

**City of Stoughton
Minutes of the Food Pantry Committee**

Date/ Time: April 19, 2018

Location: Hall of Fame Room

Members : Mike Heger, Judy Olson, Karol Castle, Amy Winters, Sandy Fleming

Absent: None

Staff: Kelli Krcma, Mayor Swadley, Lisa Aide, Tammy LaBorde

Guests: None

Call to Order:

Mike Heger called the meeting to order at 1:00pm

Communications:

Mike was invited to talk to the Stoughton Area Community Foundation earlier this week. The foundation gave the Food Pantry a grant which paid for the holiday meal vouchers in 2017. Mike thanked them for the grant and spoke about the mission of the Food Pantry.

Approval of the Minutes of the February 22, 2018 meeting:

Karol moved to approve the minutes and Judy seconded the motion. All voted in favor.

Review of finances for 2017. Discussion and possible action on budget:

Mike stated that more money was spent last month but the fund balance remains in good shape. There has been a slight decrease in usage of the pantry. Financially the pantry continues to do well because of large donations and decreased expenses. The pantry has increased the amount of food offered to clients but is capable of doing far more. The question was asked if clients know how to use the food they get, including proper handling/storing/thawing/cooking methods? Some ideas for changes:

- Purchase ink and paper for copier
- Implement higher nutritional value items (which tend to be higher cost)
- Pantry has an overabundance of cookies/snacks, need to increase the distribution of these items
- Balance out items based on family size (see below).

Pantry Items Quantities

Family Size

Proposed Changes Family Size

	1- 2	3- 4	5- 6	7- 8		1-2	3-4	5-6	7-8
Saltine Crackers	1	1	2	2	no change				
Jelly	1	1	1	1	1	1	2	2	
Peanut Butter	1	1	2	2	1	2	3	3	
Pancake Mix	1	1	2	2	no change				
Pancake Syrup	1	1	1	2	no change				
Soup	2 per family member				no change				
Vegetable	4	8	10	10	no change				
Ramen Noodles	2 per family member				no change				
Rice/Potatoes	1	1	1	2	1	2	2	3	
Mac and Cheese	2	3	4	5	no change				
Fruit	2	3	4	5	no change				
Spaghetti Sauce	1	2	2	4	1	2	3	4	
Juice	1	1	2	2	no change				
Ravioli	1	1	2	2	1	2	3	4	
Pork and Beans	1	1	2	3	1	2	3	4	
Beef Stew or Chicken									
Breast	1	1	2	2	no change				
Jell-O	1	2	3	3	1	2	3	4	
Pudding	1	2	3	3	1	2	3	4	
Corn Muffin Mix	1	1	2	2	no change				
Spaghetti Noodles	1	2	4	4	no change				
Sides - Potato /Rice/Pasta	1	2	2	2	1	2	3	4	
Tuna	2	3	3	3	2	3	3	4	
Bar Soap	1	1	2	2	no change				
Toilet Paper	2	4	4	4	no change				
Cereal	1	2	2	3	1	2	3	4	
Individual Snack	1 per family member				2 per family member				
Large Snack	1 per family				1	2	3	3	
Pick 3	3 per family				no change				
Milk	2	3	3	3	2	3	3	4	
Eggs	1	2	2	2	1	2	3	3	
Cheese	1 per family				1	1	2	2	
Yogurt	2 per family member				no change				
Butter/Margarine	2 sticks butter or 4 margarine				no change				
Hot Dogs	1	1	1	2	1	2	3	3	
Meat	2	2	3	3	2	2	3	4	

Amy made a motion, seconded by Karol, to adopt this list as written. All voted in favor.

Amy made a motion, seconded by Mike, to put together a sub-committee to devise a point system for meat and tuna to be implemented as soon as practicable. All voted in favor.

An update on the Friends group was provided. The creation of a Friends group is to be able to work with Second Harvest by being a separate 501c3 organization. There are a couple of concerns with this: one, what is the public perception of donations to the food pantry and how is that money spent; two, the public records/open meeting laws and how that applies to a Friends group; three, how to handle the flow of money (donations) from the Food Pantry to the Friends group in order to pay for items from Second Harvest. There was some discussion with Lisa and Tammy from the Finance Department. They requested a copy of the rules from Second Harvest and the original agreement between the City and the Food Pantry.

Tammy, Lisa and Mayor Swadley left at 2pm.

Commodity Supplement program for Seniors 60+

This is a federal government grant program that will provide free food to clients who are aged 60 and older. The requirement for the income level is 130% of the poverty level (instead of 150% per TEFAP requirements) so all current 60+ aged clients will qualify. The food comes in prepackaged boxes. Clients only need to sign up and pick up their box of food at the Pantry. All boxes will be delivered to the Food Pantry. This food is a supplement to what is currently distributed, not a replacement. There is also no choice of food involved – the food is prepacked with non-perishable items, although cheese may be offered at times. Each person signed up receives a box (rather than each household). Food Pantry staff will help by providing information on the program to eligible clients. Others who may not be current clients of the food pantry can also sign up to participate. It was suggested to work with the senior center to advertise not only about this program but about the Food Pantry in general. Sandy and Amy will work on increased communication about the pantry. Amy made a motion, seconded by Mike, to participate in this program. All voted in favor. Mike will work to get the Pantry enrolled.

Consideration and possible action on the addition of evening and/or Saturday hours

Discussion was held on whether to add evening and/or weekend hours. Most other pantries do offer extended hours. It was noted that this was tried before and not well used. The schedule could drop one regular weekday and add in one evening a week. So far the volunteers seem interested in the idea and some are available to help during the additional hours. Amy will do an informal survey of clients and the community to get their thoughts. Mike will find out what volunteers are available and when for any additional hours. One night and one Saturday a month will be chosen and open on a trial basis for at least 6 months.

Consideration of setting up computer software to replace TEFAP and registration forms and computer purchase

Discussion was had about tracking expenses, donations and food purchases, as well as protection of staff/volunteers from any future allegations of misconduct. No action was taken at this time. Verona has software to replace TEFAP forms that will also do auto reporting and end of month tallying. They

will share with our Food Pantry at no cost after May 1, when they complete revisions. Mike made a motion, seconded by Karol, to ask Cummins to help purchase a new desktop computer. All voted in favor.

Discussion on the creation and set up of new website

Kristi Schultz offered to set up website and provided an outline. Kelli will talk to the IT department at City Hall to see about providing a link on the city's website to connect to the new Food Pantry site.

Adjournment and Next Meeting Date:

There will be a special meeting held on May 21 at 1pm.

The next regular meeting will be held on June 21 at 1pm.

The meeting was adjourned at 3:20pm. Karol made a motion to adjourn, seconded by Sandy, and all voted in favor.