



**CDSS Food Distribution Program
Fresh Look Advisory Group Meeting Summary**

Date: October 16, 2019

Time: 9am-10:30am

10/16 Action Items

1. **Vanessa Moore** will send out updated Survey report.
2. **Vanessa Moore** will make sure there is a phone for Nov 5th meeting in San Diego so people who cannot be there can call in. -DONE
3. **Corin Choppin** will send out calendar invite and agenda for November 6th meeting. -DONE
4. **Don Williams** will ask Chris USDA put on a conference trade mitigation impacts.
5. **Don Williams** will send out agenda for TEFAP best practices conference.

10/3 Action items:

1. **Steve Linkhart and Larry Sly** will include Brian Kaiser in Monday check-in call. - POSTPONED
2. **Brian Kaiser** will provide a list of TEFAP providers by county.
3. **Anne Holcomb** will look into Hoopa Reservation which may be a good model to research. -DONE
4. **Debbie Espinosa** will share guidelines for what is a foodbank and what is a pantry. -IN PROGRESS
5. **Don Williams** will add to the best practices schedule the question of "How many food banks are using contract freight to meet their needs?".
6. New Sub-Committee formed: Data (Steve Linkhart, Barbara Abbott, Gil Sisneros)-Had 1st Mtg

9/20 Action items:

1. **Steve Linkhart** will forward shipment data to third-party operational assessment. - IN PROGRESS
2. **Steve Linkhart** will share privacy policy regarding data we share with them. -- Feeding America is discussing with legal.
3. **Vanessa Moore** will research methods other food banks are using to distribute trade mitigation (both inside and outside California). -DONE

Ongoing:

1. **CCP** will track **work plan** that will include ground rules, agreements so far, and criteria for coming to consensus on recommendations.
2. **Gil Sisneros** will build a draft fact sheet based on template advisory group agreed on.

Discussion Highlights

Action Item Review

Gil called the meeting to order at 9am and did a roll call of those present. The advisory group reviewed the action items from last meeting. Steve Linkhart and Larry Sly are still working on setting up a meeting on the 3rd party assessment. Anne and Vanessa's reports were submitted to the group and will be discussed in Item 4: logistics.

Reflection & discussion

Corin Choppin went over the draft work plan that the organization has been using. He noted that Brian Kaiser was very pleased with the progress of the group so far and that the group already had items they could report out on most notably the recommendation to raise the threshold. However we were unsure after the last meeting if we had achieved one of the meetings objectives of having a common understanding of the current logistics system. It is vital that the advisory group have a common understanding if we are to tackle the topic of logistics which was prioritized #1 at the partner convening. All members of the advisory group were asked to answer the following questions:

1. What haven't we discussed that is important to understanding our current system?
2. What considerations have not been voiced yet?

There responses were:

1. David – Need more data on the movement of product. Direct Ship. Analysis on data.
2. Melinda – A greater understanding of the constraints of split shipment.
3. Vanessa – Clear understanding of what are state and what are federal decisions.
4. Debbie – Keeping an open mind. Looking forward into the future.
5. Anne – Not being able to accept full shipments due to lack of storage. Looking at the hub and spoke and disaster preparation. Having nearby storage capacity.
6. Larry – Critical to have a 3rd party analysis.
7. Steve – Direct ships, How many don't take their full allocations? Do people that get delivery from FoodLink. Is that a push or a pull model?
8. Loretta – Agree with all that is said and our main concern is how to improve our distribution system. Another concern is how to obtain additional food to account for our counties need due to growth.
9. Shurla – appreciates that everyone is going in with an open mind.

Data Sub-Committee Update

Steve Linkhart reported on a meeting he had with Barbara Abbott (who could not join the meeting until later) regarding questions which the advisory group may want to gather data to try to answer. Mr. Linkhart acknowledged that the data area was a big topic and that there may be a need to grow the sub committee and get help from the third party assessment. Mr. Linkhart reviewed some draft questions he and Ms. Abbott came up with. There was a discussion regarding tailgates. Some further detail was added to the questions and following was where the group ended acknowledging that more work needed to be done on these questions:

Direct Ship FB

- How many pounds go out-of-state because CA food banks cannot absorb their allocation?
- How many FB's are taking less than their allocation and who are the food banks that absorb this excess?
 - Why are they taking less?
 - Possibly use the PPI

FB using Foodlink

- What is the definition of a food bank?
- Is ordering a push or pull model?
 - If it is a push model, are smaller foodbanks part of the discussion?
- How are orders built and combined for multiple stops?
 - Getting a definition of this process
 - Are trucks at capacity?
- Agency, by order, by # items, by pound analysis
- There appears to be some huge fluctuations by months (and not the same months per FB) what is causing this?
- Tailgates
 - Is this just for produce?
 - Getting a definition of this process
 - Is there a geography for this? – Each year Foodlink surveys the umbrella agencies and it is primarily in northern and central California. Products from Donate, Don't Dump as well as others. What is not used goes back to the foodbank.
 - For agencies without refrigeration or trucking capacity.
 - Consistent locations.
 - Can it be done by the local provider?
- What can prevent a delivery from happening?
 - Weather, food bank capacity, not having consistent delivery schedules?
 - Colder weather?

