



# Child Nutrition & Wellness Advisory Council Meeting April 29, 2016

**Attendees** – Terri Jo Markham, Shalonda Smith, Judy Friesen, Amber Howells, Corina Cox, Kyleen Harris, Connie Vogts, Lisa Ross, Brook Brubeck, Jessica Younker, Robyn Stueve, Holly Gulick, Laura Fails, David Paul, Mark Thompson, Jill Ladd, Laura Hodgson, Pam Rosebaugh, Kelly Chanay, Tessa Adcock, Cindy Johnson, Roni Schwartz, and Cheryl Johnson.

**Welcome** – Cheryl Johnson

**Introductions** – Mark Thompson

Mark lead the group in a 20 second introduction challenge activity.

**KSDE Branding** – Cheryl Johnson

Commissioner, Randy Watson, has requested KSDE use the new logo Kansans CAN. “Kansas leads the world in the success of each student.” Child Nutrition Programs are part of that student success.

**USDA Food & Nutrition Service Vision - RISE** – Cheryl Johnson

- Respect for all
- Integrity first
- Service for America
- Excellence in all we do

**Child Nutrition Reauthorization 2015** – Cheryl Johnson

Still in process. House and Senate both have proposals.

**State Legislative Update** – Cheryl Johnson

- Unsure of KS legislative action.
- Legislators have requested a post-audit of all federal programs.

**Review Progress & Priority Check - 2016 Goals** – Cheryl Johnson

- Resources
- Exploring Possibility of Website Re-design
- Team Up for SFSP Success – 1<sup>st</sup> in country to do this
- Team Up for SNP Success – June 3 & Oct 21
- Team up for CACFP Success – next year with TN grant or SAE funds
- SFSP Resources

**KSDE Deputy Commissioner** – Dale Dennis

Welcomed everyone and reminded them of their importance to all programs/children in the state.

**ART II Grant Update** – Jill Ladd

- All programs in KN-CLAIM will be moved out at same time in December. Training (KN-TECH) on new system will take place in November across the state using computer labs at service centers.
- Jill gave demonstration. New KN-CLAIM will have same functionality with updated look and will be more secure.
- Currently testing claim reimbursement.

- Old system and new system will run simultaneously to make sure all is working correctly for several months.
- There will be a staffed IT (information technology) help desk during transition.
- Advisory Council member may be called upon to be field testers.
- Demonstrated KSDE's Security Awareness Training to showcase the capabilities of using Adobe Captivate and Moodle for online training in the future.

### **Training: Marketing & New Development Ideas – Jill Ladd**

How can we improve communication about training? Currently, training coordinator, Cindy Johnson, sends emails to her contact lists - targeted marketing for specific events.

- More reminders – training highlights for the month
- Timing – certain times of month are busier. Best days of the week to receive email are Wednesday and Thursday.

Cindy Johnson gave a review of all summer training events and new professional development classes available .

### **Program Renewal & Training**

- SNP sponsors: Should the household application include annual income information?
  - Yes.
  - Sponsors would like birth date added.
- Annual Administrative Update/Workshop for SNP/CACFP: Is the timing for training appropriate?
  - Yes.
- SNP Administrative Update will have some changes/additions
  - Training revamped with video modules included.
  - Quick guides for applications/verifications.
- FDCH Sponsors
  - At end of month after claims are due.

### **Summer Outreach & Training – Kelly Chanay**

- 27 new sponsors and **xxx** new sites summer 2016
- SFSP has many wonderful partners including KS Appleseed, Midwest Dairy Council and K-State Extension.
- Midwest Dairy Council awarding 25 tool kits this year
- Administrative training is wrapping up.
- CN consultants will provide technical assistance and training. They will also be out doing reviews.
- A new SFSP resource now available is a 4-week cycle menu.

### **Team Up for Success – Cheryl Johnson**

Team Up for Success is a process. Mentors are trained to work with peers (mentees) to help set goals. Mentors present best practices to the entire group, then they break into smaller groups of mentors/mentees and work on setting SMART goals.

- Team Up for SFSP Success worked on creating goals for Outreach and Operations.
- Team Up for SNP Success will be June 2 & 3 in Manhattan. Focus will be on Staffing: Recruitment & Retention of capable and qualified staff and Increasing Participation.
- Team Up for SNP Success in October will focus on working with Administration and External Communications.
- Team Up for CACFP Success topic ideas include: Implementation of the New Meal Pattern, Working with Contractors (vendors & meal providers), Recipe Standardization, and Quality Control.

