

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

Date: July 26, 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: January 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 Council Roles and Responsibilities and By-Laws
10. Discuss Presentation: " If you build it, they will come" – Jean Lynch, GWAAR
11. Training Presentation - Potential Red Flags – Jean Lynch, GWAAR
12. Discuss Senior Bullying- Beth Eilenfeldt, Nutrition Program Coordinator
13. Roundtable discussion regarding current and future services provided by Senior Dining, included updates, issues and concerns regarding various meal sites
14. Adjourn

Next scheduled meetings: 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
01/26/16

Call to Order

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

Roll Call

Present: Janet Gerbig, Watertown; Barb Natrop, Palmyra and Rita Kannenberg, Waterloo.

Also Present: Sharon Olson, Sharon Endl & Sue Torum, staff; and Senior Dining Program Managers: Joy Clark, Patti Hills, Julie Schultz, Linda Winterland and Cheryl Langlois. Roxy Granzow also attended. She is interested in being the NPC representative for Fort Atkinson.

Cheryl Langlois was introduced as the new site manager for Fort Atkinson. She replaces Jennifer Whaley.

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 Kannenberg and passed unanimously.

Citizen Comments

None

Approval of Minutes

Natrop made a motion to approve the 10/27/2015 minutes. The motion was seconded by Kannenberg and passed unanimously.

Communications

None.

Discuss ADRC Services

Sharon Olson, Aging & Disability Resource Center (ADRC) Supervisor, presented information about the ADRC via a Bingo game. This tool provides an in-depth learning experience that holds people's attention. It includes information about: health and wellness programs, publicly funded long term care options, Honoring Choices, senior farmer's market vouchers, benefit specialist services, dementia care, assistive technology and many other services provided through the ADRC.

Discuss Senior Dining Program Emergency Procedures

Each section of the emergency procedure document was reviewed and discussed.

Discuss Jefferson County Hazard Communication Policy

The Chemical Safety Hazard Communication training provided by the County's Safety Officer was reviewed and discussed. Site Managers are familiar with this policy as they are exposed to various chemicals involved in cleaning and sanitizing their work space. New MSDS/SDS sheets will be provided as they become available.

Roundtable Discussion

The requirement to test meals for temperature on a quarterly basis was reviewed. The goal to ensure that meals are delivered at proper temps has not been met. There was a lot of discussion around this, and everyone agreed that they needed more hot and cold packs. The packs that are kept on the caterer's van are freezing and then are unusable. Torum will share the concern with the caterer.

Several sites experienced problems with the smoked sausage menu item. They said the portions were unusually small. They wrote this on their meal comment sheets and Torum will include this concern when she calls the caterer.

In Palmyra, the library is working with the home delivered meals program to get books to shut-ins.

In Watertown, the Senior Center Director is subsidizing the taxi to help people attend senior center offerings.

Adjourn

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

Respectfully submitted,

Susan Torum, Division Manager
Aging & Disability Resources

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.