

**LEAD/REACH SUBCOMMITTEE**  
**Governor's Council on Food Security**  
**Draft Minutes**  
**July 19, 2017**

The Governor's Council on Food Security held a public meeting on July 19, 2017, beginning at approximately 1:05 P.M. at the following locations:

Division of Public and Behavioral Health  
4150 Technology Way Room 301  
Carson City, NV 89706

Southern Nevada Adult Mental Health Services  
6161 W. Charleston, East Hall  
Las Vegas, NV 89146

**Board Members Present**

Cherie Jamason, Director of Ending Hunger Initiatives, Food Bank of Northern Nevada (FBNN)  
Catrina Peters, School Nutrition Services Manager, Nevada Department of Agriculture (NDA)  
Cody Phinney, Administrator, Division of Public and Behavioral Health (DPBH)  
Kenneth Osgood, MD, MPH, Southern Nevada Health District (SNHD), Board of Health  
Sarah Adler, Member Representing Community-Based Services (Rural Nevada), Governor's Council on Food Security  
Jodi Tyson, Director of Government Affairs, Three Square Food Bank

**Board Members Not Present**

Kathleen Sandoval, Nevada First Lady  
Robert Herzdik, CEO Bitfocus Inc.

**Also Present**

Karissa Loper, Deputy Bureau Chief, Bureau of Child, Family and Community Wellness (CFCW), Division of Public and Behavioral Health (DPBH)  
Michelle Walker, Women, Infants, and Children (WIC) Section Manager, CFCW, DPBH  
Darlene Dougherty, Nutrition Specialist and Outreach Coordinator, Division of Welfare and Supportive Services (DWSS)  
Laura Urban, Food Security and Wellness Manager, Office of Food Security (OFS), Chronic Disease Prevention and Health Promotion (CDPHP) Section, CFCW, DPBH  
David Ramirez-Silva, WIC Program Officer 1, CFCW, DPBH  
Reena Gupta, Public Health Associate, CDPHP, CFCW, DPBH  
Al Brislain, CEO, FBNN

**1. Call to Order, Roll Call**

Cherie Jamason, Subcommittee Chair, called the meeting to order at 1:05 P.M.

Roll call was taken, and it was determined a quorum of the Governor's Council on Food Security (GCFS) Lead/Reach Subcommittee was present.

2. **Overview of Subcommittee goal.**

At the May 19<sup>th</sup> GCFS meeting, the Council motioned to create the LEAD/REACH and GROW/FEED Subcommittees. The Subcommittees are tasked with reviewing and updating the document, *Food Security in Nevada: Nevada's Plan for Action*, and to make revision and priority recommendations to the GCFS.

3. **Provide updates on LEAD goals and strategies and make recommendations for *Food Security in Nevada: Nevada's Plan for Action*.**

**LEAD Goal #1: Establish the systems and positions necessary to implement a permanent, sustainable, accountable state leadership structure for food security to increase all Nevadans' understanding, value, and support of food security solutions.**

**1.a: Secure technical assistance to evaluate and identify optimal business processes for Nevada's food security system including state agencies, food banks, and regional and local nonprofits in order to determine the role each plays in closing the meal gap.**

The Subcommittee clarified this goal; part of this goal is to identify activity progress.

Catrina Peters stated some activities are unclear and more background information is needed to accurately identify progress.

Ms. Jamason and Darlene Dougherty provided historical context. This activity stemmed from the need for an updated Welfare data system. Additional challenges included an increase in Supplemental Nutrition Assistance Program (SNAP) applicants and a DWSS hiring freeze. Since then, there has been a significant overhaul of the Welfare data system which has increased efficiency. The data system, coupled with district offices implementing the Business Re-engineering Process, has increased timeliness and lowered error rates. Nevada received an award for this great improvement.

Jodi Tyson stated this activity was intended to seek funding and technical assistance to implement the Clarity system statewide. This would allow for data tracking that truly identifies the need.

