homes or gain socialization in the community.

We strive for a fun, fair and welcoming environment through all of our nutrition services. Your job is to engage with participants in the community and gather feedback that you can then bring back to the council members and myself so we can work on making this program better for the many years to come. We want to provide "more than a meal" to our consumers. Without your knowledge and expertise, enhancements and innovations would not be possible.

Please use this handbook as a general reference/guide for your time here on this Project Council. If you have any questions, comments or concerns, please feel free to reach out to me as I would be happy to assist you with this.

Again, thank you so much for your time advocating for older adults in Jefferson County.

Warm regards,

Tatiana March

Tatiana March, Nutrition Program Supervisor

Office: 920-674-8134 Fax: 920-674-7603 Email: tmarch@jeffersoncountywi.gov

SECTION 1: HISTORY & OVERVIEW



Aging & Disability Resource Center & Governance



The Older American's Act requires states to develop planning and service areas. Area Agencies are responsible for preparing and developing a plan for a comprehensive and coordinated system of supportive services for older persons in their respective areas.

The Area Agency on Aging that oversees Jefferson County is the Greater Wisconsin Agency on Aging Resources, GWAAR. This nonprofit agency is committed to supporting the successful delivery of aging programs and services in 70 counties and 11 tribes in Wisconsin. GWAAR provides Aging Units and ADRC's with training, technical assistance and advocacy to ensure the availability and quality of programs and services to meet the changing needs of older people living in Wisconsin.

County Aging Units

Each county in Wisconsin has a designated Aging Unit. In Jefferson County, the Aging Unit is called the "Aging & Disability Resources Division." The division was created in 2009 when the county opened the Aging & Disability Resource Center and began moving into Family Care. The division manages all the state contracts associated with the Older American's Act, Transportation, and the Aging & Disability Resource Center.

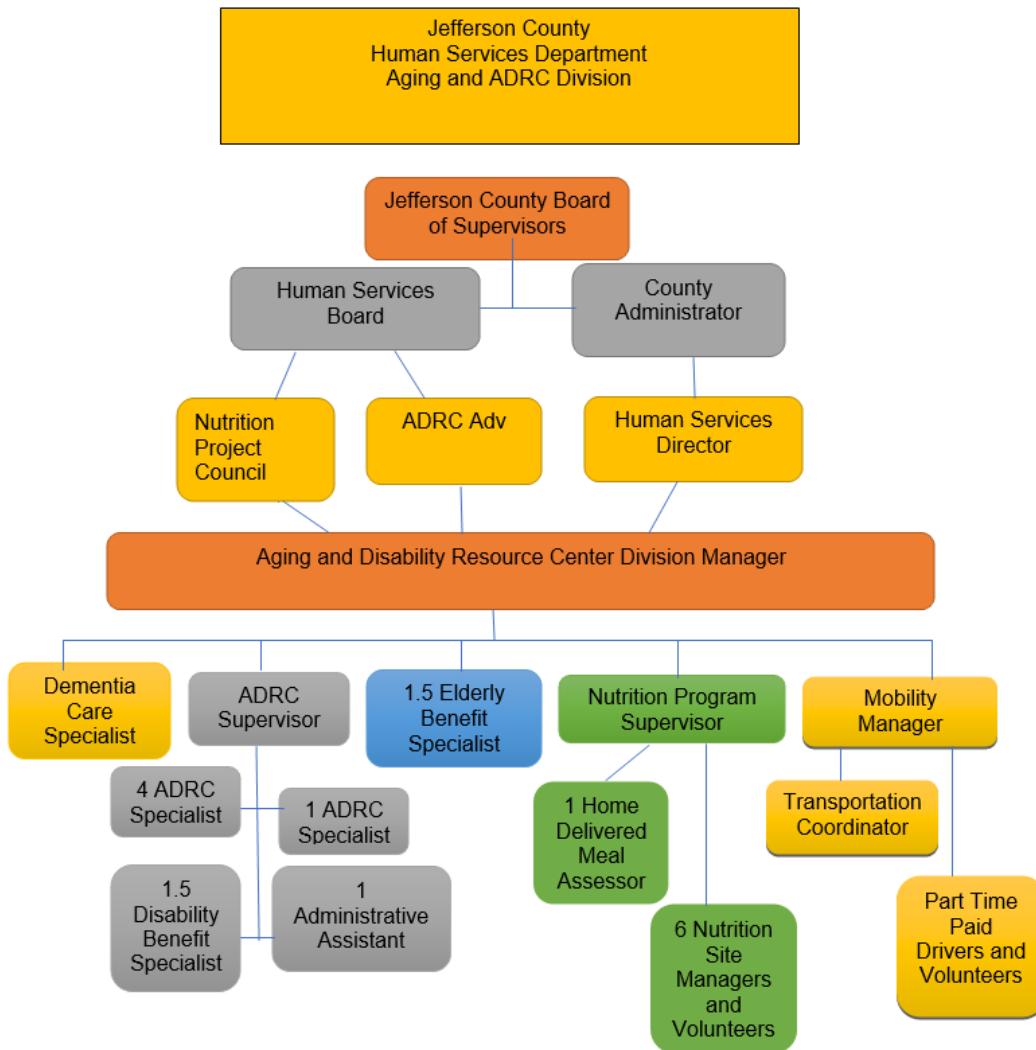
Aging Units and ADRC's are required to have a governing committee. On April 15, 2008, the **ADRC Project Committee** was created by the Jefferson County Board of Supervisors and is organized according to the following State Statutes:

- **Aging Unit**, Commission on Aging: 46.82(4)(a)1-2; Composition 46.82(4)(b)1-3; Terms 46.82(4)(c) and Powers & Duties 46.82(4)(d); AND
- **Aging & Disability Resource Center**, Governing Board: 46.283(6)(a)1-3; 46.283(6)(b)1-10.

