

Technology Subcommittee for the Governor's Council on Food Security
[Draft] Minutes
November 27, 2018

The Governor's Council on Food Security Technology Subcommittee held a public meeting on November 27, 2018 beginning at approximately 1:02 P.M. at the following locations:

Division of Public and Behavioral Health
4150 Technology Way
Room 303
Carson City, NV 89706

Rawson Neal Hospital
1650 Community College Dr.
Training Room B193
Las Vegas, NV, 89146

Board Members Present

Jodi Tyson, Vice President of Strategic Initiatives,
Three Square Food Bank (Las Vegas)
Aurora Buffington, Faculty Instructor, University of
Nevada Cooperative Extension (UNCE) (Phone)
Jenny Yeager, Director of Programs, Food Bank of
Northern Nevada (FBNN) (Phone)
Regis Whaley, Business Support Manager, Three
Square Food Bank (Las Vegas)
Marcia Blake, Executive Director, James Seastrand
Helping Hands of North Las Vegas (Las Vegas)
Crystal Johnson, Community Services Block Grant
(CSBG) Program Director, Office of Community
Partnerships and Grants, Department of Health
Human Services (DHHS) Director's Office (Carson
City)

Board Members Not Present

Annamarie Feiler, Executive Director,
Urban Seed Foundation

Staff Present

Karissa Loper, MPH, Deputy Bureau Chief, Bureau of Child, Family and Community Wellness
(CFCW), Division of Public and Behavioral Health (DPBH) (Carson City)
Laura Urban, Food Security and Wellness Manager, Office of Food Security (OFS), CFCW,
DPBH, DHHS (Carson City)
Cathy Wright, Administrative Assistant III, Women, Infants and Children (WIC) Program,
CFCW, DPBH (Carson City)

1. Call to Order, Roll Call, and Announcements

Jodi Tyson, chair, called the meeting to order at 1:02 P.M.

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

2. Present and discuss subcommittee goal and meeting logistics

Ms. Tyson stated the Technology Subcommittee aligns with, and will help advance activities of, *Food Security in Nevada: Nevada's Plan for Action* (i.e. the Food Security Plan). Not only is the Technology Subcommittee well supported by the Food Security Plan, it is timely. There are many innovation and technology grants available at the State and Federal levels. The work of the Technology Subcommittee will help equip Nevada and its regions to submit more competitive grant submissions.

Ms. Tyson continued, stating both Three Square Food Bank (Three Square) and FBNN are ready to help address technology and client-tracking database system use. Three Square has received grant funding to support technology use among partner agencies, to better track the progress of their network. While the Subcommittee has excellent partner representation, issuing a survey to statewide partners to gather insight regarding technology use may be helpful.

Marcia Blake recommended supporting smaller partner agencies, like churches, that are without technology. She also recommended the group investigate mobile technology options.

Ms. Tyson proposed three (3) goals for the Technology Subcommittee:

- 1) Learn about partners' existing database systems, national best practices, and the perspective of statewide agencies on technology use. She suggested the Subcommittee assess potential add-ons to track service needs and outcomes.
- 2) Identify a conduit and develop a reporting process for the frequency of statewide partner/program data collection. Present to the GCFS for their consideration/approval.
- 3) Create a database systems/add-ons table or decision tree. Present to the GCFS for their consideration/approval.

The Subcommittee came to a consensus, approving the three (3) Technology Subcommittee goals.

Ms. Blake stated she is interested in best practices regarding the Health Insurance Portability and Accountability Act (HIPAA); specifically, how other states with one (1) shared data system have multiple users and maintain HIPAA compliance.

Ms. Tyson and Aurora Buffington discussed the importance of considering technology specifically for the client. For example, an application outlining the closest grocery stores accepting Supplemental Nutrition Assistance Program (SNAP) benefits.

Ms. Tyson stated the Technology Subcommittee will meet a total of four (4) times. Laura Urban will issue a poll to assess meeting dates.

Ms. Tyson recommended creating a list of standards to help assess databases. Standards will be included in a rubric which will be designed by the Office of Food Security (OFS).

The Technology Subcommittee recommended incorporating the following standards, as a starting point: 1) accessibility/portability; 2) cost (initial and subscription); 3) customizable

reports; 4) HIPAA compliance capabilities; 5) outcome tracking; 6) program-supported; 7) technical assistance/support easily available; 8) customizable databases; 9) client flagging (for screening/referral purposes); 10) bridging/information sharing (Application Programming Interfaces [APIs]) capabilities; 11) user-friendly; and 12) policy-driven.

3. Present and discuss existing client-tracking databases and national best practices

Ms. Tyson stated Feeding America created a technology working group, comprised of various national partners, called the Service Insight Committee. She introduced Regis Whaley, who presented the Service Insight Committee and Three Square's Agency Partner Technology Self-Assessment. His presentation can be found [here](#).

Ms. Blake stated there is a difference between HIPAA and client privacy. HIPAA applies in clinical situations, while client privacy is how information is appropriately shared with other agencies, whether by name or a unique identifier. It is important the Technology Subcommittee consider both factors when making recommendations.

Members discussed the importance of agency readiness and strategies for supporting agencies to use/better use technology. When the Oregon Food Bank required statewide partners to use the database Link to Feed, they issued hundreds of AmeriCorps volunteers to support implementation.

Ms. Tyson stated the next step is to create a list of existing data systems, specifically data systems required by State agencies, and other optional and/or wrap-around systems, and invite a representative to present on each.

Members identified three (3) State-required databases, including: 1) E-Logic, 2) SAMS, and 3) the Homeless Management Information System (HMIS); and two (2) databases agencies have opted to use, including: 1) Oasis and 2) Link to Feed.

Members identified the following leads to present on each database:

- 1) E-Logic: Crystal Johnson
- 2) SAMS: Jeff Duncan
- 3) HMIS: Julie King with Bitfocus
- 4) Oasis: Jenny Yeager
- 5) Link to Feed: Jodi Tyson

4. ACTION ITEM: Present and approve future agenda items

Ms. Tyson requested the following agenda items for the February 2019 meeting:

- 1) a presentation from the DHHS Privacy Officer on HIPAA compliance and interdepartmental regulation differences;
- 2) presentations on E-Logic, SAMS, HMIS, Oasis, and Link to Feed; and
- 3) present a draft of a technology rubric.

Presentations will be limited to 45 minutes.

In addition, Ms. Tyson recommended a discussion about technology use from the client perspective be added to the February 2019 agenda.

5. PUBLIC COMMENT

There was no public comment.

6. ADJOURNMENT

Ms. Tyson adjourned the meeting at 3:00 P.M.

DRAFT