

**FAPAC Meeting June 22, 2016:**

**Attendees:** Earl Hall, Ken Trainor, Kat Westerdahl, Tiffani Kaech, , Kevin Glackin-Coley, Peny Archer, Scott Kilpatrick, Bonnie Baker, Jenn Tennant Alan Hamilton, James Fitzgerald, Kris Van Gasken, *WFC staff:* Yvonne Pitrof, *WSDA staff:* Kim Eads, James Scovel, **on the phone:** Jeff Mathias, Heidi Dukich

**Review Agenda and Approve:**

No requests to add anything.

**Approval of minutes of April 13 meeting:**

Kevin moved to accept, Ken Trainor seconded. Approved.

**Report of Policy Task Force (no action items at this time):**

This task force has been reviewing EFAP/TEFAP/CSFP policies. About half way through, there was a decision to come up with an FAQ for policies in regards to these programs. The goal is to have something available by January that can be incorporated into the next contract cycle 2017-2019. This work is in process at the moment.

Presented was initial drafts of where this project is at. We need input with examples that illustrate how these policies work in practice, from the standpoint of a food program site, with help from WFC.

Homework is to take these and look them over.

Question – Bonnie B: Is there going to be a pre –how do you apply for the program(s)?

Answer – Kim E: not yet, but working on the website to add more info on that.

Kim E: One of the things underdeveloped yet on policy work is concerning allowable religious activity.

Heidi, on the phone, is very interested in that. USDA just released a policy memo. It is a long memo that will be going out next week. It specifies that a client can request an alternate site of service if uncomfortable at present site. CSFP is a little different since it is one-on-one and there is a different process. WSDA will help folks through that.

Question - Bonnie B: question about the language and if WSDA would be writing up the language for that policy for WA State.

Answer - Kim E: WSDA will share language out with group for feedback.

Question – Heidi D: what about factors of transportation? Challenges for clients?

Kim will also send out original documentation so everyone can see.

**Report of Site Review Task Force: Recommend approval of Site information Needs list:**

The original concern was that everyone is doing site reviews, but with different questions and expectations coming from different agencies. The question was, could we unify them? Standardize the form? It was discovered that we could not standardize a form. Everyone still has to do their own site visits in the administration and oversight of their programs.

Instead we decided to look at the needs and standards across agencies, and come up with a comprehensive list of items that agencies may be asked and required to demonstrate compliance with. The thought at this point is that people could use this list as a self-audit, monitoring agencies could use this to review and add some items to their own site monitor form.

James S: We could give this to sites to prepare for any site review, so they are able to prepare and make sure all this info is on hand. Consistence on food safety stuff would be great.

Earl H: This can serve as a valuable heads up of things agencies should have on their radar. As an example, we discovered that we had always filed our Charitable Solicitations report, but had failed to renew our filing registering our Corporation for years. We had to refile, pay back fees and re-incorporate

at the state level. This list can also point out sources of funding/food, just alerting agencies for possibilities of opportunities for funding (such as EFAP).

There are also some open ended questions that are helpful for feedback and eliciting questions. Overall this is seen as useful for sites and useful for reviewers. It is not a document of any required compliance.

In reviewing Site Info Needs doc:

Ken T: put "Feeding America" agencies (to group Food Lifeline, 2<sup>nd</sup> Harvest, and OFB).

James F: Still confused regarding purpose of this doc.

James S: WSDA still gets questions due to different agencies asking different questions. It would be helpful if we can all get on the same or similar wave length, so that answers to people/sites as far as safety regulations are consistent.

Bonnie B: put "DRAFT" on top of it, so that it is clear to anyone that this is still in draft form.

Voted: approved to accept.

Question - Ken T: What about group insurance? Are we looking at that?

Answer – Yvonne P: We are working first on an "Insurance Demystified" doc, and then looking to move into starting to explore that perhaps next fiscal year.

Kim E: This is on the agenda for next fiscal year.

#### **WSDA Update:**

They are combining Food Assistance and small farms direct marketing within their department, resulting in a name change, with the acronym "FARM", for Food Assistance and Regional Markets.

Agency wide strategic planning is in the works, they have submitted their department strategic plan to the agency level. Once that is vetted, they will be able to share with folks. It will be submitted to OFM in October and will be important in budget planning/budget requests.

They are looking at increasing base funding for regional markets teams, including farm to food bank.

They have been working on donations guidelines. It is in draft form and will be sent out to folks in about 2 weeks.

TEFAP Distribution Warehouse Survey was sent out to reviewers and they received feedback. Internal reviewer suggested that they separate the report out into two; one that reports what the different states are doing, and another that focuses on Washington State and options.

Healthy Food Options: next report due in August.

EFAP Close Out reports next week.