ADRC of Jefferson County Mission: *Our mission is to provide older adults and people with physical or developmental/intellectual disabilities the resources needed to live with dignity and security and achieve maximum independence and quality of life. The goal of the Aging and Disability Resource Center, ADRC, is to empower individuals to make informed choices and to streamline access to the right and appropriate services and supports.*

The Jefferson County Nutrition Program is a program within the Aging Unit of the Aging and Disability Resource Center of Jefferson County (see organizational chart on next page).

2024 Organizational Chart



Nutrition Program Supervisor – Tatiana March (2023)

Home Delivered Meal Assessor – **Mary Weber (2023)**

Fort Atkinson Nutrition Site Manager – **Kevin Purcell (2021)**

Jefferson Nutrition Site Manager – **Jackie Unke (2023)**

Lake Mills Nutrition Site Managers - **Jolie Palmer (2023) & Karen Koenigs (2023)**

Sullivan/Palmyra Nutrition Site Manager – **Julie Schultz (2015)**

Watertown Nutrition Site Manager – **Patti Hills (2003)**

Waterloo Nutrition Site Manager – **Leisa Zirbel (2024)**

Older Americans Act (OAA) Programs

MISSION STATEMENT OAA:

To help older people maintain maximum independence in their homes and communities and to promote a continuum of care for the vulnerable elderly.

For information about the history of the Older Americans Act and the Elderly Nutrition Program visit :[Older Americans Act](#) (OAA) or [OAA Background and Overview](#) . Information specifically for the OAA Nutrition Program visit <https://www.acf.hhs.gov/programs/health-wellness/nutrition-services>

DATA COLLECTION- NATIONAL LEVEL

Performance of Older Americans Act Programs

Administration for Community Living (ACL) collects information and reports on the performance of Older Americans Act programs through the several data collection systems under its National Aging Program Information System (NAPIS), its national surveys of OAA participants, and its evaluation studies. This is reported in the Program Performance Analysis section of the budget justification submitted to Congress along with the President's budget each year, as well as through several other mechanisms. <https://www.acf.hhs.gov/programs/performance-older-americans-act-programs>

Administration on Aging: AGing Integrated Database (AGID)

The AGing Integrated Database (AGID) is an on-line query system based on ACL-related data files and surveys, and includes population characteristics from the Census Bureau for comparison purposes. The four options or paths through AGID provide different levels of focus and aggregation of the data – from individual data elements within Data-at-a-Glance to full database access within Data Files. <https://agid.acf.hhs.gov/>

National Survey of OAA Participants

These public use files provide information on a collection of annual national surveys of recipients of OAA program services reporting on service quality and consumer-reported outcomes. The instruments also measure special needs characteristics of the people who receive services such as physical and social functioning. <https://agid.acf.hhs.gov/DataFiles/NPS/>

DID YOU KNOW...

OAA services are available to all persons aged 60 and older, but are targeted at those with the greatest economic or social need, particularly low-income and minority persons, older individuals with limited English proficiency, and older persons residing in rural areas.

Means testing is prohibited. Participants are encouraged to make voluntary contributions for services they receive.

States are allowed to implement cost-sharing policies for certain services on a sliding-scale fee basis, but older persons must not be denied services due to failure to make cost-sharing payments.

State, local and private funding sources also supplement federal OAA funds for these services.

THE OLDER AMERICANS ACT OF 1965

The Older American's Act was originally signed into law by President Lyndon B. Johnson on July 14, 1965. The act was created by the federal Administration on Aging (AOA) and provides grants to states for a variety of activities and services that comply with the congressional declaration of objectives. Following is the *Preamble to the Older American's Act*:

"The Congress hereby finds and declares that, in keeping with the traditional American concept of the inherent dignity of the individual in our democratic society, the older people of our Nation are entitled to, and it is the joint and several duty and responsibility of the governments of the United States, of the several States and their political subdivisions and of Indian tribes to assist our older people to secure equal opportunity to the full and free enjoyment of the following objectives:"

- An adequate income in retirement in accordance with the American standard of living.
- The best possible physical and mental health which science can make available and without regard to economic status.
- Obtaining and maintaining suitable housing, independently selected, designed and located with reference to special needs and available at costs which older citizens can afford.
- Full restoration services for those who require institutional care and a comprehensive array of community-based, long term care services adequate to appropriately sustain older people in their communities and in their homes including support to family members and other persons providing voluntary care to older individuals needing long term care services.
- Opportunity for employment with no discriminatory personnel practices because of age.
- Retirement in health, honor, dignity - after years of contribution to the economy.
- Participating in and contributing to meaningful activity within the widest range of civic, cultural, education and training and recreational opportunities.
- Efficient community services, including access to low-cost transportation, which provide a choice in supported living arrangements and social assistance in a coordinated manner and which are readily available when needed, with emphasis on maintaining a continuum of care for vulnerable older individuals
- Immediate benefit from proven research knowledge which can sustain and improve health and happiness.
- Freedom, independence and the free exercise of individual initiative in planning and managing their own lives, full participation in the planning and operation of community-based services and programs provided for their benefit, and protection against abuse, neglect and exploitation."

