

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

Date: January 26, 2016

Time: 2:00 p.m.

Committee Members: Karen Anfang, Carol Ellingson, Janet Gerbig, 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: October 27, 2015
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 ADRC Services
9. Discuss Senior Dining Program Emergency Procedure Manual
10. Discuss Jefferson County Hazard Communication Policy
11. Roundtable discussion regarding current and future services provided by Senior Dining, included updates, issues and concerns regarding various meal sites
12. Adjourn

Next scheduled meetings: Tuesday, April 26, 2016
 Tuesday, July 26, 2016
 Tuesday, October 25, 2016

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
October 27, 2015**

Call to Order

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

Roll Call

Present: Holly Ingersoll, Lake Mills; Janet Gerbig, Watertown; Barb Natrop, Palmyra; and Carol Ellingson, Jefferson.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz and Jennifer Whaley. In addition, Mary Parsons from the Waterloo program attended.

Certification of Compliance with Open Meetings Law

Torum certified compliance.

Review and Approve the Agenda

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

Citizen Comments

None

Approval of Minutes

Ingersoll made a motion to approve the 7/28/2015 minutes. The motion was seconded by Natrop and passed unanimously.

Communications

None.

Discuss HIPAA, Client Rights & Confidentiality Policies

Donna Hollinger and Tonya Runyard attended the meeting and presented on HIPAA, Client Rights and Confidentiality Policies. There was good discussion and questions.

Discuss Draft Nutrition Program Operations Policy

Sections of the draft manual were handed out and discussed. Managers were told to not make any changes yet, since all counties are reviewing and sharing feedback before the final version is released. There was a lot of discussion and concern about the feasibility of requiring volunteer drivers to take the Safe Serve test. Managers were also concerned about the requirement to reject foods that do not arrive at

the required temperatures, 140 or above for hot foods, and 41 or below for cold. Cold foods, such as canned peaches, often arrive at room temperature and there was good discussion about the status of the delivery drivers as it relates to the background check requirements. Torum said that all policies surrounding agency volunteers are being reviewed, but that these volunteers typically assigned to our program via local churches who recruit them. Natrop pointed out that this is not true in all situations.

The concerns will be relayed to the Nutritionist at the state level who is rewriting Chapter 8 of the Policy and Procedure Manual.

Discuss November/December Nutrition Education Materials

Endl reviewed the materials for the Table Tents for November & December. Managers agreed that people read what is sent, but would appreciate the materials in a size 12 font or greater because sometimes, the type is too small. Topics include:

- Risk Factors for Diabetes
- Vegetable of the Month: Winter Squash
- 10 Reasons to Get Vaccinated
- Health Holidays
- Prepare your Home for Winter
- Artichoke: The Popular Winter Edible Fruit
- Breaking-the-fast
- Planning for Long-Term Care

Discuss 2016 & 2017 Suggested Contribution

The Council made a recommendation to set the 2016 suggested contribution to \$3.75; this was approved by the ADRC Advisory Committee who took it one step further. The passed a resolution raising the suggested contribution to \$4.00 the beginning of 2017 to bring it closer to the actual raw food cost.

Roundtable Discussion

After the in-depth discussion on the draft policy changes there were no other items to discuss.

Adjourn

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Susan Torum, Division Manager
Aging & Disability Resources

DRAFT