Cody Phinney stated approximately 114 community agencies are using the Case Management Information System (CMIS) database for this purpose.

Ms. Tyson stated this is still a data gap in Southern Nevada. She stated another component of this activity was to acquire technical assistance to close the meal gap by identifying how many missing meals could be covered by SNAP or other federal nutrition programs, and determine how many meals should be covered by charitable organizations. Each program/department would then have a goal to meet to close the meal gap.

Ms. Phinney provided an update on the WIC and SNAP collaboration to increase joint eligibility. A new database will have a unique identifier for each individual receiving services that would allow DHHS to integrate data across programs.

Ms. Dougherty commented legislative funding was approved to help with implementation of the database.

Sarah Adler asked if the single identifier will also include a single application for programs.

Ms. Phinney responded it is part of the goal, but the single identifier component must be accomplished first. There are fundamental federal differences between WIC and SNAP eligibility. The goal is to have as much congruency between those programs as possible. The end goal is to interface the Department of Health and Human Services (DHHS) database with the community CMIS data systems to share data across all programs.

Dr. Kenneth Osgood asked if the data used to identify individuals eligible for various nutrition programs would also be used to determine eligibility for other programs such as prescription and housing assistance programs.

Ms. Phinney stated some of the data mentioned will be included in the single identifier. The pharmacy/Medicaid support data would be included, but housing information would not, because it is housed in a different State Department. Including programs outside DHHS would be a great goal to work towards. This may be possible if these programs are in CMIS.

Ms. Dougherty commented the programs in the NDA also need to be included in the platform.

**1.b: Establish an Office of Food Security (OFS) in the Director's Office of the Department of Health and Human Services.**

Laura Urban shared the role of OFS and the responsibilities of her position. The OFS offers support and coordination for the GCFS. The OFS is working to implement programmatic activities using SNAP-Ed funds. Her position also oversees the CDPHP Section's School Health and Obesity Prevention and Control Programs. The CDPHP Section has the organizational capacity to support the GCFS with a formal evaluation of the Action Plan.

**1.c: Create a Statewide Food Policy Advisory Council that links and leverages regional and local community-based efforts.**

Ms. Jamason stated the GCFS has been established per Executive Order (EO), but the next Governor could dissolve the Council. The current EO does not have a sunset clause.

The Subcommittee discussed the existing EO. Ms. Urban will share it for their review, and they will discuss this topic at the next meeting.

Ms. Phinney stated if the Council was put in statute, the statute would function as the Charter and the Plan would be akin to the Scope of Work. If the Council decides to move forward with

this, now is the time to take action. The first step would be writing a letter to the Director of DHHS.

**1.d: Support the consolidation of appropriate USDA programs under the Department of Agriculture to improve efficiency and effectiveness.**

Ms. Peters stated all statutory authority for the Dairy Commission was converted to the NDA this past legislative session. The Dairy Commission no longer exists.

Ms. Peters suggested a revision in the update to reflect the Nutrition Division within the NDA. Otherwise, she believes the activity is complete as it was intended to occur.

Ms. Adler asked about DHHS program collaboration, specifically WIC and SNAP. She understands they are working to enhance collaboration, but asked if there are any joint policies or agreements for United States Department of Agriculture (USDA) programs under DHHS to work more effectively together.

Ms. Tyson asked if there is an opportunity for joint eligibility between WIC and SNAP applicants.

Ms. Jamason stated the barrier is the WIC nutrition assessment.

Ms. Peters commented on the importance of the Aging and Disability Services Division's (ADSD) collaboration.

Ms. Adler brought up the Nevada Nutrition Assistance Consortium (NNAC) and the importance of state and non-state agency collaboration and integration.

Karissa Loper mentioned the creation of the Nutrition Unit within DPBH. WIC, SNAP-Ed, and the OFS were recently banded together to enhance collaboration and align activities among program efforts.

The Subcommittee discussed including ADSD in Nutrition Unit activities/initiatives.

