

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

Date: January 24, 2017

Time: 2:00 p.m.

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

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 and October 25, 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" suggestions from sites
9. Discuss and Review 2016 Home Delivered Meals and Congregate Site Survey Results
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, April 25, 2017
 Tuesday, July 25, 2017
 Tuesday, October 24, 2017

Following the Meeting: Training Presentation - Civil Rights – Donna Hollinger, JCHS

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

Jefferson County Nutrition Project Council
Minutes of Meeting
10/25/2016

Call to Order

The meeting was called to order at 2:05 p.m.

Roll Call

No quorum could be established since insufficient council members were present. All present parties stayed for an informal discussion of the following information.

Present: Janet Gerbig, Watertown; Barbara Natrop, Palmyra

Also Present: Sharon Olson, Maria Peterson, Sharon Endl, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz, Jennifer Meyer, Cheryl Langlois, and Paula Jacobs
Terry Feil, Feil's Catering

Certification of Compliance with Open Meetings Law

Olson certified compliance.

Review of the Agenda

The agenda was reviewed.

Citizen Comments

None

Communications

Maria Peterson, Nutrition Program Supervisor, shared Council Member, Holly Ingersoll's letter of resignation.

Discuss Contest "Name our Program"

Sharon Olson, Aging & Disability Resource Center (ADRC) Division Manager, discussed a possible contest for the managers to consider. Ideas were shared of adding incentives, such as Senior Dining Gift Certificates, to hopefully gather input from the dining members on how they would like to see the program rebranded.

Discuss Meal Temp. Issues & Policy Guidelines

Olson and Peterson shared that after attending a recent state-wide training program for nutrition program staff our site managers have received additional information about thermometer calibration, food temperature safety, and temperature taking as it relates to requirements of this program. Terry Feil, Manager of Feil's Catering, answered questions about current catering protocols, relating to food temperature, serving sizes, and product.

Roundtable Discussion and Updates

Cheryl Langlois, Fort Atkinson Site Manager, and Jennifer Meyer, Lake Mills Site Manager, both stated that they have received verbal feedback from multiple participants about wishes to adjust the time of meal service to be later than current service times, 11:15 a.m. and 11:00 a.m. respectively.

Peterson distributed the Senior Nutrition Program Daily Temperature Log Form. This form will be used in November to record daily fridge, freezer, and thermometer calibration temperatures. After one month of use, the site managers will provide feedback to the program supervisor in order to assess the ease and usefulness of this form compared to those used in the past.

Peterson shared that annual congregate and home delivered meal program surveys were being collected through the month of October. Results from the returned surveys will be shared at the next NPC meeting.

Olson and Peterson discussed the need for increasing the number of people on the Nutrition Project Council in light of the resignation of Ingersoll and other member vacancies. It was discussed that participation of council members could perhaps be improved if better orientation was given when new members joined. Site managers and program supervisor were encouraged to advertise openings on the council and encourage potential candidates to contact the program supervisor for more information and to apply.

Adjourn

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Maria Peterson, Nutrition Program Supervisor
Aging & Disability Resources