CACFP Input Workgroup Members Present:
Brenda Baldwin, Program Director, Southwest Human Development Services, Inc.
Sharon Ray, Texas Sponsors Association President
Victor Salazar, Executive Director
Max Taylor, CEO, Advanced Child Care
Sandra Delapaz, Office Clerk, Taylored Care Inc.
Diane Taylor, RN, Lubbock Adult Day Center
June Bryant, Food Program Administrator, Dyes Airforce Base.
Nguyen Nguyen, Director, Right from the Start Nutrition
Berta Macat, Director of Compliance, San Antonio ISD
Heather Guzman, Manager of Children’s Programs, San Antonio
Food Bank
Kevin Vicknair, Executive Director, Equal Hearts
Dietrich Nickleberry-Love, F&N Services Manager, Headstart
Greater Dallas

TDA Staff Present:
Jaclyn Cantu, Coordinator for F&N
Beth Thorson, Director for Policy and Nutrition
Jaclyn Cantu, F&N Coordinator
Robin Roark, Director of Business Operations
Sharon Welborn, Director for Compliance
Tracy Mueck, Administrator
Melissa Dozier Gonzales, Director, for F&N Administration
Rose Westerman, Coordinator for Policy
Edgar Curtis, Director, Education and Program Improvement
Marianne Hopper, Policy Development Specialist
Wade Wilder, Education Coordinator

1) Welcome and Roll Call
2) Member Introductions
3) Meeting Details - Jackie Cantu
   a. Meeting Schedule and Format
      • Meetings will be held on the 3rd Thursday of every month from 1:30-2:30 PM.
      • Meeting invites were sent to all the members through the end of the year.
      • Meetings may occasionally be adjusted depending on what is going on.
      • Agendas will be sent prior to the meetings.
      • Jackie will solicit feedback from the group for agenda items.
      • Meetings will include a TDA update to inform members of any pertinent projects or changes at TDA.
      • Members will communicate updates to peers through local communication channels.
      • There is a potential for there to be subcommittees once we start looking at what are goals and objectives of this group are going to be.
      • Agenda will include time for member updates. If you hear things from the field that you think are important to relay back to TDA, members will provide that information during this time.
      • Will have closing comments.
   b. Meeting Expectations
      • This is a workgroup. The idea of the workgroup is that we are going to look at the program from a state-wide perspective.
      • This meeting is to get your feedback, input and dialogue.
      • The workgroup will give input on policies and procedures.
      • The workgroup will look for solutions to problems within the parameters of the current federal and state laws. This group will not operate as an advocacy group.
      • The workgroup will focus on the goals and objectives that the group decides on.
      • Members may be asked to step down from the workgroup if they are unable to attend meetings. They would be replaced by another applicant that was not originally selected.
c. CACFP Conference Attendance
   • As part of the application process, TDA asks that members attend the CACFP Conference.
   • Members will be introduced to conference attendees as their representative.
   • www.squaremeals.org website has been updated with the member’s contact information. Non-members may reach out to members to voice concerns. Members will bring those concerns to the workgroup meetings.

4) Workgroup Purpose - Jackie Cantu
   • To obtain input with programmatic issues, policies, processes and procedures.

5) 2015 Workgroup Accomplishments – Jackie Cantu
   • Worked very closely with TDA in terms of making sure that our policies and procedures were clear.
   • Provided feedback on better ways to communicate changes happening with the programs.
   • Provided input to TDA to improve the structure and focus of the annual conference.
   • Provided feedback for needed enhancements to TX-UNPS.
   • Provided TDA with feedback from their respective areas.

6) TDA Updates
   a. National CACFP Week – Beth Thorson
      • CEs should have received two email blasts from TDA containing information and resources for National CACFP Week. TDA is anxious to hear if any centers or homes prepared any of the menus or recipes that were sent and available on the website.
      • On March 23, the members will receive another e-mail blast asking for a recap of what they did for National CACFP Week.
   
b. CACFP Conference – Wade Wilder
      • The conference will be July 5-9, in Austin. The pre-con will be on July 5.
      • The official invitation should be ready in a month.
      • TDA is looking to have around fifteen different possible break-out sessions for lecture.
      • TDA will also have seven to eight exercise only sessions (highlight sessions).
      • The pre-con will basics for newer participants in the CACFP program.
      • TDA will be running multiple tracks with different focuses. Advanced level classes will be offered for experienced participants and beginner levels classes will be offered for less experienced participants.
      • The 2016 Conference will be focus on financial management. Subsequent years will focus on procedures and paperwork, and food.
      • Wade Wilder, Coordinator for Education, will be sending a survey for feedback for Sharing Session topics. TDA will also have Sharing Sessions. Sharing Sessions is an opportunity for TDA to step off of the stage and give everyone who is participating in the conference a chance to talk with each other and share best practices, share hurdles they have overcome or hurdles they have yet to overcome. TDA will break the rooms into different topic areas so everyone will have the opportunity to share with their peers information or ideas on these topic areas. Please email topics to Wade.Wilder@texasagriculture.gov.
   
c. Appeals Update – Sharon Welborn
      • TDA had five appeals in the 2016 review year. Three of those were terminated and disqualified and two were adverse action. Out of those five, one was sustained; two have a decision pending and two have a hearing pending.

7) Review Survey Results – Jackie Cantu
   • Read the responses from the survey that went out. Survey requested top two challenges/barriers the Members experience in operating CACFP.
   • Potential objectives for this workgroup and what the group hopes to accomplish. Potential objectives were:
     o Streamline the TX-UNPS application process.
CACFP Sponsors Input Workgroup Meeting Minutes
1:30 pm – 2:30 pm
March 17, 2016

- Subcommittee formed to review processes: Robin Roark, Sharon Ray, Victor Salazar, and Berta Macat.
  - Review and provide input on federal regulations that allow State Agency discretion (comparing operations to regulation).
  - Provide feedback on the Administrative Review process to help the process better gauge compliance.
    - Jackie will solicit further feedback from the group via e-mail.
8) Member Updates
- Meeting ran long and members were not able to give updates at this meeting.
9) Closing Comments
- Next meeting will focus on workgroup objectives and a state-wide survey.
- Next meeting May 19, 2016