

Sacramento County Nutrition Action Plan (CNAP) Meeting Minutes

May 23, 2013

Sacramento County Building – Conference Room 1
9616 Micron Avenue, Suite 900, Sacramento CA 95827

Participants

Bernardette Behar	Court Appointed Special Advocate Program, Inc.
Brenda Campos	SETA Head Start
Charles Grix	Healthy Kids Concepts
Edith Gomez	Health Education Council
Emily Aguirre	Sacramento County Public Health
Emma Baier	Sacramento County Office of Education
Erica Lee	Health Education Council
Glennielyn Pacheco	Sacramento City Unified School District – YES
Karen Ito	Sacramento City Unified School District – Child Development
Karen Strach	Sacramento County Public Health
Kristina Clinton	Sacramento County Public Health
Mark Drewes	Sacramento County Office of Education
Mary Helen Doherty	Alchemist Community Development Corporation
Monica Gonzalez Williams	Sacramento County Office of Education
Monika Jansen	WalkSacramento
Rhonda Noller	Sacramento County Department of Human Assistance
Rhonda Patterson	City of Sacramento START Program
Tracy Witmer	Dairy Council of California
Trish Kearny	Sacramento County WIC/Public Health

I. Welcome and introduction

Karen Strach provided participants with an overview of the CNAP timeline and a recap of CNAP's March meeting.

II. Group activity

Participants took part in an interactive activity to plan activities that CNAP participants can do to improve communication among nutrition and physical activity programs that serve Sacramento County residents. Due to time constraints, the discussion about how to improve collaboration was postponed until June's CNAP meeting. The four communication priorities that were identified are summarized below. A more detailed summary of what was discussed can be found within the table at the end of this document.

a. Continue to meet in-person

- Once the CNAP plan is developed, continue having quarterly in-person meetings.
- It was suggested that meetings be developed around rotating themes. At these meetings there would be: 1) agency spotlight presentations, 2) resource sharing and problem solving, 3) the opportunity to work on common activities, and 5) time to check-in on where the group is with the implementation of our CNAP plan.
- It was suggested that meetings take place at rotating locations throughout the County. One idea is to rotate through different agency locations so that participants get a better idea of the groups who provides services within Sacramento County.
- Additionally, participants would like to see meetings have a teleconference/ videoconference option for people who are unable to attend in-person.

b. Create and maintain a CNAP web presence

- Several ideas were discussed that included creating a blog, a facebook group, and/or a website. Participants believed that establishing a webpage for CNAP using a free website hosting service such as Weebly (<http://www.weebly.com/>) would be the best option for the group.

- The purpose of creating a CNAP webpage would be to create a centralized hub for CNAP information to provide an online place where organizations can share resources. The group discussed including the following resources on the website:
 - i. Frequently asked questions and answers about CNAP
 - ii. The CNAP collaboration plan
 - iii. Directory of nutrition and physical activity programs/services in Sacramento County
 - iv. Shared calendar of events
 - v. Forum for agencies to share ideas and ask questions.
- c. Create and maintain a shared resource directory/database of nutrition and physical activity programs serving Sacramento County residents.
 - It was suggested to have a directory of programs and resource guide that is “needs based” so it would possible to quickly identify all the groups that provide a certain type of service or resource.
- d. Create and maintain a shared calendar of events
 - It was suggested to create a centralized, open-access electronic source for posting events (e.g., Google calendar).
 - Participants would like to see the calendar be open-access so that all organizations could add upcoming events. However the calendar should have an administrator to oversee the calendar and make sure that events get added after each CNAP meeting. One suggestion was to have a laptop at CNAP meetings where participants could add updates to the calendar.

