

**COVID-19 Check-In Meeting Notes**  
**Tuesday September 8, 2020**

**Participants: ~57 participants**

**Agenda**

**Schedule:** Tuesday – General Focus – Every Other Week

**Agenda:** Governor’s Office: Katie Rains

WFC: Trish Twomey

WSDA FA Federal Food Snapshot: James Scovel

**Presentation:** Clark County Food Bank: Alan Hamilton & Emily Kaleel

**Focus Group:** Washington Nonprofits: Focus Group Inquiry for nonprofit employer training:  
Julia Hunter and Jennifer Chang

**Next Mtgs:** Friday September 11<sup>th</sup> 9:00 am – Contractors Only

Friday September 18<sup>th</sup> 9:00 am – Contractors Only

Tuesday September 22<sup>nd</sup> 9:00 am – Food Security Coordination Team

Tuesday September 22<sup>nd</sup> 10:00 am – DOH & WFC: NEW FOOD CODE

**Katie:** working on a staffing plan, welcome feedback from hunger relief providers. Working through the Governor’s recovery workgroup. Will be reaching out to county leads in regards to PPEs. Have a small order of face shields, gloves and masks, which will be going out. Emergency food partnership with the 3 NGOs, still waiting on word with OFM on their request. Only have funding through the end of sept, but hoping to extend that. Hoping for more news next week.

**Trish:** WFC invited Susan Shelton from DOH to talk about the proposed changes to the WA food code, following the meeting on 9/22. You can stay on the call after our regular call from 9-10 that day.

**James:** A considerable amount of food is coming Oct-Dec. things like Pollock, pork patties, cheese, eggs, turkey breasts, turkey deli, pork taco filling, and a bunch of our normal products; dried lentils, instant milk, split peas, orange juice, almonds, fig pieces, mixed fruit, grapefruit juice, rice, oats, UHT milk, veg. oil, beef stew, TMP products, chili, canned pork, sliced potatoes, butter, canned chicken, canned beef, cream of mushroom soup. Jan-Mar, expecting shrimp! Whole peeled/de-headed shrimp. Everyone should get some! Also ordering entitlement foods for that period (Jan - Mar) in mid-September. Emailing the food ordering group this week to get some feedback on those products. Please call James with any questions on food you’ll be getting or food in general. Keep that food moving!

**Kim:** TMP foods; we just got our phase 4 funding (Oct - Dec) for TMP which will be coming out in the form of an amendment in the next several weeks. It is slightly lower than previous phases - about \$308,000.

**Clark County Food Bank – Alan Hamilton:** Contacted their ~40 partner agencies because they had more money than they needed now. Shared their funding via reimbursements through EFAP. Summer fundraising donations went to their partner agencies as well.

**Emily:** Use of Salesforce as a database and to obtain client data, prepare reports. Salesforce offers a no-cost version to nonprofits.

**Alan:** Donor videos; been creating 60 second “thank you” videos to email to donors to show how their donations have helped. These are one-off videos, not mass produced and emailed to the group.

**Emily:** Have been focusing on the senior population, homeless population; mobile distribution at senior living facilities weekly (pantry staples), isolation quarantine hotels/motels, safe-park locations (pop-top, easy to eat products). For home delivery, they rely on emails to meet the need.

**Alan:** On the board to help partner agencies with social media. Have tripled their social media presence, mentioning need for volunteers, highlighting where people can find help, have been putting a lot of time into communicating through social media. Has been a significant way to serve and help.

- Kim: on your social media work, did you tap into volunteers or staff?
- Alan: mostly staff, but some volunteers too.

**Washington Nonprofits – Julia Hunter and Jennifer Chang:** state associate for nonprofits in WA. [www.washingtonnonprofits.org](http://www.washingtonnonprofits.org). This project; working on a labor & industries nonprofit project. Developing resources for nonprofits, such as assisting with HR. Please comment in the chat or speak out to answer these 6 questions:

1. What are your biggest personnel-related challenges?
  - o Michelle EFN: tracking of COVID exposure, who is out on leave, who has been exposed, how do we keep people on healthcare and covered? Long-term recovery staffing issues, how do they stay fully staffed when they have people out?, following the leave laws. Challenging from the HR perspective.
2. Are there areas of HR laws and regulations that you wish you understood better?
  - o Jennifer: maybe around the new overtime laws in WA State, tracking challenges, FFCRA, COVID leave, etc. Struggles that may apply to your work in specific to the food bank world?
  - o Michelle: all of it!

3. Do you have concerns about workplace safety and health? What specific issues or concerns do you have? Are you confident you know and are in compliance with the safety & health rules that apply to your organization?
  - o Chat box: Lori: has anyone opened their food bank to in-person visits? Concerns around winter and volunteers outside.
  - o Nikki - Snoq. Valley FB: overwhelmed by workplace safety, curbside delivery during inclement weather. Are gloves required? Been taking temps, but should those be logged? Lots of questions/issues/unknowns
4. Are you aware that the overtime threshold rules have changed and that the minimum below which you must pay overtime to staff will be rising significantly over the next 7.5 years? Are you aware the changes are also based on job duties? Does your nonprofit have a plan to adjust to the new requirements?
  - o Kim: Are there rules, who does this apply to? Is it based on size of staff?
  - o Jennifer: Will have to check on that and get back to you. Will make sure that answer is included in our resources.
  - o Nikki - Snoq. Valley FB: overtime, I was not aware. We have no plan that I know of. I'm hoping my bookkeeper/CPA may know about this??
5. Do you have questions about the workers' compensation program, such as how rates are determined, what to do if someone is injured, how to minimize the impacts of claims on your organization, etc.? What do you wish you knew more about?
6. What else should we know to create useful resources, like tools or templates that you would like to see? How can we create an amazing "Great Nonprofit Workplace" webinar?
  - o Kim: probably not looking for 100 page procedure manuals, but more like short on-topic videos, like a simple guide with resources for further information on those topics.

Email Julia with any thoughts or questions: [julia@washingtonnonprofits.org](mailto:julia@washingtonnonprofits.org)

**Kim:**

- We will have these questions online if you'd like to review them again and provide feedback.
- Moving to every-other-week Tuesday meetings. 9/22 will be focused on the emergency food coordination team
- Barb on the subject of modifying services for weather: limited to 10 clients in the building as well as spacing between people outside. Once in the building, they wash their hands, come get a number and an order form. They stay seated until their number is called. Pre-bagging some items with the emergency food boxes as their base. 1-3

boxes depending on family size. They can remove items people don't want/add what they do want on their order form. Gives some choice. They bring the food out to them. Plexiglas separates staff from clients, don't require ID, bills, etc. this minimizes time and touch. Limit the canned selections to help speed up the process. Have hand sanitizer available for use. Moving from one room to another in small groups

- Chris Hatch: So are you not distributing TEFAP or TMP? How are you getting around not checking ID's?
  - Kim: it's not required. Self-declared only. You may ask for it, but you cannot deny someone food for not providing it for federal programs.
  - Barb: FLL says it's actually prohibited.
  - Kim: it is not currently prohibited, but we may get to that. Honor what your contractor has requested.
- Closing remarks: thank you all including Clark Co. Food Bank, WA Nonprofits, and for sharing. Please continue to share your thoughts and ideas!