

## **Board Conference Call Minutes**

**August 14, 2013**

### *Roll Call-Diane*

Diane called roll. The following members were present: Ann, Connie, Deborah, Diane, Ellen, Linda, Lynne, Mandy, Renee and Robin.

### *Welcome & Agenda Review-Lynne*

Lynne welcomed members to the meeting and reviewed the agenda noting specific items that were added to update the agenda initially sent out.

### *Guests-*

#### *USDA Update: Tina Namian*

The FNS Handbooks for CACFP are being finalized. Tina hopes to have them out by this October. There will be refresher training scheduled for the fall; a letter will be coming with details once final approval is completed. A Webinar giving a basic overview of program requirements is scheduled for October. The face-to-face training based on the handbooks will follow, will be more in-depth and will reinforce requirements already in place. The only new guidance will cover changes to FNS Instruction 796-2 on allowable costs.

There are no new policy memos scheduled for release at this time. A question was raised regarding when the revised FNS 796-2, Revision 4 will be released. Tina confirmed that it is in final approval and should be out in time for the training this fall. Lynne asked if there was an update on changes to the National Disqualified List (NDL). Tina said FNS is coming out with a new NDL system and agreed to check on the status.

In conclusion the Board discussed The Sponsors Association's (TSA) upcoming national conference. Linda, Robin and possibly Ellen will be attending from the CACFP NPA Board. Tina will be attending as well and is presenting on USDA updates. She offered to assist Board members on any topics they were scheduled to present.

### *FRAC Update: Geri Henchy*

Geri reassured the Board that she is checking continually on the new CACFP meal pattern regulations currently in the approval process. However, she does not anticipate their release prior to the TSA conference.

FRAC finalized their letter to HHS with comments on the new Child Care Development Fund regulations. She thanked the Association for providing ideas for inclusion and noted that FRAC also worked with the Child Care coalition in developing their comments. The government website for providing regulatory comments went down before the comment period closed; thus a number of groups and individuals were

unable to submit their comments. The comment period was re-opened for ten days but Geri noted that it is always a good rule of thumb to get comments on upcoming regulations in early.

FRAC is continuing to work on their nutrition and wellness effort as well as paperwork reduction. Geri is drafting a nutrition and wellness survey and will send the Association a copy for comment shortly. FRAC also put out a worksheet to facilitate conversations around using the recently released USDA paperwork reduction memo, "Existing Flexibilities in CACFP." Geri mentioned that she is working on the Farm Bill, which primarily affects SNAP but reminded the Board that reauthorization for the Child Nutrition Programs will be coming up next year.

Lynne mentioned that the CACFP NPA anticipates expanding the efforts of the Association's legislative committee and asked Geri if she serves on a national legislative committee of any kind. Lynne mentioned that Arnette Cowan, a former Board member, serves on a national committee that works on legislative issues. Geri said that Arnette is on the Public Health Practices group of The Academy of Nutrition and Dietetics. The Academy has several practice groups. Geri contacted the Academy to see if they wanted to form a special committee to work on preparing for implementation of the new meal requirements and they responded positively. She will be on this committee and will recommend a CACFP NPA Board member to participate as well.

Lynne asked if there was any new information stemming from Under Secretary Kevin Concannon's meeting with the Paperwork Reduction Workgroup subcommittee in May. Although Geri had no update she said that she believed the Under Secretary's conference call to discuss the results of the workgroup's sponsor survey was clear indication that FNS is very supportive of the paperwork reduction efforts underway. She said both sponsors and state agencies were well represented on the call. Her perspective is that FNS will be taking a very balanced approach to making decisions on issuing new guidance and will be considering all viewpoints in the process. Meanwhile work on paperwork reduction is continuing. Everyone is awaiting the results of the workgroup's state agency survey and the final report of recommendations that will be forthcoming. Lynne mentioned that the Association would like for a conference call to be scheduled with the Under Secretary when the state agency survey results are released; however, Geri could not confirm whether or not that would happen.

#### *Review and Approval of Minutes-Diane*

Diane presented the final draft of the July 2013 minutes. Linda moved that they be approved as presented; Ellen made a second to her motion. The minutes were approved.

