

**FAPAC Meeting September 14, 2016:**

**Attendees:** Joe Gruber, Ken Trainor, Peny Archer, Scott Kilpatrick, Bonnie Baker, Alan Hamilton, James Fitzgerald, Kris Van Gasken, Heidi Dukich, Jeff Mathias, Donna Russell, Anita Sailor, Brian Anderson, Jim Beaudoin, *WFC staff:* Yvonne Pitrof, *WSDA staff:* Kim Eads, James Scovel

**Review Agenda and Approve:**

FAP Chair Needed

Updates on Task Force Work

Goal Setting/What to work on over this next year

No requests to add anything.

**New FAP Chair:**

We do have a candidate for FAP Chair that has expressed interest, Sabrina Jones.

Motion to accept Sabrina Jones as FAP Chair if she agrees. – Ken Trainer motioned, Bonnie Baker 2<sup>nd</sup>.

Vote – motion carried.

James Fitzgerald said he would consider Vice-chair

Motion to accept – Bonnie Baker motioned, Ken Trainer 2<sup>nd</sup>

Vote – motion carried.

There was a question to clarify terms. Answer: Two years.

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

At the last meeting the work of this committee was presented to the WFC board. It was decided that the document put together should be sent out to a larger group for review, with some minor edits. These edits included “draft” watermarked or otherwise prominently displayed on the document, as well as a spelling out of Distribution Centers’ full names.

A question for this meeting concerns identifying who exactly we need to send this out to, and what kind of feedback are we looking for?

To review, this form is a guideline, a checklist as a resource for folks to self-audit in preparation of reviews from contractors etc.

Scott Kilpatrick suggested that we seek input from contractors specifically, and pointed out that this could be confusing for folks on the ground if they get a piece of paper that is a draft.

Ken Trainor expressed that it could be useful if communicated right.

Bonnie Baker proposed that contractors could send this out to their subcontractors or not as they see appropriate. She also suggested that this be sent out to all WFC board members.

Heidi Dukich asked if this might be a burden on contractors to send out.

Jeff Mathias asked what the time frame is that we are looking to have this finalized.

There was some discussion regarding this that narrowed it down to having something back by January/February so that it could be introduced in Spring Meetings.

**Report of the Policy Task Force: re FAQ work**

This is a work in progress. There is a small body of questions that have emerged so far for the FAQ.

WSDA is still working on fine tuning answers for what was brought forth in that. However, after review, more needs to be done. We still need some significant examples.

We need to capture the issues in plain talk.

This should be sent out again, in November with a January date to have a Go To Meeting to discuss.

Kim Eads spoke to the policy memo that came out from USDA regarding religious activity. WSDA has posed some questions to USDA and it is taking time to get answers.

Heidi Dukich asked what categories of questions need help with examples?

Answer: lots actually. Kim E. will send out.

**WSDA Updates:**

Will cover more in the board meeting happening immediately after this one.

Brief update on food ordering

**Items to work on this next year:**

Review/update in-kind and volunteer labor rates.

Look at in/by January for Spring Meeting

Bonnie Baker reiterated that the plan for this was to regularly evaluate these in the off year to that it doesn't affect EFAP during the contract year.

Last time Feeding America rate was used (in-kind), and also looked at consumer price index.

Last time the committee looked at lots of models.

Insurance

2 factors to look at: terminology and potential for organizing for better rates

On the federal side – food pantries do not need to have insurance as long as they can cover the value of food.

New taskforce needed on additional programs and capturing numbers

Start a/the conversation

What are the programs that we might be talking about?

Sabrina has a very specific interest in that task force.

People interested in this committee:

Ken Trainer

JoAnn Rushton

Kris Van Gasken

Someone from NWH (Bonnie will decide who best)

Jeff Mathias

Task forces should meet once before next board meeting, via Go To Meeting

To recap work items ahead and task forces:

Policy Task Force - FAQ

Review rates – full committee

Info will be sent out and reviewed – if needed will create task force

Feeding America numbers may come out in January – Kim E. will check

Insurance – task force

Ken Trainer

WFC

Reporting Service Numbers – task force

Volunteers above and from last board meeting

Questions:

Who will emails be coming from? Answer: to be determined as we bring on new FAP Chair.

Timelines? Deadlines are good.

Is there baseline information around service numbers?

Alan Hamilton offered that Feeding America probably has all kinds of best practice language on this that would be worth looking at.

**Adjourn.**