BREAKDOWN OF JEFF CO. OLDER AMERICANS ACT PROGRAMS

Advocacy

The Older American's Act is the foundation of the Aging Network and the central tenet of the OAA is advocacy. The context under which the ADRC Project Committee operates involves:

- Assisting in the development of better public policy.
- Ensuring the Aging & Disability Resource Division's accountability to citizens.
- Giving a voice to (misrepresented or underrepresented) citizen interests.
- Mobilizing citizens to participate in the public policy process;
- Supporting the development of a culture of tolerance, equality and acceptance of people with disabilities and the elderly.

Elderly Benefit Specialist Program

Advocates who are trained to help older persons who are experiencing problems with public or private benefit programs. Jefferson County employs two specialists, one is full-time, the other part-time.

Funding for this program comes from the federal, state and county tax dollars:

- a. State EBS Contract from DHS
- b. State Health Insurance Program (SHIP)
- c. Medicaid
- d. Aging & Disability Resource Center (ADRC)
- e. EBS OCI (SPAP) Prescription Drug Assistance
- f. MIPPA – Medicare Improvement for Patients and Providers Act
- g. State Senior Community Services (SSCS)

Health Promotion

At the national level there are many priorities that focus on maintaining good health and preventing or managing illness or injury. GWAAR and the Department of Health Services (DHS) continually provide county aging units with a variety of materials for distribution. There are several evidenced based prevention programs that GWAAR and DHS promote: Living Well with Chronic Conditions, Powerful Tools for Caregivers, and Stepping On, a falls prevention program.

In addition, the Home Delivered Meal Assessor provides participants with nutrition counseling during the assessment. On a regular basis, health and wellness is promoted by every ADRC team member.

National Family Caregiver Support

The National Family Caregiver Support Program was created by the Administration on Aging in October 2000. The program helps families sustain their efforts to care for older relatives by providing them with the following services/supports:

- **Information** in the form of outreach and education about resources to help families in their caregiver roles.

- **Assistance** to families in learning about and locating services.
- **Caregiver support** in the form of counseling, training and support groups.
- **Respite care** to provide caregivers a temporary break from their responsibilities; and
- **Supplemental services** including items or services designed to help “fill the gap” when there is a need.

Senior Dining & Home Delivered Meals (Nutrition Program)

See information below under *Nutrition Program History (Brief)*

Supportive Services

Supportive services are intended to help people remain in their homes, with the help that they need, to meet their activities of daily living or access community services. Supportive Services is the second largest funding category under OAA.

Transportation

Jefferson County Provides transportation services to the elderly and to persons with a disability through the 85.21 Specialized Transportation Program. Persons seeking access to medical care are given priority services, as well as those needing help in meeting their nutritional needs.

Jefferson County began operating a Mobility Manager program in 2019. The Mobility Manager helps older adults, people with disabilities and anyone facing barriers finding transportation. Mobility Managers focus on meeting individual customer needs through a wide range of transportation options and service providers.

OTHER AGING AND DISABILITY RESOURCE CENTER PROGRAMS:

Aging & Disability Resource Center

- Advocacy
- Access to Other Programs & Benefits Information & Assistance
- Access to Publicly Funded Long-Term Care
- Dementia Care Specialist
- Disability Benefit Specialist Program
- Options Counseling
- Outreach & Marketing
- Pre-Admission Consultation
- Prevention & Early Intervention
- Transitional Services for Youth

State Funded Initiatives

- Abuse/Neglect of Vulnerable Adults
- Adult Protective Services
- Alzheimer's Family Caregiver Support
- S85.21 Specialized Transportation
- S5310 Mobility Manager

WI NUTRITION PROGRAM HISTORY (BRIEF)

In March 1972, Title VII was signed into law and added to the Act authorizing the National Nutrition Program for the Elderly (NPE), to provide hot meals and other nutrition services to people aged 60 and older and the spouse of such people regardless of age.

Provisions were made for both congregate meals (served at a central location), and home-delivered meals for those unable to participate in the congregate meals.

Congress appropriated funds for a nationwide Elderly Nutrition Program in 1973.

In Wisconsin from January through December of 1973, the state unit on aging set aside \$600,000 in funding and started elderly nutrition demonstration program in four counties (Trempealeau, Rusk, Clark, and Pepin).

In July 1973 there was \$99.6 million in federal OAA funding available nationwide. Wisconsin received \$2.1 million and started to pick possible counties to expand the nutrition program.

In August 1977 the State of Wisconsin started to add counties not presently operating elderly nutrition programs and encouraged multi-county programs

- Burnett-Sawyer-Washburn;
- Vilas-Oneida-Forest-Florence-Lincoln;
- Door-Kewaunee;
- Marquette-Waushara;
- Richland-Iowa-Lafayette;
- Waukesha-Washington-Ozaukee

The State of Wisconsin also encouraged new programs to join already operating programs therefore, Iron joined Ashland, Jackson joined Trempealeau, and Adams joined Columbia. Some counties decided to also go on their own such as Brown, Manitowoc, Outagamie, Calumet, Kenosha, Dodge, Sauk, Crawford, Polk, St. Croix, and Menominee.

