

Sacramento County Nutrition Action Plan (CNAP) Collaborative Meeting Minutes

September 26, 2013

Community Resource Project's Training Room
250 Harris Avenue Sacramento, CA 95838

Participants

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|--------------------|---|
| Alexis Koren | Sacramento City Unified School District – Youth Development |
| Cynthia Achermann | Community Resource Project, Inc. |
| Dawn Dunlap | Sacramento Natural Foods Co-op |
| Edith Gomez | Health Education Council |
| Emma Baier | Sacramento County Office of Education |
| Genevieve Deignan | Sacramento Food Bank & Family Services |
| Joan Graham | Community Resource Project, Inc. |
| Karen Strach | Sacramento County Division of Public Health |
| Maral Pirinjian | River Oak Center for Children |
| Mary Helen Doherty | Alchemist Community Development Corporation |
| Nancy Herota | Sacramento County Office of Education |
| Neela Satyanarayan | Sacramento County Division of Public Health |
| Olinda Hirsch | UC Cooperative Extension – Sacramento |
| Rhonda Noller | Sacramento County Department of Human Assistance |
| Sarah Heidel | Sacramento Chinese Community Service Center |
| Scott Kazer | Sacramento Chinese Community Service Center |
| Trish Kearny | Sacramento County WIC/Public Health |

I. Welcome and introductions

Karen Strach reviewed the agenda and provided participants with a recap of the last meeting.

II. Program spotlight presentation

Dawn Dunlap gave a presentation about the Sacramento Hunger Coalition. The group was founded in 1989 as a project of CommunityLink. Since 2010, the Sacramento Hunger Coalition has been a project Sacramento Housing Alliance's food justice work. The mission of the Sacramento Hunger Coalition is to reduce hunger and malnutrition by increasing food security and access to healthy and nutritious food in Sacramento County through public education, advocacy, community organizing and grassroots advocacy research.

The Sacramento Hunger Coalition has three working committees: 1) Emergency Food Providers Forum, which is an informal group of food providers within Sacramento County; 2) Food Stamp Advocacy Taskforce, which addresses issues and opportunities regarding CalFresh enrollment and benefits; and 3) Public Education Committee, which initiates and implements public education campaigns.

Dawn discussed the group's recent "SNAP Helps Us All" campaign. This campaign empowers community members to use social media to tell policymakers why the Supplemental Nutrition Assistance Program (SNAP, CalFresh in California) is important to them.

III. Discuss and finalize the plan to increase participation in local food and nutrition programs

Karen Strach shared results from the Collaborative's survey on possible efforts to increase participation in local food and nutrition programs. Below is a summary of the results along with the percent of respondents who were interested in each topic.

- Participant interest in having "nutrition education" included in the Collaborative's definition of food and nutrition programs.
 - 77.8% - Yes
 - 22.2% - No

- Participant interest in having the Collaborative implement the following strategies to increase participation in local food and nutrition programs.
 - 72.2% - Utilize a common referral list when referring community members to local food and nutrition programs
 - 72.2% - Match programs with resources to those with needs and/or access to the target population
 - 72.2% - Increase enrollment in chosen food and nutrition program(s) through unified outreach efforts
 - 66.7% - Provide outreach at schools/afterschool sites/parent resource centers
 - 61.1% - Provide outreach to foster youth service programs (e.g., independent living programs)
 - 55.6% - Assess and address the educational needs of CNAP partner agencies regarding the eligibility requirements of local food assistance programs
 - 55.6% - Encourage organizations to apply for funds to expand the number of sites offering food and nutrition services (e.g., increase the number of sites providing summer food service programs)

Based on participant feedback, a draft action plan was developed for all strategies that received more than 70% of participant support. During this meeting participants provided feedback on the plan. Below is a summary of what was discussed. A copy of the proposed plan (without edits) can be found at the end of this document.