III. Agency Announcements

- **May 26, 2013 – Fresh, local produce kick-off celebration at Sam’s Market**
 - Sam’s Market – corner of 23rd Avenue and 42nd Street
 - 12:00pm-3:00pm
 - Locally grown fresh produce is now available at Sam’s market. Come celebrate at the kick-off celebration which will include free samples, games, face-painting, and a variety of health, garden, and cooking tips! If you are unable to attend this event, you can still check out the urban farm stand in front of the store on Sunday’s from 12:00pm-3:0pm (June – September).
- **June 5, 2013 – Grant writing seminar “AMPing Up Your Grant Proposals...through Connections and Collaboration!!”**
 - City of Rancho Cordova – American River Rooms
2729 Prospect Park Drive, Rancho Cordova, CA
 - 8:00 a.m. – 12:30 p.m.
 - The focus of this seminar is finding new partnerships and connections to amplify your programs and funding.
 - Registration Fee: \$65
 - To register, visit www.nprcenter.org
- **Summer 2013 – Free Summer Services for Youth**
 - Spread the word, Sacramento Food Bank and Family Services has several FREE opportunities for Sacramento youth this summer. Below is a list of programs being offered. For more information, please contact Aurelia Garcia at (916) 456-1980 or agarcia@sacramentofoodbank.org
 - Kinder Camp
 - Dates: June 24th- July 26th (Monday and Wednesday, 1:00pm-3:30pm)
 - Ages: 5-6 year olds who have completed Kindergarten
 - This 5 week camp will give 5 – 6 years olds the opportunity to participate in a fun and educational summer learning program to strengthen their academic skills: reading, writing, math and science

while learning about healthy eating and engaging in outdoor activities for success in 1st grade. Kindergartners will participate in the Sacramento Public Library Summer Reading program - Reading is So Delicious!

- Enrichment Camp
 - Dates:
 - Session 1: June 24th-July 18th (Monday-Thursday, 1:00pm-4:00pm)
 - Session 2: July 22nd-August 16th (Monday-Thursday, 1:00pm-4:00pm)
 - Ages: 1st-6th grade
 - Interact with others in a fun and exciting environment. Youth will participate in a variety of summer activities: dance, nutrition and cooking, science and technology, a Summer Reading program and much more in this 4 week session.
- Summer Drop-In Days
 - Dates: June 24th-August 16th (Monday and Friday, 9:00am-11:30am)
 - Ages: 1st-6th grade
 - For 8 weeks, youth will participate in a variety of activities: art, sports, gardening, science, volunteering and much more summer fun!!
- Intel Computer Clubhouse
 - Dates: June 24th-August 16th (Monday-Thursday, 2:00pm-6:00pm)
 - Ages: 7th-12th graders
 - Teens will participate in different computer projects: video production, photography, music production, web and graphic design and more.
- Express Yourself Camp
 - Dates: June 17th-20th (9:00am-12:00pm)
 - Kids will explore nature, art, community and yoga

IV. Next steps

Monthly CNAP meetings will occur on the fourth Thursday of the month from 2:00pm to 4:00pm.

- Next meeting:
 - a. Date: June 27, 2013 (2:00pm-4:00pm)
 - b. Location: Community Resource Project's Training Room - 250 Harris Avenue
Sacramento, CA 95838

Priority Activities to Improve Communication

	Priority A Continue in-person meetings	Priority B CNAP web presence	Priority C Resource directory/database	Priority D Shared calendar of events
Notes	<ul style="list-style-type: none"> - After CNAP plan is developed, continue having quarterly in-person meetings. - Rotating meeting locations throughout the County. – one idea was to possibly rotate through different agency program locations. - <u>Meetings structure</u> <ul style="list-style-type: none"> o Agency spotlight presentations o Themed resource sharing and problem solving. o Opportunity to work on common activities o Periodic check-in on where we are at with the implementation of our CNAP plan. o Agency updates o Next steps/actions required - Teleconference/video conference feature for those unable to attend. - Perhaps have a brown bag agency spotlight presentations/networking session prior to meetings. 	<ul style="list-style-type: none"> - Several ideas were discussed that included creating a blog, a facebook group, and/or a website. Participants believed that establishing a webpage for CNAP using a free website hosting service such as Weebly would be the best option for the group. - Hacker lab was identified as a possible resource. - <u>Contents</u> <ul style="list-style-type: none"> o CNAP frequently asked questions and answers. o CNAP plan o Directory of nutrition and physical activity programs/services in Sacramento County o Shared calendar of events o Forum for agencies to share ideas and ask questions. 	<ul style="list-style-type: none"> - It was suggested to develop a directory of programs and resource guide that is “needs based” so it would be possible to quickly identify all the groups that provide a certain type of service or resource. 	<ul style="list-style-type: none"> - Create a centralized, open-access electronic source for posting events (e.g., Google calendar) - Participants would like to see the calendar to be open-access so that all organizations could add upcoming events. However the calendar should still have an administrator to oversee the calendar and make sure that events get added after each CNAP meeting. - One suggestion was to have a laptop at CNAP meetings where participants could add updates to the calendar.

