Welcome & Introductions – Cheryl Johnson
Attendees Corina Cox, Kim Kerr, David Paul, Cara Ellermann, Kaye Kabus, Kathy Barrett, Brook Brubeck, Kathy Eaton, Jennifer Church, Sandy Procter, Robyn Stuewe, Tara Cox, Adman Inman, Josh Mathiasmeier, Joey Hentzler, Terri Jo Markham, Mindy David-Greybeal, Laine Norris, Stan Vallis, Michelle Charbonneau, Kelly Chanay, Jill Ladd, Julie Henry, Pam Rosebaugh, Meredith Slan, Karen Seymour, and Cheryl Johnson.

Kansans CAN & School Redesign – Cheryl Johnson
Child Nutrition & Wellness is working with KSDE Commissioner and staff are participating on several committees to incorporate CNPs into School Redesign in creating a healthier school and early childhood environment. Discussed Sponsor and program participation over the last 6 years and charts indicated how more sponsors are administering more than one Child Nutrition Program.

KN-CLAIM/Technology
- Technology Innovation Grant (TIG) Update
  The project goal is to effectively and efficiently assess, monitor, and review sponsoring organizations to ensure accountability by implementing a comprehensive web-based system that is fully integrated and delivers a seamless user experience. TIG proposed solutions include: serious deficient tracking module, procurement review, auditing software, administrative review modules for CACFP and SFSP, and architecture improvements to KN-CLAIM. The SFSP review module is integrated and testing has begun. The CACFP review module integration is in progress.
  - Feedback
    - Provider rollover, transferred with old information.
    - No complications with program renewal
    - Uploads function saves time
    - Management plan and budgets much smoother
    - Check to be sure data pulls forward for all programs
    - Printing of pages needs work.
    - Claim submission does not submit if you forget to check box. Need error message reminder. If forget to check, box to submit goes away.
    - Wellness Impact Tool needs training/tutorials
  - Needed Enhancement
  - Direct Certification Discussion
    - Search for more than 1 case # at a time.
    - Search by case number.
    - Be able to capture by month as case numbers change in March.
    - Search and Upload
  - E-Reviews
• **Technology Grant Ideas** (In order of priority by group)
  o Pre-generate letters/forms for program renewal/certification
  o Link online training to KN-CLAIM
  o Improvements to KN-CLAIM training (drop box for class files, professional standard tracking log, etc.)
  o SFSP Mobile App for Point-of-Service Counts
  o Revenue from NPF spreadsheet as form in KN-CLAIM
  o Food Safety/HACCP Plan Creation
  o Online application for all CNPs
  o CACFP & SFSP Financial Reports in KN-CLAIM
  o Sub-grant applications in KN-CLAIM
  o NDL/CLARIS Link
  o Online Help Dick (chat box in KN-CLAIM)
  o Basic Point-of-Service (link to claims)

**Professional Development Discussion**

• **Training Evaluation Ideas/Thoughts**
  o Use survey monkey – Inservices would not work with survey monkey
  o Evaluations with Emoji’s
  o A certificate that comes after completing the survey to get good response rate
  o Paper evaluation for professional development classes.
  o Give link at end of class - many staff using flip phone
  o Manager and director positions are more likely to complete online survey
  o Provide paper evaluation at the beginning of class, so can be completed as class is proceeding
  o Paper feedback – participants are not always giving honest feedback if trainer sees them.
  o More detailed questions - Explain how or why useful – give a take away
  o CNMA, Admin classes – email link to evaluation after each class
  o Useful information – meeting expectations
  o How many questions on evaluations and what should they be?
    ▶ 5 or 6 questions at the most
    ▶ List one take away
    ▶ Only one question about facilities
    ▶ Was trainer effective/knowledgeable
    ▶ Suggestions/Comments
    ▶ Was learning objectives met

• **Handouts and Class Materials Ideas/Thoughts**
  o Provide a class outline
  o Provide an agenda
  o Key Points – fill in the blank
  o Let participants return after class to recycle
  o Slides later – email from the trainer
  o Include evaluation link and slides later
  o Manager level and kitchen staff expect something different
  o Flip phones – not smart phone
  o Some staff not allowed to have phones during training
  o CNMA, Admin classes – Ok not to have a hard copy of slides. Want at least a one-ager to take notes & slides after.
  o Need to know what to expect. Will we get copies of slides or not. May add to class confirmation.
  o Have trainer leave at the end, have the consultant take a general evaluation before the participants leave.
• **Needs Assessment via Survey Monkey**
  - Best time of the year – December annually
  - Incentives – maybe free training for staff

• **Enhanced Training Site in KN-CLAIM**

• **CNMA dates and locations announced**
  - July 8-11 at Hays and Topeka
  - July 22-26 at Chanute and Nickerson

