

## July 13, 2022 Food Pantry Meeting minutes

1. Call to order 1:00 pm Present were all board members – Val Macho, Sandy Fleming, Diane Williams, Linda Lane and Mike Heger. Along with clerk Tammy Nimmo and Ruth Fortney. Sandy Fleming needed to leave after 30 minutes.
2. Methodist and PEP meeting held May 12, 2022 minutes approved, Motion by Sandy Fleming, 2nd Val Macho, all approved 5-0
3. Minutes of March 16 Food Pantry meeting, motion Linda Lane, 2nd Diane Williams, all approved 5-0
4. Food challenges discussion:
  - a) There is a need to continue Emergency bags (E-bags) pantry volunteers will make notations about bag distribution as needed. Procedure for issuing an emergency bag is in the manual on the desk.
  - b.) Meat distribution will increase servings per family size as follows; family of 1-2 members will receive 3 servings, family of 3-4 will receive 5 servings, family of 5-6 will receive 6 servings and families of 7+ will receive 7 servings, this is an increase by 1 serving per family member size except for the small families. With meat choices somewhat limited, duplicate choices will be allowed (up to 2 of each choice). Pork Loins will be considered 2 choices because of the size of the product. Motion by Linda Lane to approve change to serving size and duplicate allowance, 2nd by Val Macho, all members in favor. Motion passed unanimously. 5-0
  - c.) Discussion on Pick3 change of name and choice amount. The pick 3 choice has always been the same no matter the size of the family, members discussed a change per family size to something similar to the meat distribution. Family size 1-2 would have choice of 2, family of 3-4 will have choice of 3 items and families of 5+ will be able to choose 4 items. The new name was chosen as Extra Choices to transition from Pick 3 and the choices per family size was also will be implemented. Motion by Diane Williams and 2nd Linda Lane, motion passed 4-0.
  - d.) Discussion on small snacks- small snacks will only be given to children age 17 and under. We will purchase of healthier options. Motion made implement the above change by Val Macho and 2nd by Linda Lane, all in favor passed 4-0.
  - e.) Bread is not a staple that has been provided lately because of much less donated by Pick n Save. Options will be both white and whole grain bread. Discussion regarding possibly purchasing and freezing so bread can be on hand was considered. After further discussion bread will be purchased every Monday morning when the amount donated is deemed inadequate.
5. Discussion ensued regarding opening the pantry to client's vs calling in and picking up orders. It was noted that all City agencies are fully open with masks not required. The Senior Center was called and they are serving meals, showing movies and fully resuming all activities. Survey result of pantry volunteers were evenly divided. It was noted that churches, theaters, etc. are fully open with very few wearing masks or taking precaution. The feeling of a hybrid pantry was thought to be too confusing. However the board while willing to open the pantry wanted to take significant precautions beyond those in other City facilities. Masks would be mandated for entry into the pantry for both volunteers

and clients. Only 1 client could come in at time. Clients would not touch food items. Obviously, some training for all volunteers would be needed. Any client refusing a mask would be given an order sheet which they could fill out in their vehicle and submit for volunteers to fill. Obviously, orders would still be taken over the phone for clients who receive delivery service on the first and third Wednesday of each month. A motion to reopen the Food Pantry to clients starting August 15, 2022 with procedures in place was made by Linda Lane and 2nd by Diane Williams, all in favor and passed unanimously.

6. Volunteer Meeting – Annually we are required to review Civil Rights Responsibilities, Confidentiality rules and rules mandated by TEFAP (The Emergency Food Assistance Program). Additionally, we will discuss procedural changes for opening the pantry. The meeting will occur on Monday August 1st at 2pm in the EMS meeting room – just down the hall from the pantry.

7. Adjournment: – the meeting was adjourned at 3:05pm Motion to adjourn was made by Linda and seconded by Diane. All in favor;