Logistics Discussion (part 2)

Anne Halcomb began the discussion on Logistics by reviewing a report she had shared on the Hoopa Reservation. Located in in appendix A.

Vanessa Moore gave an update on her survey. Appendix B. Her report covered 12 food banks representing 11 states. Every had some sort of impact due to trade mitigation. Report highlights included:

- Four states had increased flexibility such as allowing temporary sites, allowing distribution of commodities through other programs.
- New Mexico allowed their food banks to provide food more than once a month.
- Some states are allowing added flexibility for fresh products.
- Most states had more direct distribution
- Trade mitigation funding was used for transportation, storage, cold storage, agency capacity funding, replenishing shared maintenance funding.
- Las Vegas food bank noted that their jobs are tied to the political environment.

Ms. Moore had some recommendations she made based on her survey results.

Action Item: Don Williams will ask Chris USDA put on a conference trade mitigation impacts.

Mr. Williams speaking on behalf of CDSS noted Vanessa's recommendations are things that can already be done or are good suggestions. The items which can already be done are:

- CDSS will allow foodbanks to add temporary sites.
- Serve to clients more than once a month. Current requirement is "at least once a month."
- Food Banks can partner with non 501c3 agencies as long as they are part of the foodbank.
 - Example, can use a non 501c3 site.

Questions and suggestions:

- Mrs Abbott asked for clarification on the 2nd recommendation.
- Suggestion to create an EFAP manual if it does not already exist to dispel myths. Rules and regulations, what is permissible.
 - Put in the parking lot.

Debbie Espinoza reported back to the group about her work on creating definitions. Ms. Espinoza met with Mr. Williams and after some discussion discovered that it was more difficult to define food banks than she initially thought. Some highlights from her discussion were:

- Simple Definition: A food bank is any group that has sub-distributors.
- More nuanced definition needs to account for more factors.
 - What is the stability that they have?

- Do they have multiple funding streams?
 - Do they have capacity?
- Differences between structures of Northern and Southern California Food Banks.
 - How can we look at them in tandem?
 - Much higher population density in Southern California yet Northern has more TEFAP providers.
- What percentage of operation budget that is TEFAP?
- We must consider how did food banks develop over time.

Debbie Espinoza had no recommendations currently on definitions and believed that this topic may be worthy of a sub-committee.

11/6 TEFAP Best Practices:

Larry and Barbara cannot attend. Anne is a maybe. There was still strong support for meeting in person potentially the day before.

Action Item: Vanessa has booked a room for the afternoon before.

Don Williams recommended that every foodbank have a representative at the TEFAP best practices meeting. He noted there will be a representative there from the USDA.

Action Item: Corin will send out a calendar invite from 2pm to 4pm on November 5th.

David Goodman is interested in presenting on behalf of the group.

Maria's food bank only serves one county and is interested in a discussion about whether there are issues with serving multiple counties at the Best Practices convening.

There was a suggestion that at the TEFAP best practices meeting we open up sub committees to be joined by interested members of other food banks.

The meeting Adjourned at 10:32pm.

Attendance

Advisory Group Members:

- *Anne Holcomb*, Executive Director, Food for People
- *Barbara Abbott*, Vice President of Supply Chain, San Francisco-Marin Food Bank
- *David Goodman*, CEO, Redwood Empire Food Bank
- *Debbie Espinosa*, CEO, FIND Food Bank
- *Larry Sly*, Executive Director, Food Bank of Contra Costa and Solano
- *Loretta Ray*, Vice President and Wholesale Manager, Clear Lake Gleaners
- *Maria Ayala*, Programs Supervisor, Central California Food Bank

- *Melinda Annis*, Senior Vice President of Food Programs, California Emergency Foodlink
- *Shurla Lovejoy*, Food Bank Manager, Dignity Health Connected Living
- *Steve Linkhart*, Director of Farm to Family Program, CA Association of Food Banks
- *Vanessa Moore*, VP of Operations, San Diego Food Bank

Staff:

- *Gil Sisneros*, Specialist, Cal Fresh and Nutrition Branch
- *Lori Coopwood*, CSFP Program manager
- *Don Williams*, EFAP Program Manager
- *Corin Choppin*, CSUS Consensus & Collaboration Program