• **BBC dates and locations announced**

• **USD 345 willing to pilot the 1 day Food Service Sanitation class**

• **Summer Food Service Program Training**
  - Liked the new focus of Administrative training

• **Training for Sponsors of Multiple Programs**

• **CACFP Leading the Way Workshops**
  - Liked the second day with small educational pieces at tables
  - Liked all 3 days of training
  - Liked hearing best practices
  - January 17 12-4 Trialing of Infant class in Topeka

• **Team Up Mentoring Events - SFSP, SBP, CACFP – What should we do for 2019?**
  - Afterschool Meals.
  - Should there be more follow up with mentors/mentees? More rules and guidelines? Accountability.
  - Connecting sponsors with those of same size as they have more of the same problems.
  - SFSP Team Up scheduled for Feb. 20 at the Topeka/Shawnee County Library.

**Farm to School Grant Proposal – Jill Ladd**

- The RFP is for schools only. Culinary competition with winners in each of the commodity group. Bring each winner together for a competition.
- Hold a statewide Summit in Wichita area. Bring extension and produce, commodity groups together with sponsors to figure out how to get more food on the plate.
- Need an easy button.
- Schools need to be able to get local from suppliers
- Regional meetings may be better. Different regions have different needs.
- Industry needs to come to the table.
- Where there is extra work, it won’t happen. Farmers that are not GAP Certificated make more work.
- What is local in Kansas? Within 5 miles, within 200 miles, state borders, etc.
- What does that look like? Grown in Kansas, processed in another state, and returned to Kansas to serve.
- Educating and marketing to sponsors, students, and administration about the look of Kansas products – apples with blemishes, etc.
- Answering to administrators – paying more for local, - makes price a huge barrier.
- Do we apply? If we received the grant, it would knock out one of our sponsors who would be applying.
- Training on how to fill out the Farm to Plate Survey or FAQs
• Pointers (i.e. Kansas Flour only)
• Getting answers to extension
• Supply and demand.
• Focus on beef, pork and wheat as well.

World Café - Group Dialogue
• What professional development/training is necessary to effectively administer Child Nutrition Programs?
  o Serving size, production, portion control, component contribution
  o Basic Food – nutrients, recipes
  o Basic food skills – handwashing, knife, etc. (assume they are coming in with these skills, but they don’t.
  o USDA
  o Food Safety – handwashing
  o Focus on the food – More training on food appearance. Sloppy food, mismatched serving ware, cafeteria looked nice, but not food.
  o Reimbursable meals
  o Nutrition standards and requirements
  o Food Production Management
  o Mentor Connections
  o Resource Guide – everything in one place
  o Jump Start for Home Sponsors, managers and directors (need every year or more often)
  o Jump Start refresher course?
  o Web-based Jump Start for mid-year?
  o Incentive factor for districts to pay for training
  o Financial Management – Basic accounting – Reimbursable ↔ Finance side
  o Interviewing, hiring, evaluating
  o Personnel Management and employee retention – need available all the time
  o Soft skill training – Back to Basics, very basics (i.e. customer service, working with others, team player, get along, difficult situations)
  o Marketing and outreach (especially summer meals)
  o Procurement, reporting (handling paperwork)
  o Meal patterns
  o Leadership skills
  o Knife safety – OSHA – safe work place
  o Workers compensation
  o Using Technology
  o CNMA – good for small districts and older employees
  o CNMA – take out culinary
  o CNMA online – more online, less travel. Especially for mandatory classes
  o Web-based not as helpful for older employees
  o Smaller sponsors wants more face-to-face training – Bigger sponsors wants more online training.
  o Think about customer – not what’s best for staff.
• **Provide constructive feedback on the Administrative Review process.**
  
  o Like it all at once – CACFP, Summer – all programs
  o Flexibility if sponsor wants multiple reviews.
  o E-review this year is good – took less time in office. Good to know what is
    needed ahead of time. Positive – grueling, but it’s improved greatly. Easier than
    years past.
  o KSDE is great – the problem is the process.
  o Audited constantly
  o Appreciate the opportunity for the consultant to share with the superintendent at
    the end. Exit interview to include upper administration to enlighten them to the
    breadth of the job.
  o Appreciate the ability to work with you on a corrective action before fiscal action.
  o No time – too much paperwork
  o Too long.
  o Consultants there to help – this is obvious.
  o Thorough, but perhaps a bit picky (poster example)
  o Can you streamline procurement review? Took her 3 months. Can it be made
    easier? A la carte was a huge time suck.
  o Break down procurement – what is truly required? A home sponsor created a
    box/checklist for her providers.
  o Procurement is a beast.
  o Nonprogram Food Revenue Tool – Can this be shortened, easier? Took a long
    time to do. Maybe because it’s 1st year, but do it annually? Not time to do formal
    bid and NPF tool is annual?
  o “You can do a good job for the kids or you can do a good job for the
    government.”
  o Every 5 years instead of 3.
  o So complicated – too regulated.

