

Jefferson County Nutrition Project Council By-Laws

Article 1: Roles & Responsibilities of the Council

It shall be the responsibility of the council to advise the Nutrition Program Supervisor on all matters relating to the delivery of nutrition and nutrition supportive services within the program area. Project Council Members shall also:

- Make recommendations to the Nutrition Program Supervisor regarding the food preference of participants;
- Make recommendations to the Nutrition Program Supervisor and the aging unit regarding days and hours of meal site operations and site locations;
- Make recommendations to the Nutrition Program Supervisor regarding setting the annual “suggested donation.”
- Make recommendations to the Nutrition Program Supervisor regarding meal site furnishings with regard to disabled or handicapped individuals;
- Conduct a yearly on-site review of each meal site in the program utilizing the site assessment guide;
- Advise and make recommendations to the Nutrition Program Supervisor and aging unit regarding supportive social services to be conducted at meal sites;
- As an organized group, give support and assistance to the ongoing development of the nutrition program;
- Represent and speak on behalf of nutrition participants and program; and
- As a liaison group, act as a communications clearinghouse between the nutrition program and the general public.
- Attend joint meetings with Nutrition Site Managers.
- Provide participants with information from meetings.

Article 2: Membership

- Members shall be appointed by the Human Services Board and confirmed by the County Board.
- More than one-half of the council membership must consist of nutrition program participants elected as meal site representatives, and must include representation from home-delivered meal recipients, with no more than two representatives per site.
- The remaining council membership should provide for a broad representation from public and private agencies that are knowledgeable and interested in the Jefferson County Nutrition Programs.
- All members (appointed or elected) shall have the same rights and responsibilities.

- Council members, as well as the Nutrition Program Supervisor, may recommend prospective members to the council for screening.

Article 3: Solicitation of New Members

- New members shall be solicited on an annual basis throughout the month of March by the Nutrition Program Supervisor, Nutrition Project Council Members and Site Managers.
- Information about becoming a Nutrition Project Council member shall be posted at each site along with a copy of the bylaws.
- New members shall be confirmed annually by the County Board of Supervisors.

Article 4: Meeting Dates and Times

- Council meetings shall be held no less than once per quarter at a time and place that is convenient to council members and site managers.
- Upon request by a Project Council Member or the Nutrition Program Supervisor, time shall be set aside for Council members to meet privately when there are sensitive issues concerning site operations and/or site manager performance.

Article 5: Grievances

- **Step One:** The grievance shall be brought to the Nutrition Site Manager’s attention for resolution.
- **Step Two:** The grievance shall be brought to the Nutrition Program Supervisor’s attention for resolution.
- **Step Three:** The grievance shall be brought before a joint meeting of the Nutrition Project council and Advisory Committee on Aging for resolution.

Article 6: By-Law Amendments

- By-laws shall be reviewed by Project council members annually and in conjunction with the appointment of new members.
- Proposed amendments to the by-laws shall be approved by the Advisory Committee on Aging.

These by-laws have been reviewed and approved by the Advisory Committee on Aging, this

_____ day of _____, _____.

Chair, Advisory Committee on Aging

	2010		2011		2012		2013		2014		5 Year Avg
All Meals		%Inc/%Dec		%Inc/%Dec		%Inc/%Dec		%Inc/%Dec		%Inc/%Dec	
Fort Atkinson	2,920	25.17%	2,378	17.12%	1,971	1.27%	1,946	5.40%	1,846	36.71%	
Jefferson	13,115	14.82%	11,172	21.01%	8,825	12.42%	9,921	9.01%	9,027	31.17%	
Johnson Creek	1,250	9.12%	1,136	16.02%	954	30.29%	665	6.77%	710	43.20%	
Lake Mills	6,648	2.71%	6,468	11.38%	5,732	6.98%	6,132	18.54%	4,995	24.86%	
Palmyra	2,793	29.25%	3,610	0.00%	3,610	22.02%	2,815	4.44%	2,690	3.69%	
Rome	933	38.69%	1,294	54.56%	2,000	10.70%	1,786	38.35%	2,471	164.84%	
Waterloo	4,153	33.08%	2,779	33.21%	1,856	3.39%	1,919	30.43%	2,503	39.13%	
Watertown	4,773	18.29%	3,900	17.10%	3,233	14.85%	3,713	1.00%	3,676	22.98%	
	36,585	10.52%	32,737	13.92%	28,181	2.54	28,897	3.39%	27,918	23.70%	
Delivered											
Jefferson	9,572	16.40%	8,002	20.24%	6,382	12.00%	7,148	9.00%	6,504	32.05%	
Johnson Creek	574	10.80%	512	16.21%	429	46.62%	229	11.79%	256	55.40%	
Lake Mills	4,070	12.16%	3,575	3.46%	3,451	13.74%	3,925	17.40%	3,243	20.32%	
Palmyra	1,313	54.23%	2,025	23.55%	1,548	29.00%	1,099	44.22%	1,585	17.60%	
Rome	933	38.69%	1,294	54.56%	2,000	54.56%	1,786	10.70%	2,471	164.84%	
Waterloo	3,839	28.08%	2,761	32.77%	1,856	3.39%	1,919	30.43%	2,503	34.80%	
	20,559	11.63%	18,169	11.34%	16,108	0.35%	16,164	2.46%	16,562	19.44%	
Congregate											
Fort Atkinson	2,920	25.17%	2,378	17.12%	1,971	1.27%	1,946	5.40%	1,846	36.71%	
Jefferson	3,543	10.50%	3,170	22.93%	2,443	13.46%	2,772	8.98%	2,523	28.79%	
Johnson Creek	676	7.69%	624	15.86%	525	16.95%	436	4.13%	454	32.84%	
Lake Mills	2,587	11.83%	2,893	21.15%	2,281	4.12%	2,187	19.89%	1,752	32.28%	
Palmyra	1,480	7.09%	1,585	30.09%	2,062	16.77%	1,716	35.60%	1,105	25.34%	
Waterloo	314	94.27%	18		0		0		0		
Watertown	4,773	18.29%	3,900	17.10%	3,233	14.85%	3,713	1.00%	3,676	22.98%	
	16,035	9.15%	14,568	17.13%	12,073	5.29%	12,712	10.68%	11,356	29.18%	