

**FA Committee Meeting January 18, 2017:**

Attendees: Anita Sailor, Bonnie Baker, Heidi Dukich, James Fitzgerald, Jeff Matthias, Jill Wisehart, Owen Esperas, Rosemary Rankins, *WFC staff:* Yvonne Pitrof, *WSDA staff:* Kim Eads, James Scovel, Lisa White, Megan Harlan, Kyle Merslich, Jasmine Sanborn.

Review Agenda and Approve:

Proposed Agenda

- I. Welcome and Introductions
 - a. Any items to add to the agenda?
- II. Approve September's meeting minutes (attached)
- III. Review Past Committee Goals (attached)
 - a. Are there any you would like to see added?
- IV. Review Past Committee Expectations (attached)
- V. In-Kind Labor and Food Donations
- VI. Next steps and future meetings

Items to add:

Discuss site review checklist

Update on policy review FAQ work

Quick call out on item from Sept minutes/notes:

Anyone willing to step up as an official note taker for the committee?

FAQ work report out:

There were a couple of different forms floating out there (versions).

Yvonne and Kyle will be working on updating the latest version.

This will be sent out to the group to add to – timeframe goal – within the next 2 weeks, or by the end of the month at the latest.

The goal is to have this finished before the next contractor meeting, so by around mid-March/end of March.

Site Review document:

The requested edits have been made. This will be sent out next week, with any final feedback needed by the end of March.

It will be sent to contractors and leads, and the full WFC board.

Heidi requested that the watermarked draft be sent out to the advisory committee as well (as there are a few here who are not lead contractors or on the WFC board).

Note Taker?

A general call out for anyone willing to step up to be the official note taker for FA Committee meetings?

No response.

Regarding Minutes from September:

Can someone clarify something from the minutes, regarding whether insurance is needed or not?

Yes. That refers to federal programs (TEFAP and CSFP). Food pantries do not need to have food covered by insurance as long as they have the resources to cover the value of that food in case of loss.

Minutes approved.

Review Goals from document 1 year ago:

Add: look at potential insurance pool, look at collection of service numbers from additional programs such as backpack programs.

Take off: the 4th item and replace with above

Update document and send back out.

Expectations Review:

Anything to add?

Heidi commented that she would like to see timelines and expectations of deadlines more structured.

Website back-end tool option:

Accessible when log in to WFC website. This is a place that can hold documents and can facilitate discussion strings.

Sabrina can send something out to test out. We'll test this out for the next meeting.

Bonnie would like to add one thing to expectations page regarding the make up of the committee. She would like to spell out the openness of the committee if that is the case?

Kim as a question to clarify. What voices are missing? Is that a good way to start?

Sabrina suggested we include the statement/line regarding openness and include strive for language.

"Reaching out to a wide variety of stakeholders?"

Kim suggested that we review the make up on an annual basis, or depending on any problems or issues.

We want to make sure that there is diverse representation, and want to be able to reach out where we feel we have gaps in representation.

In-kind Labor and food donations:

Kim shared that they have different docs that say slightly different things, reflecting some grey area(s).

She went over a proposed new doc/draft that spells out a formula approach to setting and reviewing the in-kind food donation and in-kind labor values.

1) Labor

a. The current value rate is \$12.47/hr, which reflects minimum wage + \$3/hr.

b. This is the recommended rate for use in EFAP reporting

Question: Bonnie asked, isn't there a blue collar rate and a white collar rate?

Answer: This pulls from the State minimum wage and doesn't have this distinction.

Over the next biennium, the state minimum wage will go up incrementally, starting with \$11/hr in January, to \$11.50 and then up to \$12/hr.

A decision we need to make/get input on is whether to use the January 2017 rate + \$3/hr to determine the in-kind labor rate to be used in EFAP reporting, or whether to use an average of the three rates + \$3/hr to determine the biennium rate for EFAP contracts.

Using an **average** of the state minimum wage (what it will be) across the 2017-2019 biennium, the in-kind labor rate would be: **\$14.50/hr.**

Using the **current** state minimum wage (what it is currently) across the 2017-2019 biennium, the in-kind rate labor rate would be: **\$14.00/hr.**

Kim raised the issue of where could use some additional clarity is around prescribed use of these rates, the WSDA rate vs some other Fair Market Value Rate (as determined by individual agencies and their CPA's).

Current language allows for use of either in EFAP reporting. There is a question as to whether this data inconsistency impacts the validity of reporting.

Heidi offered that a clear consistent formula makes sense.

Kim asked the group if this felt clear as laid out for the different biennium years?

Several voiced yeses. No no's

Sabrina suggested that we could revisit for the 2019-2021 as to whether anyone feels strongly about using an average versus a straight formula.

Recommendation:

The committee felt using the straight formula (resulting in a \$14/hr in kind labor value) made the most sense at this time.

Once official, the official summary will be updated and added on the WFC website.

2) In-kind value of food:

- a. Using the feeding America rate was not the intention, just the starting point.
- b. Uses an adjustment based on the consumer price index
 - i. Kyle researched this and can explain how this works
 - ii. Historically the CPI uses a national average from mostly urban areas
 - iii. We can get state data, but this reflects mostly the Seattle metro area (the I-5 corridor) and not the rest of the state.
 - iv. The big question is whether to go with the national rate, or the Seattle metro area rate?

Question: Bonnie asked if we use the CPI rate either way, how does that compare to the Feeding America rate?

Answer: if we use the Seattle area rate, this matches the Feeding America number.

There was a general conversation regarding the Feeding America formula and that this formula is not really shared.

Recommendation:

Use the Seattle metro area Consumer Price Index rate, resulting in a \$1.67/lb in-kind food donation value for the next biennium.

A historical piece/update will be added and posted up on the WFC website.

Next steps/future meeting(s):

Kim suggested that we identify leads for the task forces/subcommittees, get a confirmation of who is leading and is on what sub-committee groups.

Sabrina offered to send out an email.

Ken Trainor is lead on Insurance sub-committee

Sabrina will take the lead on the Service Numbers sub-committee.

Bonnie offered to volunteer Laura Titzer from NWH for participation in this sub-committee.

Next full committee meeting: April 18th, prior the WFC board meeting, in Yakima.

An email will be sent out to confirm task force (sub-committee) members.

Kim will send out a WSDA update to the committee.

Adjourn.