**WISCONSIN STATE ELDERLY
NUTRITION PROGRAM
COORDINATORS**

DEBORAH JAEGER (1973-75)

REBECCA WICHERN (1975-1980)

CAROL RANKIN (1980-1995)

JENNIFER KEELEY (1995- 2006)

AMY FOX RAMSEY (2006-2012)

SARA KOENIG (2013- PRESENT)

Intent of the Elder Nutrition Program

- Maintain health & safety of community, especially the older adult population
- Decrease isolation of Wisconsin's older adults
- Facilitate meaningful social involvement for Wisconsin's older adults
- Preserve autonomy of Wisconsin's older adults
- Provide "more than a meal", i.e. comprehensive nutrition program.

PURPOSE OF THE ELDER NUTRITION PROGRAM IS:

- To reduce hunger, food insecurity and malnutrition
- To promote socialization of older individuals and
- To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

OBJECTIVES OF THE ELDER NUTRITION PROGRAM ARE TO:

- Prevent malnutrition and promote good health behaviors through nutrition education, nutrition screening and intervention of participants.
- Offer wholesome, delicious meals through the promotion and maintenance of high standards of food safety and sanitation.
- Promote or maintain coordination with nutrition-related and other supportive services for older individuals.
- Target older adults who have the greatest economic or social need with particular attention to low-income minority and rural individuals.

Nutrition services and health include the procurement, preparation, transport, and service of meals; nutrition education; screening, and counseling to older individuals at community dining centers or in their homes.

OVERVIEW OF JEFFERSON COUNTY NUTRITION PROGRAM

Jefferson County operates six nutrition sites:

Fort Atkinson	In-person dining: 11:30 am, Mon – Fri Home Delivered Meals: M-F (Rural Fort, Cambridge, Edgerton, & Whitewater)
Jefferson	In-person dining: 11:30 am, Mon - Fri Home Delivered Meals: M-F (Jefferson, M/W/F (Helenville, & Johnson Creek)
Lake Mills	In-person dining: 11:15 am (T, W, TH) Home Delivered Meals: Mon - Fri
Sullivan	Home Delivered Meals: Mon - Fri
Waterloo	Home Delivered Meals: Mon - Fri
Watertown	In-person dining: 11:30 am, Mon - Fri Home Delivered Meals: Mon-Fri (Watertown), M/W/F (Ixonia)

The nutrition Program is funded by a combination of federal and state funds, local public and private funds and participant contributions. Nutrition programs receive federal Title III-C-1 funds from the State for the congregate meal program and federal Title III-C-2 funds for the home delivered meal program. The Nutrition Services Incentive Program (NSIP) is a resource that allows the program grant monies as long as OAA Law and Federal Regulation Requirements are met. NOAA or “Not Older Americans Act” are meals that are provided to clients who do not fall under the eligibility requirements for use of Title III funding, more specifically, those who are under 60. Nutrition Programs must recover the full cost of the meal for any client who receives a meal from the Nutrition Program and is under the age of 60. Long-Term Care Programs (LTC) can contract with the Nutrition Program to provide meals to long-term care program clients. The Nutrition Program must recover the full cost of these meals from the LTC program and Title III funds must not be used to subsidize these meals. NOAA and LTC meals are not included in the NSIP meal counts.

The Elder Nutrition Program is the biggest in terms of dollars spent under the Older American’s Act.

SECTION 2:

POLICY & PROCEDURE

REQUIREMENTS



NUTRITION PROJECT COUNCIL

The nutrition program of each aging unit will establish a Nutrition Project Council that is separate from any other Project group of the aging unit to assist in evaluating, promoting, planning and advocating for the nutrition program and its participants.

The Nutrition Project Council will advise the nutrition director on all matters relating to nutrition and nutrition-supportive services within the program area. All recommendations and suggestions of the council will be in accord with federal and state policies and will take into consideration the nutrition budget.

COUNCIL ROLES AND RESPONSIBILITIES

Council members will:

- Represent and speak on behalf of the nutrition participants and program.
- Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers.
- Assist in publicizing the nutrition program and outreach to potential new participants.
- Make recommendations to the nutrition director about the food preferences of participants.
- Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
- Make recommendations to the nutrition director about dining center accessibility and age-friendliness.
- Advise and make recommendations to the nutrition director and aging unit about supportive social services to be conducted at dining centers.
- Give support and assistance to the ongoing development of the nutrition program.
- Conduct yearly environmental on-site reviews of dining centers in the program, if requested.

(SAMPLE NUTRITION ON-SITE REVIEW FORM APPENDIX A)

(SAMPLE NUTRITION PROJECT COUNCIL JOB DESCRIPTION APPENDIX B)

**Nutrition Project Councils
are:**

- Effective Communicators**
- Nutrition Minded**
- Enthusiastic & Positive**
- Results Oriented**
- Great Advocates**
- Excellent Public Relations Agents**
- Team builders**
- Innovative & Idea Oriented**
- Collaborative**

The Nutrition Project Council is intended to be a partner in improving the nutrition program. Council members can assist in securing funding by volunteering their time to raise funds for the program, developing and maintaining community partnerships, and promoting activities including advertising and outreach to the community.