Dr. Osgood asked how the plan can address collaboration with programs serving Native Americans.

Ms. Adler stated DHHS has a Native American Liaison. She suggested the liaison collaborate with the NNAC.

**1.e: Fill staffing and technology capacity needs in state agencies to optimize and expedite access to resources.**

Ms. Phinney stated she believes they have already addressed the technology component of this activity in 1.a.

Ms. Dougherty stated this activity was referring to the DWSS staff shortage at the time. The last two (2) legislative sessions have provided additional staffing and district offices. DWSS is more adequately staffed now than at the time this Plan was developed.

Ms. Tyson believes there is still much to be done to satisfy the technology component of this activity. Not all departments working with USDA programs have the ability to provide data in a timely manner.

Ms. Peters agreed with Ms. Tyson. She interpreted this activity as addressing the need for updated databases to easily pull and access data. She suggested an activity encouraging agencies to pursue funds for IT systems improvement. This could be a subset of activity 1.g.

Ms. Adler expressed her concern the technology piece should remain on its own. It is important to acknowledge what has been done, continue to identify gaps, and ensure updated systems are compatible.

Ms. Tyson stated online SNAP applications were also a component of this activity.

Ms. Phinney stated DHHS is working on establishing a process for streamlining data requests. The Office of Public Health Informatics and Epidemiology (OPHIE) is currently working on this activity.

**1.f: Determine baseline status for all goals in the Food Security Plan.**

Baseline data has not been collected for the Plan. The Subcommittee recommended to identify baseline data once the Plan is revised.

The Subcommittee agreed evaluation activities would be combined and led by the OFS.

**1.g: Promote a state policy encouraging outreach which draws down additional federal/grant dollars.**

Senate Bill (SB) 323 mandates the State apply for any SNAP waivers the USDA guidelines will allow.

Ms. Jamason suggested using this as a model policy for replication by all USDA programs, encouraging increased participation. This would fall under the policy activity.

Ms. Jamason suggested revising the activity to be more encompassing. She suggested including waivers and other mechanisms for enhancing participation and access to funding.

The Subcommittee recommended revising the activity to state, "Promote state policies encouraging use of mechanisms which result in additional federal grant dollars, such as outreach, waivers, and pilot programs." This activity should also encompass policies that break down barriers to accessing programs. The Subcommittee discussed Assembly Bill (AB) 427, "revising provisions governing eligibility of certain convicted persons for public assistance," as an example.

**1.h: Create an evaluation plan to measure progress on increasing food security in Nevada.**

Ms. Urban explained the OFS has the capacity to lead the evaluation process. She recommended combining evaluation activities.

Ms. Adler agreed the OFS should own evaluation activities (1.f and 1.h). She requested a timeline for completion of evaluation activities.

Ms. Jamason summarized results-based accountability. She suggested the GCFS use this method when creating the Evaluation Plan. She recommended developing a one-page document outlining Nevada food security data, the evaluation framework, and goals. Status of other levels outside federal nutrition programs that affect food security should also be included. She provided a Corporation for Enterprise Development one-page document as an example.

Ms. Tyson suggested incorporating 1.f and 1.h under 1.a, as they are all evaluation-based activities. She agreed to task the OFS with evaluation. There are other activities the OFS can lead, including the CMIS expansion, by establishing a timeline for implementation and monitoring progress; this activity should also fall under evaluation. The OFS should also take the lead on establishing a menu of policy suggestions for the GCFS, from Goal Two (2). She stated the Plan should also include a statement on the role of the OFS.

Ms. Adler believes 1.a describes the summit she discussed earlier, a convening of the food security network. While it includes the word "evaluation," to "determine the role each plays in closing the meal gap," this activity should be coordinated with 1.i.

**1.i: Coordinate and resolve issues with state and non-state agencies, measuring and reporting on progress in increasing food security for Nevadans on an annual basis.**

Ms. Adler asked if there had been any summits between state and non-state agencies over the last few years.