	Priority A Continue in-person meetings	Priority B CNAP web presence	Priority C Resource directory/database	Priority D Shared calendar of events
Steps Needed	<ul style="list-style-type: none"> - <u>Determine dates</u> <ul style="list-style-type: none"> o Keep proposed CNAP schedule and meet the fourth Thursday of January, April, July, and October. - <u>Determine locations/agenda</u> <ul style="list-style-type: none"> o Create an online survey to determine: 1) who has space they are willing to share; 2) how many people the space can fit; and 3) what type of IT equipment is available at the site. o Participants can brainstorm meeting ideas at a CNAP meeting and vote via an online survey. - <u>Identify a teleconference/video conference system.</u> <ul style="list-style-type: none"> o The system would need to be a free or we would need to identify a group who would be willing to let us use their system. 	<ul style="list-style-type: none"> - <u>Create website</u> <ul style="list-style-type: none"> o Identify someone to take the lead on creating website. - <u>Share website</u> <ul style="list-style-type: none"> o Share website with all organizations that provide nutrition and physical activity services to Sacramento County residents. - <u>Maintain website</u> <ul style="list-style-type: none"> o Identify someone to take the lead on maintaining website. 	<ul style="list-style-type: none"> - Determine information participants would like to see in the directory <ul style="list-style-type: none"> o Contact information o Services offered o Resources to share - Develop template questionnaire - Create directory/database - House open-access directory. - Each agency responsible to maintaining their own agency profile. - Annually revisit the profile to make sure it is accurate. 	<ul style="list-style-type: none"> - <u>Create calendar</u> <ul style="list-style-type: none"> o Identify someone to create the calendar. - <u>Share calendar</u> <ul style="list-style-type: none"> o Share website with all organizations that provide nutrition and physical activity services to Sacramento County residents. - <u>Maintain calendar</u> <ul style="list-style-type: none"> o Each agency maintains calendar. With an administrator to maintain and upload events to the calendar. o Identify an administrator for the calendar.
Possible Contributions	<ul style="list-style-type: none"> - <u>Meeting space</u> <ul style="list-style-type: none"> o Sacramento Co. (SNAP-Ed program) o SETA Head Start o SCOE o Other? - <u>Staff time to coordinate quarterly meetings</u> <ul style="list-style-type: none"> o Sacramento Co. (SNAP-Ed program) o SCOE 	<ul style="list-style-type: none"> - <u>Create website</u> <ul style="list-style-type: none"> o TBD - <u>Share website</u> <ul style="list-style-type: none"> o CNAP participants can share link with their partners. - <u>Maintain website</u> <ul style="list-style-type: none"> o TBD 	<ul style="list-style-type: none"> - <u>Survey development</u> <ul style="list-style-type: none"> o TBD - <u>Develop Directory</u> <ul style="list-style-type: none"> o TBD - <u>Maintain Directory</u> <ul style="list-style-type: none"> o Interns (Health Education Council) - AV equipment/computer lab (SCOE, SERNA) 	<ul style="list-style-type: none"> - <u>Create calendar</u> <ul style="list-style-type: none"> o TBD - <u>Share calendar</u> <ul style="list-style-type: none"> o CNAP participants can share link with their partners. - <u>Maintain calendar</u> <ul style="list-style-type: none"> o TBD