

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

Date: October 25, 2016

Time: 2:00 p.m.

Committee Members: Karen Anfang, Carol Ellingson, Janet Gerbig, Roxy Granzow, Barb Natrop, Rita Kannenberg, Holly Ingersoll

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 Nutrition Project Council minutes: July 26, 2016
6. Communication
7. Public Comment (Members who wish to address the committee on specific agenda items must register their request at this time)
8. Discuss Contest "Name our Program"
9. Discuss Meal Temp Issues & Policy Guidelines
10. Roundtable discussion regarding current and future services provided by Senior Dining, included updates, issues and concerns regarding various meal sites
11. Adjourn

Next scheduled meetings: Tuesday, January 24, 2017
 Tuesday, April 25, 2017
 Tuesday, July 25, 2017
 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
07/26/16

Call to Order

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

Roll Call

Present: Janet Gerbig, Watertown, Holly Ingersoll, Lake Mills, Carol Ellingson, Jefferson and Rita Kannenberg, Waterloo, Mary Parsons, Waterloo.

Also Present: Sharon Olson, Sharon Endl, staff; and Senior Dining Program Managers: Joy Clark, Julie Schultz, and Cheryl Langlois. Roxy Granzow also attended.

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Review and Approve the Agenda

The agenda was reviewed. A motion to approve it was made by Ellingson, seconded by Kannenberg and passed unanimously.

Citizen Comments

None

Approval of Minutes

Ingersoll made a motion to approve the 4/26/2016 minutes. The motion was seconded by Kannenberg and passed unanimously.

Communications

None.

Discuss ADRC Services

Sharon Olson, Aging & Disability Resource Center (ADRC) Division Manager, discussed a possible contest for the managers to consider and we will review again at our next meeting. Beth Eilenfeldt, who was unable to attend today, thought that a contest: "Name our Program". We could add some incentives to hopefully gather input from the dining members.

Discuss Roles and Responsibilities and By-Laws

Olson 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.

Presentation by Jean Lynch of GWAAR

Jean Presented on Senior Dining, and shared the documentary “If you build it they will come” that showed how a community pulled together to share community meals. Jean also discussed alternative programs such as the restaurant model of senior dining.

Jean also provided training on Potential Red Flags and what concerns to look for participants.

Roundtable Discussion and Updates

Olson distributed the Food Temperature Compliance Form for “Drop-In Visits”. The suggestion is to review the form on a drop in basis and share with the ADRC advisory members. This not only will help to ensure that we are in compliance but increases follow through to promote a well-developed program with best practice performance.

A discussion on temps was discussed. Suggestion was to work with Beth if there are concerns and we could invite Terry Feil to a meeting in the future if temps are of concern. Training for Site Managers will be on Tuesday October 4th in Waunakee. Beth will send out a reminder letter.

Adjourn

A motion was made by Schultzop, seconded by Kannenberg to adjourn the meeting at 3:45 p.m.

Respectfully submitted,

Sharon Olson, Division Manager
Aging & Disability Resources

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