Ms. Jamason answered no.

Ms. Adler emphasized the need for state and non-state agency collaboration.

Dr. Osgood suggested collaborating with SNHD and Washoe County Health District (WCHD).

Ms. Dougherty recommended engaging county coalitions as well.

The Subcommittee discussed the importance of addressing Social Determinants of Health, as well as intersecting local plans with the statewide Food Security Plan.

Ms. Adler asked if the recommendations created by the GCFS will be prioritized based on capacity.

Ms. Phinney suggested identifying ideal recommendations first, then prioritizing.

Ms. Loper stated once the GCFS develops Specific, Measurable, Achievable, Realistic, and Time-based (SMART) objectives, they can verify attainability and better prioritize their recommendations.

**Goal #2: Promote a policy agenda to increase food security in Nevada.**

**2.a: Adopt a policy to authorize Child Nutrition Programs, SNAP, and WIC to utilize all of the available opportunities established by the USDA.**

The Subcommittee acknowledged the overlap with activity 1.g.

Ms. Peters stated the word “authorize” in this activity is not necessary. Programs have the authority to apply for waivers and conduct pilot programs without permission from any specific agency.

Ms. Tyson’s interpretation of this activity was to adopt a policy at the Department level to help leverage services. She provided the example of other states allowing WIC clinics to process SNAP applications. Nevada currently implements community eligibility provisions. She believes DHHS is working towards a joint eligibility process for WIC and SNAP.

Ms. Walker clarified WIC staff can make referrals to SNAP. Staff can answer basic questions, but cannot complete SNAP applications. She is not aware of a provision that would allow WIC dollars to be used for SNAP and vice-versa.

Ms. Adler recalled speaking to a Food and Nutrition Services representative who explained WIC funds can only be used for WIC, not SNAP. She added the activity language specifically states “opportunities established by the USDA” which makes her believe it is referring to waivers, like they discussed under 1.g.

Ms. Jamason proposed revising the activity.

Ms. Adler inquired about barriers programs face in applying for waivers and/or beginning pilot programs.

Ms. Dougherty stated a waiver can be requested from USDA as long as there is an agreement within the agency; they do not need permission from the State. It is much easier for a SNAP eligibility worker to ask a participant if they are participating in WIC than the reverse. This is due to SNAP having a more stringent citizenship requirement. SNAP and WIC are working on scripts to ensure smooth transition of the referral process.

Dr. Osgood stated the goal should be to streamline the enrollment process, and make it as easy and accessible as possible.

The Subcommittee agreed another component of this activity, which also aligns with 2.b, is to direct state and non-state agencies to collaborate to increase access to food security resources using client-friendly strategies.

Ms. Tyson stressed this activity is an opportunity to address agency directors and decision-makers and direct them to be aggressive in applying for all opportunities available.

The Subcommittee suggested the following revision: "Directing non-state agencies, state agencies, and their leaders to be aggressive in utilizing federal food security resources through such means as waivers, pilot programs, barrier reduction, and collaboration."

**2.b: Establish a multi-agency resource team to pursue innovative solutions, demonstration projects, and funding available through the federal government, foundations, or other sources to increase the number of people fed and close the meal gap.**

Per the update provided, the Subcommittee discussed engaging various existing entities, including the NNAC, community coalitions, local health authorities, and local food policy councils in the implementation of the Plan. The goal is to increase state and non-state collaboration and dialogue.

Ms. Adler stated 2.b and 1.i should be ongoing activities.

The Subcommittee entertained the idea of using the NNAC as the multi-agency resource team.

Ms. Dougherty explained the NNAC is a requirement through SNAP-Ed. All implementing agencies and Food and Nutrition Services programs are required to participate. The NNAC focuses on nutrition education activities, which is not broad enough to satisfy the original intent of this activity.

The Subcommittee agreed 1) the NNAC should be invited to regularly update the GCFS and 2) it does not satisfy the activity.

