

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 July 28, 2026

Time: 2:00p.m.

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

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 4/28/2026
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 Kathy Mauer to join Nutrition Project Council
9. Presentation of Nutrition Project Council Power Point
10. Discussion of Nutrition Program Staff and Volunteer Update
11. Discussion of Nutrition Program Updates
12. Discussion of Possible Future Agenda Items
13. Adjourn

Future Meeting dates (last Tuesday of the month):

October 27, 2026

January 26, 2027

April 27, 2027

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**

4/28/2026

Call to order

Mary Ann called the meeting was called to order at 2:17 p.m.

Roll call (establish of a quorum)

Present: Bonnie Bull, Mary Ann Zwaska, Sara Ariss, and Mary Roberts

Also Present: ReBecca Schmidt, Kimberly Lafler, Kelly Horton

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 Sara Ariss, seconded by Mary Roberts. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 11/25/2025.

Noted there was no Quorum for 01-27, 2026. Noted change of committee members with removal of Lisa Krolow and addition of Mary Ann Zwaska. A motion to approve the minutes was made by Sara Ariss. Seconded by Bonnie Bull. The motion was approved unanimously.

Communication

None.

Public Comment

Fort Atkinson Hospital food can be supplied for free possibly after a stay in the Fort Atkinson Hospital and they enter home to setup meal and open milk.

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. Jefferson Site Manager position has been posted with one applicant. Kelly Horton started in March 2026 to fill the Senior Nutrition Program Administrator Assistant. 5 applicants have applied to be volunteers. Always looking for more volunteers. A local church is holding a Volunteer Fair 4-30-26 with our information being presented to assist with additional volunteers.

Discussion of Nutrition Program Updates. Lake Mills site for congregate and Home Delivery Meals will move from current location, Lake Mills Municipal Building, to be relocated to Club 55 starting July 1, 2026 due to Lake Mills Municipal Building using out space for other obligations. A motion to approve by Sara Ariss, second by Mary Ann Zwaska. The motion was approved unanimously.

An anonymous donor gave money to the state of WI specifically to add meals for individuals throughout the state. We will be now able to offer the Jefferson County Senior Meal Program participants who receive meals 3 times a week now to offer them 5 times a week. Currently Ixonia is the only site we have been able to find drivers to deliver the meals. We continue to work through getting Johnson Creek, Helenville, Waterloo, and Palmyra to 5x a week very soon.

Kimberly reestablished that the site manager is where local issues can be resolved as far food is concerned. If other comments are brought up by drivers these should be addressed to Kimberly for a resolution.

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 and is accepting a second term. There is a vacant spot on The Nutrition Project Council. Any ideas who would be of benefit to this group please send their information to Kimberly Lafler.

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 with change to Pg. 14 for locations going from 3x a week to 5 days a week.
- Senior Farmer Market usage report

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, second by Mary Roberts. The motion was approved unanimously, and the meeting was adjourned at 3:14 p.m.

Respectfully submitted,

Kimberly Lafler
Senior Nutrition Program Supervisor