**WA Food Coalition F.A. Advisory Committee Subcontractor Resources Task Force 7/30/19**

1. **Participants and Self Introductions**
2. Heidi Cobun – Clark County Food Bank
3. Katie Rains – WSDA Food Assistance
4. Peny Archer – Community Services of Moses Lake
5. Rosemary Rankins – Food Lifeline
6. Sabrina Jones – Northwest Harvest
7. **Pain Point Review (5/20 minutes, pages 2-4)**
   1. ECHO questions and concerns – Commodity Foods Management
      1. Subcontractors are struggling with volume of dried beans
      2. Confusion about how much product can go out to clients
   2. ECHO questions and concerns – Monitoring Visits
      1. Food Defense Plan is new information for many sites/contractors; connected to Meat Inspection Act and USDA inspectors; Peny indicated that they don’t receive any documentation
      2. Food storage warehouse license from WSDA; This requirement would not be listed as a requirement on our application and contract
      3. Communications with local health districts; have you reported /completed your Donated Food Distributing Organization (DFDO) filing with your local health jurisdiction?
      4. Would be useful to pull together a document to help folks understand “who is responsible” for regulating food banks –
         1. DOH?
         2. WSDA?
         3. Food Lifeline?
         4. Northwest Harvest?
         5. Local Health Jurisdiction?
8. **Resources Review (5/20 minutes, page 4)**
   1. Guidelines for Commodity Inventory Management
      1. The importance of dating product with receipt date
      2. Confirmed with James at WSDA – our requirement for TEFAP/TMP products is that a First In, First Out distribution method is used for each available commodity product
      3. Confirmed with James at WSDA – contractors/subcontractors do NOT *have to* distribute all product within 3 months of receipt; Contractors/subcontractors must not maintain a commodity inventory that exceeds a 3 month supply of their distribution capacity
      4. Contractors DO have the authority to develop additional more narrow distribution guidance/requirements for their subcontractors to support overall contract compliance and smooth operations within local emergency food system. Contractors may NOT make distribution requirements looser than those required by WSDA
      5. Guidance re: whether or not re-pack is allowable
   2. Overview of Site Visits
      1. Food Bank Site Visit form was the product of the review work group that existed in the past. Page 3 – overview of the types of monitoring visits you’re going to expect
      2. Consider amendments to site visit form previously developed
   3. Guidelines for Intake Forms and Procedures
      1. Required content/procedure for intake
         1. Electronic systems
            1. Minimum standards
         2. Paper systems
            1. Minimum standards
      2. Prohibited content/procedure(s)
      3. Ensure that WSDA guidance speaks explicitly to how these requirements can co-exist with other agencies like Northwest Harvest
   4. Training Requirements for Federal programs
      1. Question surfaced regarding an on-line civil rights training and electronic tracking systems; diverted to Civil Rights Task Force for follow-up
   5. EFAP FAQ
      1. EFAP process may change before the next biennium, but it would still be really helpful to clarify EFAP requirements and address questions surfaced on 5/20 with a bulleted FAQ sheet

**Prioritized:** ***Guidelines for Commodity Inventory Management*** and ***EFAP FAQ***

**Notes:** Tools should be written a) succinctly b) use bullet points/think at-a-glance c)

1. **Communication Channels**
2. **Next Steps –**

* Next Meeting – Tuesday October 15, 2019 at 2PM
* September to draft prioritized tools.
* ACTION ITEMS:
  + **Katie** – contact USDA Meat Inspectors / plan is titled voluntary. Is it really voluntary? That was not the impression they gave Peny at CSML.
  + **Katie** – check in with Kim on future EFAP application or procedures manuals:
    - Can we include a section to report WSDA Food Storage Warehouse License information in the application?
    - Can we include a section to report / verify that annual DFDO reporting with local health jurisdiction has occurred?
  + **Katie** – surface TEFAP re-pack question (ex. Develop soup mix using dry beans) with Kim and get definitive answer; Peny mentioned “block o’ chicken” days – 30+ pounds of frozen chicken and received permission from WSDA to repack, within certain limitations
  + **Katie** – add link to WSDA Food Storage Warehouse License so folks can reference. Done!
    - [General Information](https://agr.wa.gov/departments/food-safety/food-safety/food-storage-warehouses)
    - [Pre-inspection](https://agr.wa.gov/departments/food-safety/food-safety/food-storage-warehouses/pre-inspection-information)
    - [Permit Application](https://agr.wa.gov/getmedia/4e9e7f33-a968-46c6-9f52-45eb3f827e4f/2060-food-storage-warehouse-application-rev-9-2016)
  + **Katie** – work with Food Assistance team to draft EFAP FAQ and Guidelines for Commodity Inventory Management; distribute prior to October meeting