Ms. Jamason asked for recommended revisions.

Ms. Dougherty believes this activity was written to maintain the workgroups that originally developed the Plan.

Ms. Tyson believes the original intent of the activity was to mobilize and leverage agencies that will take a deeper dive into Plan implementation. There are several existing multi-agency resource teams, and they should continue their work and report to the GCFS. Periodically, the GCFS can motion for the creation of a Subcommittee to address certain activities that need to be further explored from areas not being adequately addressed.

The Subcommittee agreed on revising the beginning of this activity to: "Establish or identify multi-agency groups to pursue..."



Ms. Tyson emphasized existing groups include the NNAC, the Senior Stakeholder Group, and the local health authorities (LHAs), to name a few, and re-emphasized this activity must include opportunities to establish new groups when necessary.

**2.c: Research and develop a menu of policies/regulation options to promote food security in Nevada.**

Ms. Jamason and Ms. Dougherty agreed this activity is ongoing.

Ms. Tyson suggested adding 2.c as an ongoing responsibility of the OFS. The OFS can be responsible for keeping abreast of policy changes, researching policy recommendations and best practices, and updating the GCFS.

The Subcommittee agreed with Ms. Tyson's suggestion.

**2.d: Promote policies on a state and local level to encourage Nevada farm products to enter systems that serve Nevadans including institutions, schools, senior centers, and child care centers by promoting policies (develop a menu of model policies/regulations).**

Ms. Peters shared accomplishments related to 2.d. Senate Bill (SB) 167, "making appropriations for the creation and maintenance of school gardens," and SB 429, "establishing provisions relating to urban agriculture," passed this past (78<sup>th</sup>) legislative session. The NDA has been assertive and successful in attaining federal funding to support farm-to-school activities.

Ms. Dougherty suggested including the number of farmer's markets which are Electronic Benefit Transfer (EBT)-certified as an update. WIC Farmer's Market coupon data may also be included.

Ms. Jamason asked for language revision recommendations.

Al Brislain suggested this activity be a subset of 2.c.

Ms. Tyson stated this activity is more about identifying incentives for institutions to use local food products.

Ms. Peters agreed the two activities (2.c and 2.d) should remain separate. She emphasized their intent to not only reduce food insecurity, but also to do so by utilizing Nevada food products.

Ms. Dougherty shared there is a USDA workgroup tasked with increasing farmer's markets in Nevada which is being led by the Western Regional Office. She suggested this information be included as an update.

**2.e: Develop and implement a campaign to increase the public's awareness of food and nutrition resources, remove the stigma associated with receiving food assistance, and ensure that Nevada policymakers are aware of benefits from available nutrition programs.**

Ms. Peters stated the NDA conducted public service announcements in collaboration with Nevada First Lady Kathleen Sandoval to support participation in school meals and is currently collaborating with the OFS to execute a campaign to address the stigma around school lunch. They have also done campaign work using Centers for Disease Control and Prevention (CDC) funding.

Mr. Brislain shared that the Farm Bill addresses the stigma around receiving free school lunches.

Ms. Walker commented WIC is involved in the National WIC Association outreach campaign targeting pregnant women in physicians' offices. They are also working on an outreach campaign with Medicaid.

The Subcommittee agreed this should be an ongoing activity and needs no revision.

**2.f: Policy Council review and update plan.**

Ms. Loper suggested the GCFS establish a timeline for regularly updating the Plan.

The Subcommittee agreed the remaining agenda items would be deferred to the next meeting.

MS. PHINNEY MOTIONED TO APPROVE THE ACCOMPLISHMENTS AND CHANGES AGREED ON FOR THE "LEAD" GOALS. DR. OSGOOD SECONDED THE MOTION. THE MOTION PASSES UNANIMOUSLY WITH NO PUBLIC COMMENT.

**4. Adjournment**

Ms. Jamason adjourned the meeting at 4:10 PM.