- **Changes participants would like to see made to the proposed plan for Strategy C**
 - Participants would like the definition for food and nutrition programs to be broadened to, “any program that provides Sacramento County residents with increased access to healthy food and nutrition education.”
 - Participants would like a complete list food and nutrition programs given at the end of the Collaborative’s Action Plan.
 - Activity 6 edits
 - Participants expressed concern about how to ensure that the proposed referral list was comprehensive and up-to-date. Participants recommended referring community members to 2-1-1 for referrals to specific services. It was recommended that activity six change to address: 1) having programs refer their participants to 2-1-1 for referrals, and 2) ensuring that Collaborative members submit updated program information to 2-1-1.
 - Activity 7 edits
 - Activity
 - Change “agencies” to “programs”
 - Steps needed
 - 7.1
 - Change “sites” to “programs”
 - Change “hosting nutrition education classes or enrollment services” to “hosting classes, services, or outreach activities”
 - 7.2
 - Change “directory of programs” to “topic-based directory of programs”
 - 7.3
 - Change “cross-agency” to “cross-programs”
 - Deliverables or desired outcomes
 - 7.1
 - Change “sites” to “programs”
 - Change “services for their clients” to “activities or services”

- 7.2-7.3
 - Change “cross-agency” to “cross-programs”
- Activity 8 edits
 - Activity
 - Change “increase enrollment” to “increase participation”
 - Change “a chosen food and nutrition program” to “underutilized food and nutrition program(s)”
 - Change “unified marketing campaign” to “unified outreach efforts”
 - Steps needed
 - 8.1
 - Change “identify at least one food and nutrition program” to “identify underutilized food and nutrition program(s)”
 - Omit “(e.g., summer food service program).”
 - 8.2
 - Omit this step
 - 8.3
 - Change “promote the chosen program” to “promote the underutilized food and nutrition program(s)”
 - 8.4
 - Change “qualifying community members” to “community members needing services”
 - Desired outcome
 - Change “county-wide campaign” to “community-wide campaign”
 - Change “promote a selected food and nutrition service program” to “promote the underutilized food and nutrition program(s)”

IV. Discuss strategies for identifying and addressing gaps in services

- How can the Collaborative use existing resources to identify gaps in services on a continual basis?
 - Programs post unmet needs of their participants on the “forum” section of the Collaborative’s website.
 - Email alerts are sent out to the Sacramento CNAP Collaborative listserv as unmet needs are identified.
 - Conduct an annual survey of local programs to identify the unmet needs of their participants.
 - Ask referral agencies (e.g., 2-1-1) what unmet needs of community members they have observed.
 - Collaborative participants conduct informal key informant interviews with front line staff to determine, 1) their greatest challenge with referrals or program implementation; and 2) what needs they see/hear from the community members they work with.
 - Follow local news stories that identify public needs.
- How can the Collaborative facilitate the development of services across programs?
 - Classes/trainings
 - Identify organizations willing to have their staff act as subject matter experts to provide information, advice, feedback, or presentations to other groups with less subject matter expertise.
 - Create or identify an online learning module on food access and nutrition issues (e.g., Kahn Academy).
 - Identify program needs and common interests
 - Increase awareness of each others programs.

- Use forums on the Sacramento CNAP Collaborative website to identify activities requested by participants/staff that your program does not offer.
 - Use forums on the Sacramento CNAP Collaborative to share ideas you are not sure how to implement.
 - Resource sharing and best practices sharing
 - Through forums on the Sacramento CNAP Collaborative website share successes and best practices.
 - Through discussions at quarterly Collaborative meetings share successes and best practices.
 - Use Drop Box for online resource sharing (e.g., sample flyers, resources, etc.).
 - Resource fairs
 - Host a community resource fair where organizations showcase their programs.
 - Pilot collaboration to determine outcomes/values.
- How can this group help participants collaborate on future funding opportunities?
 - Create a sub-group led by those with expertise with funding applications.
 - Invite the Nonprofit Resource Center to a future meeting to talk about blended funding opportunities.
 - Share funding opportunities through the Collaborative's listserv and at quarterly meetings
 - Use the forum on the CNAP website to share gaps/opportunities/issues that groups are interested in seeking funding opportunities to address.
 - Communicate openly about potential funding cuts and needs

V. Program announcements

- **River Oak Center for Children's Annual Fall Fun Festival and Health Fair**
 - When: October 18th - 3:00pm-6:00pm (Health Fair from 3:00-5:00pm)
 - Where: River Oak Family Resource Center - 4322 4th Ave. Sacramento, CA 95817
 - Cost: FREE
 - If you are interested in being a vendor at this Health Fair please contact Maral Pirinjian at mpirinjian@riveroak.org or 916-226-2872

VI. Next steps

- Next meeting:
 - Date: October 24, 2013
 - Location: Sacramento County Building, Conference Room 1
9616 Micron Ave., Suite 900, Sacramento, CA 95827

