

Sacramento County Nutrition Action Plan (CNAP) Collaborative Meeting Minutes

June 27, 2013

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

Participants

Anne Gaffney	Elk Grove Unified School District
Brenda Campos	SETA Head Start
Charles Grix	Healthy Kids Concepts
Chrysta Storm	River Oak Center for Children
Cynthia Achermann	Community Resource Project, Inc.
Dru Bagwell	Alliance for a Healthier Generation
Edith Gomez	Health Education Council
Emma Baier	Sacramento County Office of Education
Erica Ledbetter	Sacramento Food Bank and Family Services
Erica Lee	Health Education Council
Gary McDonald	Senior Gleaners
Jason Smith	Sacramento Chinese Community Service Center
Joan Graham	Community Resource Project, Inc.
Karen Strach	Sacramento County Public Health
Lara Falkenstein	Sacramento Chinese Community Service Center
Maral Pirinjian	River Oak Center for Children
Mark Drewes	Sacramento County Office of Education
Martha Geraty	Health Net
Maureen Clark	Community Resource Project, Inc.
Mary Meagher	California Emergency Foodlink
Monica Gonzalez Williams	Sacramento County Office of Education
Neela Satyanarayan	Sacramento County Public Health
Sarah Heidel	Sacramento Chinese Community Service Center
Trish Kearny	Sacramento County WIC/Public Health
Yvonne Nicholson	UC Cooperative Extension - Sacramento
Yvonne Rodriguez	Sacramento County Public Health

I. Welcome and introductions

Karen Strach provided participants with a recap of the last meeting and reviewed the timeline for the development of the group's collaboration plan.

II. Organization spotlight presentation

Brenda Campos and Emma Baier provided an overview of the services SETA Head Start and the Sacramento County Office of Education provide pre-school students.

- SETA Head Start provides a variety of nutrition-related services both during participant enrollment and in the classroom. These services include: 1) collecting data on the nutrition history of participants, 2) participating in the Child and Adult Care Food program (CACFP) and serving family style meals to participants, and 3) implementing the "I am moving, I am learning curriculum."

For more information about SETA Head Start, please contact Brenda Campos at BRENDAF@headstart.seta.net

- The Sacramento County Office of Education is implementing a statewide initiative, Preschools SHINE (Shaping Healthy Impressions through Nutrition and Exercise), in Sacramento County. Preschools SHINE is a statewide recognition program for preschool

programs that demonstrate optimal health, nutrition, and physical activity policies and practices that support children’s health and readiness to learn.

The local initiative in Sacramento County, Project EMPOWER (Enhancing Meals and Play Opportunities through Wellness Environmental Reform), is a voluntary program for programs that serve preschool-aged children and are enrolled in the Child and Adult Care Food Program (CACFP). Project EMPOWER, with funding from the California Department of Education - Nutrition Services Division, enhances Preschools SHINE by offering support to participating programs through onsite coaching and targeted training.

For more information about Sacramento County Office of Education’s Preschool Shine program, please contact Emma Baier at ebaier@scoe.net

III. Communication and collaboration plan discussion

The group took part in an interactive discussion to plan activities that CNAP participants can do to improve communication and collaboration among nutrition and physical activity programs that serve Sacramento County residents.

First, participants provided feedback related to the four communication priorities that were identified at the meeting in May. A summary of those priorities and the feedback provided can be found below.