### **Lunch – Jill Ladd**

During lunch, Jill reviewed the New CACFP Meal Pattern Standards that will go in effect in October 2017. Discussed resources and training needs.

### **Brainstorming Work Groups & Gold Star Ideas**

Council members were divided into work groups for brainstorming sessions on the following topics listed in bold. At the conclusion of the activity, members identified ideas they felt were most important in each category using "Gold" stars. Ideas under each topic are listed in order by those receiving the most stars to the least (or none).

#### **CACFP Meal Pattern Training & Resources - Team Nutrition Grant Proposal**

- Compare old to new – visual examples
- Facebook messages
- Online – old & new with frontline staff/servers/teachers
- Cling – F/V, WG
- Coloring pages
- Crediting Food Book
- How to educate teachers (Early Childhood Center/serving)/admin of Pre-K in school setting
- Incorporate WIC lists
- Exhibit A

#### **Afterschool Snacks & Suppers – Increasing Participation**

- Educating Stakeholders about the program (school supt, EFNEP & SNAP, churches, community parks & rec, home sponsor and providers, boy/girl scouts)
- Schools partnering with community organizations to provide food
- Mini grants for start up

#### **Staffing: Recruitment & Retention**

##### **Recruitment**

- Need: Quick train video for subs/new staff (re: food safety)
- Need: Word of mouth (ask great employees for references)
- Difficult in smaller communities
- Issue/Need: Bilingual staff
- Issue: Wage stagnation
- Issue: Hire by personality (different kitchens have different personalities)
- Issue: Child care centers not able to offer insurance to staff (also p/t employees)
- Issue: Staff leave FS position for secretary/para/custodial positions
- Issue: Only p/t positions
- Issue: Too few hours offered
- Issue: Mileage payment for staff who work multiple buildings
- Issue: Buildings far apart
- Issue: Interview process is too much for p/t positions (computer, skills test, etc.)
- Issue: Subs

##### **Retention**

- Need: Quick train video (how to be a good employee, work ethic, supporting co-workers, attention to detail, work place bullying, customer service, etc.)
- Need: Resources on how to evaluate staff
- Need: Way to give incentives instead of pay raises (coffee, donuts, staff activities, annual recognitions, major year celebration-5 yr/10 yr/etc.)
- Issue: Staff want to work over summer
- Resource: Gallup Strength-finder
- Substitute staff difficult to find/keep (use retired staff, accommodate building requests)

- Don't ask staff to do something you wouldn't do
- Performance based raises
- Self evaluation before regular evaluation
- SFSP make it easier? Yes/no?
- Help staff focus on the positives of the job
- Issue: Can't raise wages without board approval
- Staff Recognition: "Good apple" award monthly (peer vote)
- "School of the month" or "Kitchen of the month" – monthly recognitions

### **2017 Training Topics**

- Quick Train (2-5 minutes) – Model employee (do's vs. don'ts, personal appearance and customer service), Model food bar presentation
- Tough topics to talk to administrators about – personnel issues, department marketing, social media, charge policy, meal pricing, a la carte issues, meal times
- Training for new teachers – how to provide food educational experiences (taste, texture, look, color, counting)
- Director Train-the-Trainer to learn how to teach adults effectively (instructional design to adult learners)
- Getting along with each other – Everyone is special (valuing differences), Employee retention, conflict management
- Quick Train – food safety video or online
- Direct mailing on training announcements (i.e. summer training)
- Second level return FSB (repeating) online & more in-depth knowledge
- CACFP Home Sponsor Take Time for Food Safety online
- Marketing food line/food bar colors/textures (take photos & share, include in recipes)
- Working with Food Contractors – consistency, portions, components, quality control
- Presenting same topic to 3 audiences – parent, administration, staff/coworker
- CACFP Home Emergency Preparedness
- Culinary Knife Skill Quick Train or video or hourly class – Pop-up, if you liked this class, you might also like \_\_\_\_\_ class.
- Quality Food – Friendly Service – want to know how much you care for customers, self-satisfaction of a job well done for employees
- Presentation Skills – getting past your scary point, more practice situations in small groups of 8-12 people (ie BOE)
- Media training (radio, TV, newspaper) – more practice situations in small groups of 8 people, videotaping & evaluating
- Videotaping Is This Meal Reimbursable Lunch & Breakfast Trainings
- Charging Policy Panel Discussion – handling customers/children
- Food Safety Tips (ie cooling) & Best Practices (common sense approaches and efficiency tips, ie dipper) formatted so Directors can use it to train their own staff