**Sacramento CNAP Collaboration Plan –
Feedback on Plan to Increase Participation in Local Food and Nutrition Service Programs
January 2013 to September 2016**

- **Goal:** Through active collaboration, agencies will work together to improve access, awareness, and utilization of culturally appropriate healthy eating/active living resources for Sacramento County residents.

| Strategy C. Increase participation in local food and nutrition programs serving Sacramento County residents. Local food and nutrition programs have been defined by the Collaborative as any food assistance program that provides Sacramento County residents with increased access to healthy food and nutrition education. | | | | |
|---|---|--|--|---|
| Activity | Steps Needed | Deliverables or Desired Outcome | Who is Responsible (Lead in bold) | Timeline |
| 6. Utilize a common referral list when referring community members to local food and nutrition programs (e.g., CalFresh, WIC, food banks, etc.). | 6.1 Identify/develop a referral list for local food and nutrition programs. This resource should include information related to: <ul style="list-style-type: none"> a. Services offered b. Eligibility requirements c. How to enroll in services | 6.1 – 6.4 An up-to-date referral list for local food and nutrition programs | 6.1 TBD | 6.1 – 6.4 Jan 2013 - Sept. 2016 (Updated every September) |
| | 6.2 Update the referral list annually. | | 6.2 TBD | |
| | 6.3 Distribute the updated referral list to CNAP partners via the Collaborative's listserv. The referral list will also be posted to the Collaborative's website. | | 6.3 Sacramento County SNAP-Ed program | |
| | 6.4 CNAP partners will provide the updated referral list to their staff members on an annual basis. | | 6.4 All CNAP partners | |
| <ul style="list-style-type: none"> • What changes would you like to see made to the proposed collaboration plan (activity 6)? | | | | |

Strategy C. Increase participation in local food and nutrition programs serving Sacramento County residents.
 Local food and nutrition programs have been defined by the Collaborative as any food assistance program that provides Sacramento County residents with increased access to healthy food and nutrition education.

| Activity | Steps Needed | Deliverables or Desired Outcome | Who is Responsible (Lead in bold) | Timeline |
|--|---|---|-----------------------------------|---------------------------|
| 7. Match agencies with resources to those with needs and/or access to the target population (e.g., connect an agency that provides CalFresh outreach with a foodbank distribution site). | 7.1 Identify a list of sites interested in hosting nutrition education classes or enrollment services for local food and nutrition programs. | 7.1 A list of sites interested in hosting services for their clients | 7.1 TBD | 7.1 Jan. 2014 |
| | 7.2 Use the directory of programs on the Collaborative's website to help match organizations with resources to those with needs and/or access to the target population. | 7.2 – 7.3 Two cross-agency activities per year. All activities will be posted to the calendar on the Collaborative's website | 7.2 TBD | 7.2 Jan 2014- Sept. 2016 |
| | 7.3 Coordinate at least two cross-agency activities per year. | | 7.3 TBD | 7.3 Jan 2014 – Sept. 2016 |

• **What changes would you like to see made to the proposed collaboration plan (activity 7)?**

Strategy C. Increase participation in local food and nutrition programs serving Sacramento County residents.
 Local food and nutrition programs have been defined by the Collaborative as any food assistance program that provides Sacramento County residents with increased access to healthy food and nutrition education.

| Activity | Steps Needed | Deliverables or Desired Outcome | Who is Responsible (Lead in bold) | Timeline |
|---|---|--|--|--|
| 8. Increase enrollment in a chosen food and nutrition program through a unified marketing campaign. | 8.1 Annually, identify at least one food and nutrition program to promote each year (e.g., summer food service program). 8.2 Develop a list of CNAP partners who could refer qualifying community members to the chosen program. 8.3 Identify the best available marketing materials that CNAP partners can use to promote the chosen program. 8.4 CNAP partners will promote the chosen food and nutrition program with qualifying community members. | 8.1 – 8.5 A coordinated county-wide campaign to promote a selected food and nutrition service program will occur each year. | 8.1 TBD 8.2 TBD 8.3 TBD 8.4 TBD | 8.1 Jan 2014, Oct 2014, Oct 2015 8.2 Jan 2014, Oct 2014, Oct 2015 8.3 Jan 2014 – Sept. 2016 8.4 Jan 2014 – Sept. 2016 |

• **What changes would you like to see made to the proposed collaboration plan (activity 8)?**