CNAP’s Four Communication Priorities

a. Continue to meet in-person

- Once the CNAP plan is developed, move to quarterly in-person meetings.
- Participants would like to see meetings be developed around rotating themes.
- Participants would like to see the following included in future meetings:
 - i. Agency spotlight presentations
 - ii. Themed resource sharing and problem solving
 - iii. The opportunity to work on common activities
 - iv. Agency updates
- It was suggested that meetings take place at rotating locations throughout the County.
- Participants also discussed possibly having a teleconference/videoconference option for people who are unable to attend in-person.
- Feedback from June’s Meeting
 - i. It was suggested to increase meeting length in order to provide more time for resource sharing and networking.
 - ii. Additional suggestions
 - Find a way to share what agencies are working on and in what areas they can collaborate. Also identify restrictions that limit or prevent collaboration (e.g., Restrictions from funders on service area or population served).
 - Keep interactive conversations and activities to network and develop ideas.
 - Schedule field trips so participants can see what services/resources other organizations offer.
 - Break-up small groups at meetings by services that the organizations provide.
 - iii. Next steps
 - Sacramento County SNAP-Ed program will develop an online survey to get feedback on:
 - a. Proposed meeting dates
 - b. Whether agencies have meeting space available that could be used if a rotating meeting schedule is adopted
 - c. Meeting topics to be addressed

b. Create and maintain a CNAP web presence

- 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 have a centralized hub for CNAP information and 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 the Sacramento CNAP Collaborative
 - ii. The CNAP collaboration plan
 - iii. Resource directory/database of nutrition and physical activity services in Sacramento County
 - iv. Shared calendar of events
 - v. Forum for agencies to share ideas and ask questions.
- Feedback from June's Meeting
 - i. Suggestions:
 - It was recommended that one agency be responsible for website maintenance.
 - It was recommended that guidelines be developed for what materials can be posted to the website.
 - ii. Next steps
 - Sacramento County SNAP-Ed program will populate the website with the information above and will maintain the website at the present time.

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/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.
- Feedback from June's Meeting
 - i. Suggestions:
 - Have links to agency websites in the directory.
 - Develop criteria/template for agency bios
 - ii. Next steps
 - Sacramento County SNAP-Ed program will develop an online survey to get feedback on what topics/resources to include in the directory.

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. One suggestion was to have a laptop at CNAP meetings where participants could add updates to the calendar.
- Feedback from June's Meeting
 - i. Suggestions:
 - Guidelines need to be developed for how events will be listed on the calendar.
 - a. Alphabetical by event or agency name
 - ii. Next steps
 - Sacramento County SNAP-Ed program will maintain the calendar at the current time.

After participants provided feedback on CNAP's four communication priorities, participants worked in small groups to identify several possible collaboration priorities that the group could address. An

online survey will be sent out to the group to get feedback on which of the priorities CNAP should address. The collaboration priorities that were identified at June's meeting are listed below.

Possible CNAP collaboration priorities

- **Common activities** - Collaborate to bring together local services at one location and promote the event with one unified message.
- **Community education** - Collaborate on developing and delivering classes across programs (e.g., gardening/nutrition classes).
- **Community outreach** - Bring agencies together to provide education/services at existing program sites (e.g., Sacramento Food Bank's food distributions).
- **Funding opportunities** - Collaborate on future funding opportunities to address gaps in services.
- **Market programs to providers** - Work together to raise awareness of local nutrition and physical activity programs/services among providers.
- **Market programs to the community** - Work together to raise awareness of local nutrition and physical activity programs/services among community members.
- **Material development** - Create and/or promote a resource guide for community members that summarizes local nutrition services.
- **Resource sharing** - Identify the strengths and needs of agencies and pair up agency needs with local resources.
- **Staff training** - Develop a training to provide staff at local agencies a baseline knowledge of local nutrition and physical activity resources. Trainings could either be delivered in-person or via a pre-developed PowerPoint with talking points.
- **Other comments related to the creation of a common collaboration plan**
 - Create a clearinghouse through the coordination of major players in the Sacramento region.
 - Gather more information on what groups are currently doing before collaboration occurs.
 - Consider limiting the number of proposed activities. Instead consider what accomplishments that would make the greatest impact or what one gap we can fill.
 - Develop specific criteria/templates for agency bios and trainings/certifications that they offer for CNAP organizations.

IV. Next steps

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

- Next meeting:
 - Date: July 25, 2013
 - Location: Sacramento County Building, Conference Room 1
9616 Micron Ave., Suite 900, Sacramento, CA 95827