MEMBERSHIP AND STRUCTURE

More than one-half of the council membership will consist of adults age 60 and older.

In addition, optional Nutrition Project Council membership should provide for broad representation from public and private agencies that are knowledgeable and interested in the senior dining and home-delivered meal program, such as local hospitals, University of Wisconsin-Extension, etc.

"A Project group is a collection of individuals who bring unique knowledge and skills which complement the knowledge and skills of the formal board members..."

Carter McNamara, Authenticity Consulting

(SAMPLE NUTRITION PROJECT COUNCIL APPLICATION APPENDIX C)

Chairperson	Select a member to be the chairperson.
Program staff coordinator	In most cases this should be the nutrition director. An aging director/nutrition director may wish to delegate the role to another staff person who has a good understanding of program issues and good communication skills.
Program staff	Keep program staff at meetings to a minimum.
Participants - Congregate	Can be included in the membership
Participants - Home-delivered	Can be included in the membership Spouse or family member of meal recipient.
Other Representation from the community	UW Extension, hospitals, food pantries, health and education programs, etc.

MEETINGS

The council will meet quarterly on the last Tuesday of the months of January, April, July, and October. By-laws and parliamentary procedures will be adopted to govern the conduct of council business.

Meetings must be open, with notices posted in accordance with the Open Meetings Law; minutes for all Nutrition Project Council meetings will be kept for three years.

(SAMPLE AGENDA APPENDIX D)

BY-LAWS

Nutrition Project council by-laws will include all of the following:

- an article describing responsibilities of the council.
- provision for specifying number, election, tenure (not to exceed two 3-year terms) and qualifications of members.
- dates for regular and annual meetings and the manner of giving notice for regular, annual and special meetings.
- provision for hearing participant grievances.
- provisions for amending and updating the by-laws

(SAMPLE BY-LAWS APPENDIX E)

SECTION 3: ADVOCACY



ADVOCACY

Advocacy Tips for Members

- Advocacy is about being a resource to those in elected and appointed office at the national, state and local level and to the media—knowing how to build relationships and disseminate good information to make an impact.
- Advocacy is about being a voice for those who are vulnerable, building coalitions, expanding your scope of friends and being prepared for opposition.
- Advocacy has to be ongoing and involves constant monitoring of developments.
- You must be prepared and adaptable to change.
- It is about building an evidence base—showing outcomes and prevention as a good investment.
- What can you do as a community?
 - Forums
 - Phone/email campaigns
 - Visit local congressional, state & local officials' offices
 - Invite elected officials to tour
 - Neighborhood/community awareness
 - Form local groups
 - Letters to the editor

PRINCIPLES OF ADVOCACY

P - Be Proactive, Persistent

R - Be Realistic, Do Research. Prepare to React

I - Gather and share Intelligence

N - Nudge as often as necessary

C - Coordinate people, organizations, resources, build Coalitions

I - Have an Infrastructure, Practice Integrity in ALL communications

P - Promote your existence. Publicize your accomplishments

L - Learn and Listen throughout advocacy process

E - Expect the unexpected at any juncture. Evaluate your progress and make adjustments

S - SUCCEED

Standards for Effective Committee Advocacy

“Advocacy is taking action to help people say what they want, secure their rights, represent their interests & obtain services they need. Advocates work in partnership with the people they support and take their side. Advocacy promotes social inclusion, equality and social justice.”

The Advocacy Charter Action for Advocacy, May 2006

Standard 1: “Put People First” by supporting the development of a culture of tolerance, equality and acceptance of people with disabilities and the elderly.

Standard 2: Assist in the development of better public policy by attending and participating in committee meetings, human services and/or county board meetings and by continually

seeking input from stakeholders and support networks. Regularly review policies and procedures.

Standard 3: Empower people by giving the misrepresented or underrepresented a voice at meetings, and/or by encouraging their attendance at meetings and supporting their concerns. Interact with associations that have shared interests in the people the ADRC represents.

Standard 4: Mobilize citizens to participate in the public policy process through public education and the public hearing process. Maintain legislative awareness and communicate issues to ADRC constituents by serving as a liaison to your local community.

Standard 5: Ensure that the Aging & Disability Resource Division is accountable to citizens by engaging them in the public policy process and by actively participating in meetings. Comply with all board policy and applicable rules and regulations.

Standard 6: Put self-interests aside and be free of conflict of interest.

Nutrition Program Advocacy Organizations and Resources:

National Association of Nutrition and Aging Services Programs

<http://www.nanasp.org/>

- View a 5 minute OAA Nutrition Act Advocacy Video. The video contains a joint message from Ellie Hollander CEO of MOWA and NANASP's Executive Director Bob Blancato <http://www.nanasp.org/advocacy>

• **Meals on Wheels America**

<https://www.mealsonwheelsamerica.org/take-action/advocate>

• **National Association of Area Agencies on Aging (n4a)**

<https://www.n4a.org/advocacyalerts>

• **Greater Wisconsin Agency on Aging Resources (GWAAR)**

Toolkit: <http://www.gwaar.org/advocacy-and-grassroots-resources1/advocacy-toolkit.html>

Finding Your Legislator: <http://www.gwaar.org/advocacy-and-grassroots-resources1/finding-your-legislator.html>

Issues and Initiatives: <http://www.gwaar.org/advocacy-and-grassroots-resources1/issues-and-initiatives.html>

• **Wisconsin Aging Advocacy Network (WAAN)**

<http://gwaar.org/waan>

SECTION 4: SUGGESTED TRAINING AND INITIATIVES



TRAINING

Training is key for NPC members to understand the full scope of the Nutrition Program so they can make well informed recommendations. Members should be provided with an orientation (PowerPoint). This booklet should also help build a foundation of understanding of the complex nature and depth of the Title III Older Americans Act Nutrition Program. Annual trainings that are longer in length can also act as a recognition and appreciation event. If you feel you need more training, feel free to reach out to the Nutrition Program Supervisor to get assistance with topics that are of interest to you. These could be done individually or by the group as a whole.

