



FA Meeting, 7/19/17

1. Welcome, Introductions, Updates

Attendees and Updates:

James Fitzgerald, Clark County – No updates

Owen, Second Harvest – September 21 is the Partner Agency Conference at the SH warehouse

Nicole, new to WSDA food assistance farm to food pantry program

Kevin Glackin-Coley, St. Leo's – Glad that state budget was settled

Anita Sailor, Rural Resources – Busy time

Lisa White with WSDA

David Bobanick – here but not here

Jeff Mathias – just had first fire inspection at warehouse and in the process of meeting requirements in building with height of storage.

Jenn Tennent, NWH – CTHG

Bonnie Baker, NWH – Jenn's is now the Hunger Response Network Director

Scott Kilpatrick, Comm. Services of Moses Lake – Peny hasn't killed him yet ☺

Ken Trainor, SOC – potential for shorter fruit season due to weather

Sabrina Jones, NWH – Has joined the NWH team

Peny Archer, Comm. Services of Moses Lake –

Kim Eads, WSDA – Megan Harlan is moving to Dept. of Health SnapEd program and Nicole Garden is joining the team from the organic program and has a lot of experience within our field and her target areas will be farm to food pantry and snaped. Nicole has the same region that Megan had. WSDA is down one person and the hiring takes 2.5 months.

Kris VanGasken, Des Moines FB – As of yesterday, the food bank has done 22,000 meals since June 13.

Yvonne, WFC – enmeshed in conference planning for September 14 and packing in a lot. Working on a realistic cost for conference and one pricing is determined, registration will be launched.

Scott Milne, Hopelink

Additional Agenda Items:

Kim would like to add onto the goals

2. Approve April's Meeting Minutes

Motion to approve minutes by Bonnie Baker

Second by Ken Trainor

Approved by entire group

3. Expectations and Goals for FYE2018

Feedback:

- Kim Eads brought up that the concept of having a Vice Chair for the FA committee and that the Vice Chair would roll into the Chair position every two years when the board rotates Executive leadership.
 - If anyone is interested, please reach out to Sabrina.
 - James Fitzgerald and Alan Hamilton have been suggested but are declining to take on Vice Chair role at this point.
 - Scott Kilpatrick is offering to join committee and
 - Clarification on Committee (Kim Eads): Anyone can join the committee and we have not narrowed the scope of the committee membership since the it began. The coalition is very broad and members do not need to officially on the WFC board.

- We have looked at how to keep diversity in terms of who is at the table for example urban, rural, food pantry, food bank, etc.
 - We have been unable to have anyone join from the tribal community thus far.
- Bonnie Baker: It makes sense for WFC membership to represent the diversity of our sector but we need to think issue based for the FA committee for example if we are going to talk about meals then we need someone from the meal programs.
- Kim Eads: from a process standpoint, we will hold a vote on who will fill the vice chair role. If anyone is interested they need to contact Sabrina and if we do not hear within 2 weeks then Scott is automatically the Vice Chair.
- James Fitzgerald: Requesting a list of who is and is not on the committee.
- Kim Eads: Can WFC put out a list of who is on the committee and ask for individuals in the newsletter?
- Process: Sabrina will stick to the process within the document as outlined.
 - Adding in the committee makeup and who is there and that it is a committee of WFC but you do not need to be a member of WFC at this point.
 - Importance of keeping the conversations issue based and making sure the right people are at the table for the conversations.
 - Bonnie Baker: the document also lists a task force but we need more definition on what that is and what it means
 - Sabrina Jones: making the document as accessible as possible would be a good bet since we want it to be approachable and very clear as to what is expected. Will add language that the committee makeup will change on an as needed basis as issues arise.
 - Sabrina Jones, New Vice Chair, Kim Eads and Yvonne will edit the document and send it to the group for clarification and feedback.

4. FA Advisory Committee Goals for FYE2018

Addition of Goals:

- Audit Verification Form: Can we look at another form apart from the Audit Verification Form at the subcontractor level? (Kim Eads)
 - Kim had a site visit around requirements for subcontractors and the audit verification form requires at the subcontractor level for a CPA or an auditor to sign off on the forms which is cost prohibitive because the CPA or auditor needs to do a full audit to ensure and sign the form and there is a lot of liability in this.
 - A contractor was looking for a different way of issuing funding to subcontractors but based on the Audit Verification form, the contractor was not comfortable issuing the funding because of the form.
 - Next Steps: determine a new form or a new training for the subcontractor level. WSDA needs to talk with the attorney general, perhaps the WA nonprofit association and others to see what is out there but we want the conversation to happen at this level. Another option would be for programs who are doing the postcard for the IRS then we might want to look at that. If a program is submitting a 990 then there would be a red flag of some sort.
- Rates: Add clarification in the document for which years the committee works on in kind values for volunteers or donated food.

- Site Visit Form: mailed out to contractors but no one knows where this form lives. It is a checklist of the common review questions to verify that your program is accomplishing what it needs to do but does not replace a site visit.
 - Action item: no one knows if this has been shared or not. The form is supposed to go to subcontractors. WSDA can put this on its website. The form should be on WFC's website and any contractor or food distributor websites as a training tool.
- Review and Update Policies and Procedures Document
 - WSDA is comfortable taking this off the list with the knowledge that WSDA can always come back to the group for assistance.
 - This will become an ongoing goal.
- Taskforce Work
 - Insurance: there is a presentation coming up at the WFC meeting today.
 - This will become an ongoing goal.
 - Kim would like to have information from multiple places to do comparisons.
 - Kim to send the point person to Yvonne and Jenn from the group in Yakima.
 - Service Counts: In process with the report for this contract cycle.
 - There was more work that needed to be done around which programs count their numbers towards this and which ones do not.
 - People have not seen the form yet so we do not know if there will be a lot of questions at this point.
 - First reports are due on August 20
 - This will remain as a goal and the work will change a bit.
 - Do you think there is a small educational piece that needs to happen with contractors for the subcontractors?
 - At the contractor level can we add something like this to the food pantry training.
 - Yvonne: it would make sense for this to be a newsletter article piece
- Overview: For FY18 add Audit Verification form, remove site visit form, move in-kind/policies/procedures to ongoing, task force will stay but be modified to move forward.
- Lots of work was done this past year!

5. Update FA Advisory Committee Membership List for FYE2018

- Sabrina passed around a sign in sheet and that is a list of who WFC thinks is on the committee
- Do we need to clarify who is on the FA committee versus who was possibly on for the site visit work?
- Importance of having at least a food pantry (subcontractor), food bank and a contractor since those are the individuals who are affected.

6. Additional Comments/Updates

- Plug for CTHG and WFC Conference

7. Next Steps:

- Sabrina and team to work on updating the Expectations and Process Document
- Find a new date for the FA meeting, may not be able to be coordinated with the next board meeting
 - Sabrina to send a doodle poll within 2 weeks because things will be crazy until then.