



# **NATIONAL CSFP ASSOCIATION**

## **Board of Directors Conference Call Meeting**

**Thursday, May 9, 2013 Minutes**

**APPROVED**

### **I. WELCOME & ROLL CALL (1:00 – 1:05pm)**

**Called to Order By:** *President Brian Greene with a quorum. In attendance: Jennifer Wright for George Matysik; Donald Farrell; Kathleen Devlin; Jerilin Nunu; Mark Lowry; Stephanie Gausch; Gregory Ellis; Carol Richburg; Pat Pearson; Teri Lawhorn*

*Excused: Matt McElhaney; Vanessa Franco*

*Absent: Tim Robertson;;*

*(1) Vacant Local Agency BOD Seat*

*USDA Attendance: Michelle Waters; Lauren Dillon-King; Dana Rasmussen; Ashley Bress; Aqua White; Janice Fitzgerald*

### **II. USDA Update: (1:05 – 1:20pm)**

- **Michelle Waters-** USDA reported that caseload nationally was reduced by 7,000 slots for FY 2014. This was a result of per caseload slot costs.
- **Michelle Waters-** Racial Data was collected by states in February and is Due to be tabulated and reported by July 31, 2013.
- **Caseload Attrition-**The Board outlined several observations and posed questions to USDA related to their thoughts about current declines in national caseload. The following questions were generated by an Ad Hock Committee of the NCSFPA Board charged to discuss various perspectives related to caseload attrition observations.
  1. The Board posed the question of whether caseload allocation decisions should be measured via caseload slots or participation.
  2. The Board also posed the question of whether it would be appropriate to consider looking at being allowed to utilize caseload at 101% thus ensuring that caseloads would average out at 100%. The reasoning behind this is that when caseloads can not go over 100% there is a general tendency to not reach 100% participation. This then puts the local agencies; state agencies and country as a whole at risk of caseload underperformance. When this occurs the concern is that this will lead to national caseload

attrition over a period of time and the national caseload will lose caseload slots.

3. The Board also posed a question of USDA related to their policy/procedures relating to caseload under performance as the result of a natural disaster. The Board indicated that it would be helpful to have something in writing that was standard practice and outlined what would happen during a natural disaster when a local agency or state could not reach caseload through no fault of their own. It was noted that turning caseload on and off in these types of environments when infrastructure is disrupted is not always easy nor a reasonable expectation. It was also noted that to further mitigate this situation there is the ongoing concern of losing caseload and administrative funds the following year at about the time that an area was beginning to recover and build caseload back to its previous capacity only to then not have available caseload nor administrative funds necessary to maintain that caseload.

Dana Rasmussen indicated that the current regulations set the parameters for how caseload is assigned and measured. He also indicated that the current caseload attrition was driven by food cost. However he reminded the Board that caseloads could be reduced in a given state if participation performance was not met based on regulations. Additionally he felt that the previous instances of natural disasters where caseload performance was at risk of not being met had been dealt with on a case by case basis and that Headquarters felt that this was the best way for them to handle these types of situations.

USDA Headquarters staff left the call at 1:25 pm.

***Consent Agenda: (1:20 – 1:25pm)***

**III. APPROVAL OF APRIL BOARD MEETING MINUTES**

**IV. APPROVAL OF APRIL FINANCIAL REPORTS**

*Donald Farrell moved to accept the April Minutes and April Fiscal Report as submitted. Mark Lowry seconded. All items were passed by unanimous consent.*

***Board Discussion Items: (1:25 -1:50pm)***

**V. Caseload Attrition Discussion: Brian Greene-** Brian asked the Board to provide additional feedback related to the Caseload Attrition discussion that was initiated with USDA. He posed the question of what we felt the Board's role was in relation to ensuring that the maximum caseload slots would be available nationally.

It was noted that historically the Board has provided the impetus for certain types of regulatory change within CSFP. Most notably being the changes to the per participant slot funding formula in the early 2000's. The Board agreed that this topic required further Board discussion and a group of the Board was appointed consisting of Greg Ellis, Tim Robertson, Teri Lawhorn and Stephanie Gausch. Kathleen Devlin will provide initial support to the group to assist in establishing goals and timelines. The group will meet and report back to the Board in June.

**VI. OLD BUSINESS (1:45 – 1:50pm)**

None

**VII. NEW BUSINESS (1:50 – 1:55)**

- **Education Committee Activities Update: Kathleen Devlin-** Kathleen reported that the following items had gone out in the month of April.
  1. House Dear Colleague Letter (4-15-13)
  2. Senate Testimony Submission to the Subcommittee on Agriculture, Rural Development Food and Drug Administration and Related Agencies (4-24-13).
  3. Senate Dear Colleague Letter (4-24-13)

Kathleen also indicated that Donald has formatted a Thank you note for the Association Membership to access through the SALSA tool on our website and a notice would be going out to the Membership to encourage them to review the signatures on both the House and Senate Dear Colleague Letters and to send a personal thank you to there respective delegations for their support of adequate CSFP funding.

**VIII. MEETING adjourned at 1:55pm EST with a motion by Donald Farrell and a second by Kathleen Devlin. (1:55pm)**

Respectfully Submitted,  
Kathleen Devlin  
Secretary

**NOTE: These minutes are in draft format until approved by the Board on its next regularly scheduled call. Financial reports are available upon request**