Optional Training Topics:

- Advocacy 101
- Communication and Feedback Skills
- Chapter 8
- Marketing and Outreach
- Social Media
- Demographics
- Age and Dementia Friendly Training
- Plan Development
- Food Safety/Sanitation- Serving Safe Foods
- Ethnic Meals
- Local Food Sourcing
- Food Waste Reduction
- Malnutrition Awareness
- Evidence Based Health Promotion Programs
- Working with local media
- ADRC Function and Overview of Programs and Services
- Suicide Prevention
- Depression, Loneliness & Isolation
- Others as Identified

An organization's ability to learn, and translate that learning into action rapidly is the ultimate competitive advantage. — Jack Welch, former General Electric CEO

NATIONAL CAMPAIGNS, INITIATIVES AND IDEAS:

National Nutrition Month® (March)

Imperative for anyone celebrating NNM, this toolkit provides key messages, event ideas, promotional materials and more!ational Nutrition Month. The theme for 2018 is “Go Further with Food”. <http://www.eatright.org/resources/national-nutrition-month>

Older Americans Month (May)

Each May, the Administration for Community Living (ACL) leads our nation’s celebration of Older Americans Month (OAM). <https://oam.acl.gov/>

National Senior Health & Fitenss Day

The common goal for this day: to help keep older Americans healthy and fit. Last Wednesday of May. <http://www.fitnessday.com/senior/>

Malnutrition Week (3rd Week of September)

The purpose of this week is to raise awareness in healthcare professionals to consider assessing and intervening earlier and for the public to realize that they need to ask about their nutrition status and advocate for optimal nutrition care as much as possible.

<http://www.nutritioncare.org/MAW/>

Choose MyPlate

MyPlate is a reminder to find your healthy eating style and build it throughout your lifetime. Everything you eat and drink matters. The right mix can help you be healthier now and in the future. <https://www.choosemyplate.gov/>

MyPlate Kitchen

MyPlate Kitchen provides recipes and resources to support building healthy and budget-friendly meals. <https://www.myplate.gov/myplate-kitchen>

Dietary Guidelines for Americans

The Dietary Guidelines for Americans is the Nation’s go-to source for nutrition advice. Published every 5 years for public health professionals, each edition of the Dietary Guidelines reflects the current body of nutrition science. These recommendations help Americans make healthy food and beverage choices and serve as the foundation for vital nutrition policies and programs across the United States. <https://health.gov/dietaryguidelines/>

Write a Newsletter Article

Consider submitting a regular column from the perspective of the NPC to the agency newsletter and/or local newspaper(s). The Aging and Disability Resource Center has a monthly newsletter called the LINK. If you are interested in submitting any articles please reach out to the Nutrition Program Supervisor.

APPENDIX A: NPC ON-SITE REVIEW FORM

NAME OF SITE _____

DATE OF VISIT _____

COMPLETED BY _____

Please check the boxes that are true statements. Do not check if the statement is not true and write comments by each question or in the "comment" section at the end of each section. If the statement does not apply, write NA in the space. Thank you for your assistance in assuring the dining center is following required policies and procedures.

A. CREATION OF AN INVITING ATMOSPHERE

- I was greeted as I came in.
- There is a confidential location for the donation box with a sign explaining the suggested donation, funding streams, and that no one would be denied a meal if unable to donate (Congregate sites only).
- The seating arrangement allowed for new participants to be integrated into the group.
- There was an announcement time and greeting by the site manager before the meal.
- New participants were introduced to the group, if applicable.
- The site and site manager appeared clean and neat.
- The site manager and volunteers were wearing gloves and effective hair restraints.
- The server did not touch food, rims of glasses, portions of silverware that come in contact with mouth.
- The bathrooms were clean.
- There was a hand washing sign posted in the restrooms.
- There is a bulletin board or place where notices were posted including the following:
 - Activity calendar, if applicable or other events for older adults in the area
 - Current menu
 - Nutrition Project member list
 - Promises Poster and Senior Dining Expectations
- The site was accessible for a handicapped person. There was room for walkers, wheelchairs and scooters.
- Participants at the site, seem to interact well together.
- The emergency exit was marked
- "Shelter Here" Signs were posted.
- Fire Evacuation Plan was posted

- Safety Data Sheets (SDS or MSDS) Sheets were posted in a visible location with First Aid Information highlighted.

B. PARTICIPANTS

- Participants were friendly to you as a newcomer.
- Participants seem to enjoy talking to each other.
- Participants seem happy/satisfied with the following?
 - the site manager
 - the volunteers
 - the food
 - the program overall

C. SITE MANAGER

- Was the site manager readily identified?
- Was the site manager friendly to participants and volunteers?
- Was the site manager helpful to people with special needs?