### **Building Relationships with Board Members & Administrators**

- Exposure – toot Your own horn. Develop resource on "how to toot your own horn".
- How to communicate the good, bad and ugly.
- Go to board meetings. Present mid/end year update plus hot topics (what to include, presentation tips & tools to demonstrate success
- Invite Admin/board to meals
- Present as "cutting edge", "be the first", "be a leader"
- Success stories of CNP
- Non-verbal communication tips
- Anything that helps explain a FSD/CNP administrators job
- How to deal/work with a BOE that operates like a lynch mob – how to protect yourself
- Media/communication training to help build/prepare
- Local to state level outreach

- Short monthly newsletters = pre-formatted prototype
- Learn the admin language – what are their “hot buttons”
- How do you get principals to listen?
- What do admin need for their curriculum? How does wellness & curriculum requirements align? How can wellness enhance or assist admin to meet their goals?
- Always keep admin/supt up to date = no surprises!!
- Any kind of resource that makes the supt/admin job easier
- Start out/end with how...xyz...benefits the students. Don't play the “state card” or “Fed gov card”.
- Don't go to the board only when you want/need something.
- Demonstrate how CNP really is giving back to the community.

## **Program Updates & Hot Topics**

### **KSDE Moving from Adobe Connect to Skype for Business**

#### **Best Practice Awards**

Currently, CNW highlights sponsor recognition as Sunflower Spotlight. CNW is considering options for making more of an official/formal recognition. Advisory council liked CNW ideas, and gave the following feedback/thoughts:

- Kid/student nomination
- Outstanding Nutrition Education activity carried out
- Recognize ME for KSDE staff
- Send to elected officials and KS State Board Members and local government (mayor)

#### **Community Eligibility Provision**

- HHFKA allows meals (lunch and breakfast) served free to all based upon entire % F/R. If participation increases, revenue increases.

#### **2017 Summits - Wellness, SFSP, CACFP, At-Risk**

Thoughts and Ideas:

- One summit around bringing all groups together in the state.
- Enjoy people from all programs
- Regional gave better information for program – not as long.
- Statewide Summit Kick-off to regional events
- Alternate Summit and regional events every other year.

#### **Bad Debt**

- Policy memo coming soon!
- Make comments on Integrity rule. Major changes proposed. Comments due by end of May.

#### **Healthy Kansas Schools Initiatives**

- LMAKS is wrapping up 2<sup>nd</sup> year of 3-year extension. Offered 15 inservices this year – Incorporating PE brain break. They have been very popular and was able to provide 17 inservices. Received requests for 50 inservices next year. KAPHERD has provided \$6000 funding & KDHE XXX to fill those requests. Building administration doing team training workshops.
- KFIT has been up and running for 5 years. Grant funding is coming to end this year. With vendor changes for FitnessGram, fee structure changes and KSDE server needing updates, asking school SIS (Student Information Systems) to incorporate.

#### **Wellness Coaches**

- 25 coaches met with wellness policy committee members across the state.
- 6 wellness workshops held to assist with implementation and getting policies in place.
- Plan to continue wellness coaches as requested and for new directors.

- Identified the need to get superintendents to wellness policy meetings.
- Coaches also hear that PE teachers, food service staff and school nurses feel under appreciated.

#### **FSMC Update**

- Approximately 48 SNP sponsors will contract with a FSMC this year.
- KSDE has a new vended prototype contract.
- KSDE job is to make sure sponsors understand contract.
- Some FSMCs are not meeting professional standards hiring requirement.

Prompted the Question: Could we work with universities about using CNP examples in classes to ensure students are aware of the career opportunities in CNP and also more prepared to work in CNP?

- Rural/urban or administrators who value responsibilities
- Distance education
- KSU dietetics program

#### **SFSP Sponsors Planning Kick-off Events**

- Salina on June 2
- Osborne
- Catholic Charities

#### **Kansas Nutrition Council (KNC)**

- Grants of \$500 available, but must be a member (\$20 to be a member). Donna Keyser is the awards chairperson.

#### **Procurement Review Survey Follow-Up**

- Consultants are following up with sponsors and providing technical assistance.

#### **Wrap-Up & Adjourn**

- Expense Forms
- Thank you