CSFP: WSDA wants to put in an expansion request. Looking at ideas for Jefferson and Clallam counties with Olypen.

Will send out detailed WSDA report for meeting notes.

#### **Tasks for New Fiscal Year:**

Policy task force – should continue FAQ work.

Maybe look at Insurance?

Kim E: WSDA is having questions about how people are counting backpack programs? And overall how people are reporting/counting their client numbers?

Kevin G: Are some people counting backpacks in client numbers?

Kris V: At their program they know a lot about who is getting what. Not everybody does.

Bonnie B: It would be good to have the conversation.

Committee? : Kevin G, someone from NWH, Kris V, Heidi D, will volunteer to be on a committee to look at this.

Heidi D: interesting data to be recording, summer meals etc. It would be great to be able to measure. Any other tasks for the committee for next fiscal year?

Bonnie B: Is it on the agenda to review the cost per pound and labor rate? In odd years?

Earl: Used state minimum wage + \$3, and the Feeding America standard.

Kris V: isn't there something about the cost of living in the area too? The minimum wage is also now different in different places. This creates a challenge to this too.

#### **Election of new Chair:**

Kim E: Interested in talking process a little, about choosing a chair. It has been a little random. The state would like to have some influence on how this takes place, with a focus on what this position takes/requires.

James F: what is the purpose of this committee?

Kim E and others: Reviewed the history of the FAP committee. Formally put in place with the move of food assistance programs under WSDA, to provide an organized forum of stakeholder input towards the administration of these programs. It acts as an advisory body that WSDA can call upon as well.

Earl H: currently 27 members.

Kim E: will there be a call out to all 27 members? To see if there is interest, spell out what it takes etc?

Kris V: What about co-chairs?

Earl H: Under Robert, Earl was vice-chair, with expectation of becoming chair. There is no current vice-chair of this committee.

Action: There will be a call out for chair/vice-chair/co-chair along with what the position entails.

Earl will also put a call out to the full WFC board.

#### **Next meeting date**

September? 9am mtg before the board mtg on 9/14.

#### **Adjourn.**

## **WSDA Food Assistance programs update for June 22, 2016:**

### **Earl Hall – Thank you!**

Earl has done a great job as the FAPAC Chair. WSDA presented Earl with a framed certificate of thanks signed by the Director and Deputy Director of WSDA - "With sincere thanks and gratitude for your years of service feeding those in need in your community, working endlessly to improve the emergency food system across the state, and being a champion in the fight to end hunger in Washington. Your leadership, as the WSDA Food Assistance Programs Advisory Committee Chair, was an exceptional blaze of glory and appreciated."

### **Food Assistance and Regional Markets (FARM)**

Since Food Assistance Programs has expanded to include the Farm to School and Small Farm Direct Marketing programs it is time for a new name...Food Assistance and Regional Markets (FARM). You will start to see the new name in some of our communications when we are talking about our "broader" programs. Otherwise, you will see Food Assistance when referring to our specific food assistance program work.

### **WSDA Strategic Planning**

FARM (that's us) submitted a program draft strategic plan. The agency will be reviewing all of the program strategic plans over the next several months. We will share our program strategic plan with you a little later in the process.

### **Planning proposal for legislative consideration**

We submitted a draft concept proposal to our agency to consider as it starts to develop budget needs for the next biennium. Our proposal included support for our Regional Markets team (Farm to School and Small Farm Direct Marketing) and expansion of our Farm to Food Pantry purchasing program.

### **Draft Donation Guidelines**

This project is almost complete; next step is to send the draft guidelines out to the participants on this workgroup (Federal, State, and Local regulators, Food Banks...etc.). Once finalized we will notify you and make these available on our website.

### **Healthier Food Options Reporting (HFOR)**

- Next report period is during the month of August – we will hold 2 goto meetings to "kick-off" the next report for Contractors, give tips, answer questions and share information.
  - June 30th from 9 am-10 am
  - July 13th from 1:30 pm to 2:30 pm

### **Farm to Food Pantry (F2FP) Update**

This year's program is going well and has expanded to 12 project areas! Way to go Rotary First Harvest and thank you for the partnership on F2FP!

### **EFAP Close-out Reporting**

Close-out reporting information will be sent to you by June 30<sup>th</sup>. There are some simplifications (we hope) this year in the process so please read your email and instructions closely.

### **CSFP**

Sporadic client numbers; James is working with CSFP contractors to make sure the maximum number of clients are served. If we meet 96% of our caseload then we are eligible to request additional caseload for next year. Last year, Skagit County was added to the program and this next year we are looking at adding Jefferson and Clallam as possibilities.

### **TEFAP Food Coming into the System**

James Scovel shared what TEFAP food will be coming into the system (bonus and entitlement) – see attachment.