D. VOLUNTEERS

- Volunteers readily identifiable.
- Volunteers seem to enjoy their work and know what was expected of them.
- Volunteers spoke positively about the program overall.

E. RESERVATIONS

- If reservations were required, the process was easy to follow.
- Parking was available close to the site and handicapped spots were clearly marked.
- The Dining Center had an efficient and accurate registration process.

F. CONTRIBUTIONS

- An explanation of the contribution/donation process was posted, visible and easy to understand.
- I did not feel pressured to donate or contribute by anyone.

H. FOOD

- The meal looked good.
- The food tasted good.
- The meal was served on time.

- The food served seem to be at the right temperature.
_____ Hot Food _____ Cold Food
- There was not a lot of left-over food on people's plates.
- There was not a lot of food thrown in the garbage or scape container.
- The portion sizes were correct and sufficient to satisfy most appetites.

Comments:

Thank you very much for taking the time to complete this form. Your honest input is valued and helps assure we are providing a high quality, pleasurable and safe dining experience.

Sincerely,

Tatiana March, Nutrition Program Supervisor

APPENDIX B: SAMPLE NPC JOB DESC.

Nutrition Project Council Job Description

Purpose: To advise the Nutrition Program Supervisor on all matters relating to the delivery of nutrition and nutrition supportive services within the Senior Dining Program area.

Major Responsibilities and Expectations

- Attends Nutrition Project Council meetings on a quarterly basis and provides input to discussion and decisions.
- Represent and advocate on behalf of eligible Senior Dining participants.
- Help to assure food safety and sanitation standards are followed.
- Make recommendations to the Nutrition Program Supervisor based on annual Satisfaction Survey results.
- Provide input to the Nutrition Program Supervisor about Emergency Preparedness and Management at meal sites.
- Make recommendations to the Nutrition Program Supervisor regarding the menu and the food preference of participants.
- Make recommendations to the Nutrition Program Supervisor regarding service delivery such as the number and locations of Senior Dining sites and Home Delivered Meal Routes as well as the days and hours of meal site operations.
- Make recommendations to the Nutrition Program Supervisor regarding setting the annual “suggested contribution.”
- Make recommendations to the Nutrition Program Supervisor regarding accessibility, diversity, equity and inclusion of Jefferson County eligible Senior Nutrition Program participants.
- Conduct a yearly on-site environmental review of each meal site in the program, if requested by the Nutrition Program Supervisor.
- Assure age and dementia friendly accessibility.
- Advise and make recommendations to the Nutrition Program Supervisor and Aging Program regarding supportive social services to be conducted at meal sites.
- As an organized group, give support and assistance to the ongoing development of the Senior Nutrition Program, including goals for the three-year plan.
- Represent and speak on behalf of Senior Nutrition participants and the Senior Nutrition Program.
- As a liaison group, act as a communications clearinghouse between the Senior Nutrition Program and the public.
- Provide input to the Nutrition Program Supervisor about the Nutrition Education and activities offered by the Senior Nutrition Program.
- Attend joint meetings with Nutrition Site Managers at least annually.

- Provide Senior Dining Program participants with information from meetings.
- Identify unmet community needs for the Senior Dining Program.
- Identify new community resources.

General Qualifications:

- Demonstrated interest in services for older adults and persons with disabilities as evidenced by involvement in various activities that have impacted the lives of potential ADRC customers.
- Genuine concern for the well-being of older adults and persons with disabilities and the willingness to contribute one's time and talents towards efforts that will improve the quality of life experienced by them.
- The ability to assume a leadership role and advocate on behalf of older adults and persons with disabilities.
- The desire to represent the interests of all people served by the ADRC.
- Willingness to make a quarterly time commitment to attend meetings.
- Be familiar with Robert's Rules of Order.

Term:

- Serves a three (3) year term.
- Renewable for one additional term.

Meeting dates and times:

- NPC meets four times per year (January, April, July & October) from 2:00pm-4:00pm. Meeting location is determined prior to meeting date. Meetings are usually held at the Jefferson County Human Services Building: 1541 Annex Rd. Jefferson, WI 53549 or the Workforce Development Building; 859 Collins Rd. Jefferson, WI 53549.

Conflict of Interest:

Council members must be free of conflicts of interest. Individuals who are or have a family member who is employed by, have a financial interest in or serve on the governing board of any of the following organizations are prohibited from serving on the Nutrition Project Council:

1. A Family Care Managed Care Organization, Family Care Partnership Program or SSI Managed Care Plan.
2. A service provider which is under contract to a managed care organization or which, if included on the Council, would give the perception of bias on the part of the ADRC towards that provider.
3. An IRIS Consultant Agency (including IRIS consultants) or IRIS Financial Services Agency. Any representative that has a potential conflict of interest shall not be in a position that could constitute a conflict of interest.

APPENDIX C: SAMPLE NPC APPLICATION

Jefferson County Nutrition Project Council Application

Name: _____

First

Middle Initial

Last

Phone Number: (____) _____ Type: home mobile work

Address: _____ City/ State/ Zip Code: _____

Email: _____

Age: Under 60 years 60 + years

Affiliation with program:

- Congregate Meal Participant (list meal site: _____)
- Home Delivered Meal Participant
- Family, Caregiver, or Friend of HDM Participant
- HDM Volunteer Driver
- Public or Private Agency (agency name: _____)

Availability: _____

(Meetings are held quarterly; typically, the last Tuesday of Jan., April, July, Oct.)