#### *Review and Approval of Treasurer's Report-Connie*

Connie reviewed the Treasurer's Report as of August 14, 2013. The beginning balance was \$39,692.85. Ongoing expenses totaled \$154.59 leaving a closing balance of \$39,538.26. Mandy moved that the Treasurer's report be approved as presented. Ann made a second to her motion and the report was approved.

The Association membership remained at 369. Connie compiled an updated membership list and transmitted it for posting on the website.

*Special Committee Reports*  
*USDA Paperwork Reduction –Ellen*

Ellen reported that the results of the state agency survey are in and the subcommittee is working on an assessment. A chart has been developed to assist with compiling the results. Ellen anticipates a second meeting of the full committee in conjunction with the FNS training in the fall.

*Elections-Ellen*

The ballot to elect a slate of Board members for 2013-14 has been sent to the membership. There is only one candidate for each vacant position this year, although a number of contacts were made to potential candidates. Overall Ellen determined that the demand for time, separate and apart from an ever increasing workload, prevented a number of very interested members from volunteering. The membership drive should serve as an incentive for members to become more involved. The Association has a decided role in shaping future regulations and policies. Participation by members on national committees works toward mapping out and improving the CACFP of the future. An awareness by the general membership of these types of Association involvement should encourage more members to become active. Voting will close on September 06, 2013.

*USDA TA Report-Ann*  
*Sponsor Consortium-Lynne*

There was nothing new to report on either of these committees.

*Website-Renee*

Ann has drafted an informational flier on the Association and its activities for the membership. John will post it to the website as soon as it is finalized. John will also post the election information, including biographical information on the candidates. Renee announced that photos of the Board members have been posted so that members have a visual of the Association's leaders. Members can also look for updates on vacant positions related to the CACFP in other states.

*Membership-Lynne and Connie*

Lynne announced that Tom has volunteered to chair the Membership Committee. The Board discussed including the informational flier developed by Ann in this year's dues notices. Ann also suggested the Association send a letter regarding membership to state directors and administrators and agreed to draft the letter. The Board was in full support of using the flier and the letter to reach out to the membership. Ellen has a list of state directors and administrators that Tom can use to transmit the letter.

Connie reported that she is getting a number of requests for clarification on the number of members that can be included in an institutional membership. There is a misconception that a state agency is limited to only the ten members included in an institutional membership; however, a state agency may add more than ten members at a cost of \$80.00 per member added, i.e. the fee for an individual member. The Board understood that the fee schedule could be confusing and will clarify language in the dues notifications coming out soon.

*Old Business*

*Survey for Conference Plan-Linda*

Linda and Deborah drafted the survey and sent it out for comment. Several comments were received and incorporated into a final draft for release via survey monkey. There will be a link to the survey which Linda will send to Connie, along with wording, for the message of the month.

*New Business*

*Conference Planning-Ann*

Ann has been working diligently on soliciting bids for the conference hotel. Ann provided a cost comparison between the five hotels bidding thus far as to room rates, availability of rooms, and cost of meeting rooms and meal services. The Board discussed the limited number of responses received thus far and discussed several ways to generate more bids by modifying the specifications and the preferred dates. Ann will go back to the convention bureau with several new items, including the option of scheduling the conference the last week of March. She will notify the Board with any updates and expects to have a final bid shortly.

Lynne asked each of the committee chairs to begin meeting with their committees and be prepared to report on committee activities at all Board meetings from now until conference time.

*FDCH Sponsors Viability-Connie*

Connie shared her concern regarding the decline in the number of sponsors and providers New Mexico is experiencing. Some of the decreases involve large sponsors that are losing their financing. She asked if other states are having similar issues or have ideas on how to address the decline and recruit more sponsors and providers. The Board will be discussing the issue in a future meeting.

*Message of the month-(August)-Connie*

Connie will draft the August report and will include: a request conference committee participants and topics; the conference survey and link; the election; advance notice of membership renewal; the FNS handbooks and follow-up training; and a heads up to be thinking about Reauthorization next year.

*Next Meeting:* The next meeting will be held via conference call on Wednesday, September 11<sup>th</sup> @ 1:30 pm EST.