• **How should CNW Consultants be assigned - by program or by Sponsor?**
  
  o By sponsor – Depends on quality of consultant.
  o By Program – Different consultants have different areas of knowledge. Go to the
    person in the know.
  o Multiple consultants is confusing in sponsors with multiple programs.
  o Keep same consultant all year.
  o Consultants should have base knowledge of all programs.
  o Do like the consultant team – when my consultant is out, others can help.
  o Felt responsive – present.
• **What is the one thing that would help decrease burden?**
  o Too much paperwork!! Streamline.
  o Site applications – when you add a meal type or program, have to re-do similar paperwork over and over. Incorporate all programs in to 1 site application
  o People – need more full time benefitted staff
  o Increased training hours for home care providers puts pressure back on. Could they do an evening, night or weekend class? More local, less regional things. More trainings we can get to – Child Care Aware trainings not helpful. Too soon before it happens, no detail on where and when.
  o Wellness Policy need to be under accreditation not FS. The Impact Tool, policy builder, should not be only FS responsibility. The rating (as part of program renewal) is not being filled out thoughtfully or knowingly. KSDE tell administration about wellness. Administration should take more responsibility for wellness and nutrition education. Body Venture → wellness.
  o Too many regulations. Consolidate regulations – simplify. Hired in to feed students lunch but running a government agency. Over-regulating everything.
  o Keep losing sight of why we are really here
  o What do my numbers look like? – If your financials are good, why do we have to focus so much on procurement?
  o Need help with procurement review.
  o Child Nutrition education and PE is a large part of School accreditation. Can’t get into classrooms to do required nutrition education. Untie school food and education.
  o Should regulate the amount of time students have to eat. Needs to come from KSDE to principals.
  o Procurement – having to do the paperwork because you run out and just need more pens. Takes time and resources.
  o Streamline program renewals.
  o Child Care – Budgets and justifications, but also have to provide more and get approval, SPWA.

• **What is your biggest challenge?**
  o Paperwork. (site applications, procurement)
  o Staffing.
  o Regulations / audits / reviews (local, state)
  o Delinquent debt / bad debt. Want to avoid bad press, but running up bill. The gap between free approval and next approval results in 20 to 30 meals. Local organizations will pay for meals. Go to collection – tag onto regular billing system through district. Delinquent meal charges. Sends note/letter. After 10 days sent to collection (> $100) → Business office. Big Problem.
  o Wellness should not be FS responsibility – needs to be over-arching (administration).
  o Tiering – Figuring out rates due to location, quit CACFP. It’s advantage to take off of taxes instead of going through the 4 visits/total (3 more than w/o CACFP. Solution? Flat rate, everybody pay equal so that people won’t drop out and the net effect won’t be to “go underground”.
  o Getting people to understand the importance of child nutrition.
  o Financial issues.
  o Medicaid / direct certification
  o Helping families w/ serious short-term issues (cancer, large medical debt) but still don’t meet income guidelines.
What is your biggest success for 2018?

- Feeding 1000 more meals/day in KCK with same enrollment. Attributed to food quality.
- Expanded summer meal program. Went to 2 months instead of one. Increased from 5 to 11 locations.
- Fully staffed.
- Getting claims in on time.
- Superintendent willing to visit about food service wages.
- Making it to 2019.
- Finally have staff excited to work with.
- New addition to MS with all new kitchen and commons area. This will be ready for 2019/20. Passed funding in 2018 started working on it.
- On home side, getting through the new regulations. Survived.
- Making it to 2019 – emotionally, staff wise.
- Getting through whole grain – CACFP
- Successfully navigating getting back into CACFP as an SNP
- Participation in Breakfast Initiative – KS Appleseed Workshop
- Finally having staff that you’re proud of
- Wellness Fair
- Increased participation – food quality
- Nominated for Kansans CAN Award. Encouragement to menu by numbers and create provider handbook.
- Summer numbers were up this year!
- Transition from school snacks to At-Risk Supper meals
- Fresh ground beef – creates real effort
- Updated meal pattern training for ALL staff and providers
- Breakfast grant – breakfast up (thru Sept) 3100/day (Wichita)
- Summer meals – take food to kids

Program Updates & Hot Topics

- Innovative School Breakfast Grants
- CACFP Meal Service Training Grant
- 2019 Wellness Workshops
- Summer Food Service Program & At-Risk Afterschool Meals Numbers
- Industry Training
- Team Up for Success - SFSP & CACFP & Breakfast
- Best Practice Awards - Kansans Can & SFSP Best Practice

Wrap-Up & Adjourn

- Meeting Dates 2019
- Expense Forms
- Certificates of Appreciation