Meeting Minutes for the

**Food Advisory Committee Meeting**

Feb 2nd, 2021 9:00 a.m.

Present: Michelle Douglas, Ken Trainor, Josh Martinez, Erica Stephanie Watson, Alice Stewart, Lisa White, Kim Eads, Kyle Merslich, Kate Ortiz, James Scovel, Natalie Tauzin, Sue Potter and Nichole Garden.

9:03 Meeting called to order.

Welcome and request for a volunteer secretary for the meeting. Ken Trainor agreed to act as secretary for the meeting.

Review of last meetings minutes: Motion to accept last meetings minutes with no changes.

 Motion made by Peny Archer Seconded by Ken Trainor

 Motion carried.

**WSDA Updates**: reported by Kim Eads:

**Annual TEFAP Civil Rights training** – Volunteers no longer have to initial on all of the topic lines. They only have to sign and date the third sheet indicating they understand and agree to follow the non-discrimination policy.

**Contract obligations** – Remind members to keep their non-profit registered with the Secretary of Washington State.

**New and Returning clients** – Remember only count new clients the first time they come to your food pantry during their year. All visits after the initial one are considered returning clients. There is not a required date to restart the count, most food pantries restart their count in July to line up with the EFAP fiscal year.

**In-kind Values Update** – Starting July 1st, 2021 in-kind values for food and volunteer hours increase. The new in-kind value for food will be $1.82 per pound and the in-kind value for volunteer hours will be $16.69 per hour.

**WSDA Audits** – The WSDA or their representatives are still required to conduct audits of TEFAP sites. Due to COVID the WSDA is figuring out how to perform these audits in the future.

**Legislative Talking Points** – Discussion on what was on the legislative agenda that effects food in the State.

**Other discussions** –

* There was discussion on the Food Order Work Group, meets this Thursday.
* Let James know if you are interested in being on this committee.
* Lots of TEFAP bonus product is in the pipeline.
* Re-emphasized that Photo ID is not required to receive EFAP or TEFAP food.
* There will be a Contractors Inventory Training in February.

**Review Work in Progress** –

* The Food Procurement Policy is completed. Final copy was shared with the board and motioned to accept the Food Procurement policy was made. (I believe Leon made the motion, did not hear who seconded the motion) Motion was accepted.
* The Subcontractor Resources Task Force is on hold.
* Upcoming WFC Trainings – Trish reported that the WFC will be hosting the WFC Food Bank Certification course, Workplace Safety trainings later this year and that the WFC Conference committee is working on the Fall Conference planning.
* Civil Rights Task Force is on hold.

**Discussion Topics** -

* Unduplicated client numbers – Kim Eads discussed what the unduplicated numbers represent, the messaging about what is really happening. They tell a story and add depth.
* Michelle directed discussion on first time visiting a food pantry vs first time visiting our food pantry. Subcommittee formed for further discussion. This subcommittee will also investigate how to get the Feds to change TEFAP intake form requirements. Those who volunteered included: Emily Kaleel, Kyle Merslich, Amelia Paul, Ken Trainor, Ahndrea Blue, Natalie Tauzin, Kate Ortiz, Stephanie Watson, Michelle Douglas, and Trish Twomey.
* It was determined that no additional training is required for client intake forms.
* Discussion on ideas to educate the public on what are the requirements to receive food at a food pantry.
* Trish stated that Laura Titzer from Northwest Harvest is working with King County to develop food nutrition policies. Also discussed was how to share the policies and develop a statewide principle. Nutrition Policies highlight commitments to procure nutritional food. Goals for donated and purchased food. In the fall of 2021, Northwest Harvest will be putting some online education hub forum to help with the development of Nutrition Policies and Laura is willing to meet one on one for further discussion. Laura felt it was not a good time for a statewide policy. Their goal is to concentrate on donated and purchased food – local farms and community gardens.
* The question was asked “Who has a procurement policy?” Answer – Food Lifeline
* Discussion on EFAP Subcontractor Structure for the upcoming EFAP contract (21 – 23). Consider allowing EFAP subcontractors to further subcontract with their owned and operated sites. This would mean that only the Subcontractor would have an EFAP vote (not the “site”). The Subcontractor would also be consequently responsible for monitoring compliance of those “sites,” rather than the Contractor. For example, some subcontractors have many sites, such as Nourish in Pierce County. There are a lot of unknowns – leave it up the counties to decide. It was suggested that we try this flexibility for just the biennium. Give the contractors the option to decide whether they want to vote on this at their biennial meeting. **Decision:**
	+ Contractors wishing to clarify the voting structure for the biennial spring meeting should hold a pre-meeting to determine voting structures which may include the following:
		- One vote per agency (subcontractor) – regardless of the number of sites. Each separate organization gets a vote (an organization might have more than one site).
		- One vote per individual food pantry (site). Each food pantry **site** gets a vote.
* Also, discussion having a statewide policy on EFAP fund distribution.

Motion to end meeting – carried.