Please briefly state your reason for wanting to join the Jefferson County Nutrition Project Council:

By signing below, you are stating that you are voluntarily applying to serve on the Jefferson County Nutrition Project Council if appointed by the Human Services Board and confirmed by the County Board. Your signature will also express that you have read the Nutrition Project Council By-Laws and are willing to fulfill the roles and responsibilities of a council member to the best of your ability if selected.

Signature: _____ Date: _____

APPENDIX D: SAMPLE AGENDA

Nutrition Project Council Agenda Jefferson County

In-person meeting only

Jefferson County Human Services is inviting you to a scheduled meeting.
Jefferson County Human Services Building
Aztalan Conference Room (near Front Desk)
1541 Annex Rd.
Jefferson, WI 53549

Date: _____

Time: 2:00 p.m.

Committee Members: _____

1. Call to order
2. Roll call (establish of a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the Nutrition Project Council Minutes from 10/25/22
6. Communication
7. Public Comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Discussion and possible action of Bonnie Bull to join Nutrition Project Council
9. Discussion and possible action on the Nutrition Project Council By-Laws
10. Discussion and possible action of the 2025 Dietary Guidelines Project Committee
11. Training & Group Discussion “The Importance of Using Inclusive Language”
12. Review of 2023 Senior Nutrition Program Goals
13. Discussion of Possible Future Agenda Items
14. Adjourn

Future Meeting dates:

Listed here

APPENDIX E: NPC BY-LAWS

Jefferson County Nutrition Project Council By-Laws Final 2024

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:

- Represent and speak on behalf of the nutrition participants and program.
- Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers.
- Assist in publicizing the nutrition program and outreach to potential new participants.
- Make recommendations to the nutrition director and the aging unit about locations, days and hours of dining center operations.
- Make recommendations to the nutrition director about dining center accessibility and age-friendliness.
- Advise and make recommendations to the nutrition director and aging unit about supportive social services to be conducted at dining centers.
- Give support and assistance to the ongoing development of the nutrition program.
- Seek input, in cooperation with the nutrition director, from program participants and others in the community to evaluate the impact, and quality of the nutrition program.

Article 2: Membership

- Members shall be appointed by the Human Services Board and confirmed by the County Board.
- More than $\frac{1}{2}$ of the council membership will consist of adults age 60 and older.
- The remaining council membership should provide for a broad representation from public and private agencies that are knowledgeable and interested in the senior dining and home-delivered meal program, such as local hospitals, UW-Extension, etc.
- 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. With proper notice, videoconferencing may take the place of an in-person meeting.
- 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.
- All members shall receive a per diem payment and mileage for each meeting attended as stipulated by the County Board.
- THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY ON 12/8/20 ORDAINED AS FOLLOWS: authorize per diem payments in addition to mileage reimbursement to public members of the above-named committee. Appointed Government officials had previously received a per diem payment and mileage.

Article 5: Grievances

- **Step One:** The grievance shall be brought to the Nutrition Site Manager's attention for resolution. If step one is not met, go to step two.
- **Step Two:** The grievance shall be brought to the Nutrition Program Supervisor's attention for resolution. If step two is not met, go to step three.
- **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.

APPENDIX F: GLOSSARY OF TERMS

Acronym	Definition
AAA	Area Agency on Aging
ADRC	Aging & Disability Resource Center
AFCSP	Alzheimer's Family Caregiver Support Program
ALF's	Assisted Living Facilities
AOA	Administration on Aging
AODA	Alcohol & Other Drug Abuse
AU	Aging Unit
BADR	Bureau of Aging & Disability Resources
CAU	County Aging Unit
CMS (formerly HCFA)	Centers for Medicare & Medicaid Services (formerly Health Care Finance Administration)
COP	Community Options Program
CWAG	Coalition of Wisconsin Aging Groups
EBS or DBS or Ben Spec	Elderly Benefit Specialist or Disability Benefit Specialist
ENP	Elderly Nutrition Program
FY	Fiscal Year- The 12 month period used for Financial Planning
GLITC	Great Lakes Intertribal Council
GWAAR	Greater Wisconsin Agency on Aging Resources, Inc.

HHS	Dept. of Health & Human Services
HIPAA	Health Insurance Portability & Accountability Act
HUD	The Dept. of Housing & Urban Development
IHS	Indian Health Services
LIEAP	Low Income Energy Assistance Program
LTC	Long Term Care
NAAAA or N4A	National Association of Area Agencies on Aging
NASUA	National Association of State Units on Aging
NFCSP	National Family Caregiver Support Program
NICOA	National Indian Council on Aging
OAA	Older Americans Act
PACE	Program of All-inclusive Care for the Elderly
RFP	Request for Proposal
SSA	Social Security Administration
SSBG	Social Services Block Grant
SC	Senior Center
SSI	Social Security Income
TAU	Tribal Aging Unit
W4A	Wisconsin Association of Area Agencies on Aging
WABS	Wisconsin Association of Benefit Specialists
WAND	WI Association of Nutrition Directors
WASC	WI Association of Senior Center Directors

NOTES