

Jefferson County Nutrition Project Council
Minutes of Meeting
7/30/2019

Council members: Carol O'Neil-Chair, Audrey Postel – Co-Chair, Carol Ellingson, Barbara Schmitt

- 1. Call to Order.** Carol O'Neil called the meeting to order at 2:02 p.m.
- 2. Roll Call.** Nutrition Project Council members present were Carol Ellingson, Jefferson; Audrey Postel, Fort Atkinson; Carol O'Neil, Johnson Creek; Barbara Schmitt, Johnson Creek. Nutrition Program staff Present: Leigh Fritter, Nutrition Program Supervisor; Sharon Olson ADRC Division Manager; Home Delivered Meal Assessor Sharon Endl; and Senior Dining Program Managers: Joy Clark, JaNae Kreul, Patti Hills and Joel Zibell.
- 3. Certification of Compliance with Open Meetings Law.** Nutrition Program Supervisor Leigh Fritter certified compliance with open meetings law.
- 4. Approval of the Agenda.** A motion was made by Ellingson/Schmitt to approve the agenda. Motion passed 4-0.
- 5. Approval of Minutes.** A motion was made by Postel/Ellingson to approve April 30th meeting minutes. Motion passed 4-0.
- 6. Communications.** Nutrition Program Supervisor, Fritter announced that more volunteers are needed in the Rome, Watertown and Waterloo areas.
- 7. Public Comment.** None.
- 8. Discussion and possible action on appointment of Patricia Rabay, Palmyra to the council.** A motion was made by Postel/Schmitt to recommend to the ADRC Advisory Committee. Motion passed 4-0.
- 9. Review of Customer Satisfaction Survey 2018 results.** Fritter presented the council with the 2018 participant satisfaction surveys to review the results, and to review the questions that were asked of the participants.
- 10. Discussion and Possible action on Satisfaction Survey custom questions for 2019.** Discussion took place regarding the opportunity to customize three questions on the satisfaction survey that will be sent to meal participants this fall. Questions that were discussed to ask on the survey are: 'Do you eat your meal upon delivery?' Is transportation to the nutrition site a concern for you or someone you know?' and 'Do you have a favorite meal that is not being served currently?' A motion was made by Ellingson/Schmitt to add these three questions to the participant satisfaction survey. Motion passed 4-0.
- 11. Review on Nutrition Education.** Fritter presented the requirements for nutrition education per the program guidelines from Chapter 8 of the Manual of Policies, Procedures, and Technical Assistance for the Wisconsin Aging Network. Fritter and Endl shared what education had been presented this year, and what some topics of interest were for future topics.

12. Discussion on Possible Future Agenda Items. Potential agenda items are MyStrength presentation, Dementia Care Specialist presentation and presentation on Dental Health as it relates to Overall Health.

13. Adjourn. A motion was made by Postel/Schmitt to adjourn at 3:35 p.m. The motion passed 4-0.

Minutes prepared by:

Leigh Fritter, Senior Nutrition Program Supervisor