

**Jefferson County Nutrition Project Council**  
**Minutes of Meeting**  
**January 24, 2012**

**Call to Order**

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

**Roll Call**

Present: Marcia Bare, Jefferson; Carolyn McCleery, Fort Atkinson; Barb Natrop, Palmyra; Judy Pinnow, Rome.

Also Present: Beth Eilenfeldt, Sharon Endl & Sue Torum, staff; and the following site managers: Betty Droster (Linda Winterland & Holly Ingersoll), Patti Hills, Donna Gnabasik, Joy Clark and Martha Parker. Dale Vogel from Hoffman House was also present.

Torum made several announcements: Joan Simdon from Lake Mills has stepped down as project council member, wishing to represent Lake Mills are Linda Winterland and Holly Ingersoll; Audrey Rimmel from Johnson Creek has passed away so there is a vacancy in that community. New members must be appointed by the Human Services Board and confirmed by the County Board.

**Certification of Compliance with Open Meetings Law**

The agenda was provided to the official county paper prior to the meeting in compliance with the open meetings law.

**Review of Agenda**

The agenda was reviewed and there were no changes.

**Citizen Comments**

None.

**Approval of Minutes**

The 7/26/11 meeting minutes were approved in a motion made by Natrop, seconded by McCleery and passed unanimously.

**Discussion with Caterer**

Overall participants are more satisfied with the fall/winter menu. Vogel made many changes based on what he heard and saw in terms of attendance trends. Site Managers provided feedback on the spring/summer menus that were handed out and reviewed.

**HIPAA, Client & Civil Rights Training**

Donna Hollinger, Office Manager, reviewed the regulations concerning HIPAA, Client and Civil Rights. Confidentiality was a central point in the discussion and examples were provided. Managers were reminded that when they learn information from a participant, they need to ask first before sharing it with everyone, i.e. someone calls in to cancel meals for a while because they are in the hospital, etc.

## **Senior Center Spondored Activities & Senior Dining**

Site managers were asked to call the office anytime the Senior Center was offering programming in conjunction the senior dining IF the Senior Center was offering to pay all or part of the meal by the same caterer. There seems to be differences between how each site handles this and we need to be consistent.

## **Volunteer Banquet**

The banquet has a western theme this year and managers are encouraged to let participants know a head of time so that if they wish to dress up they can. In the past, we never disclosed the theme ahead of time, and some people asked us to so that they could dress accordingly.

## **Time Reporting**

The updated policy on time reporting was distributed and discussed. Managers were told to put in actual hours worked and that Eilenfeldt would take care of rounding it up or down. They were reminded that their core hours total 3, but if they work less to record that accurately and if they work more, to record that accurately as well. In those cases where the day exceeds 3 hours, they were asked to try to take off the excess time another day in the same pay period.

## **Roundtable Discussion**

Torum told everyone about some changes: Mary Kraimer resigned and the Waterloo program has relocated to the library and serves home delivered meals only; Endl has returned to her former position and no longer the Jefferson Site Manager, Clark is. She transferred from Johnson Creek , who has had to replacements since! Linda Gorsline is the current site manager there.

The updated policies and procedures were reviewed also.

## **Set Next Meeting Date & Agenda**

The next meeting is scheduled for July 24<sup>th</sup> . Agenda items will include roundtable discussion, food/menus concerns and training.

## **Adjourn**

A motion to adjourn was made by Bare, seconded by Pinnow and passed unanimously,

Respectfully submitted,

Susan Torum, Manager  
Aging & Disability Resources Division