

**National Commission on Hunger
Conference Call**

Thursday, October 9, 2014

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1. Attendees

Name	Type
Mariana Chilton	Co-chair
Robert Doar	Co-chair
Spencer Coates	Commission Member
Jeremy Everett	Commission Member
Susan Finn	Commission Member
Deborah Frank	Commission Member
Cherie Jamason	Commission Member
Billy Shore	Commission Member
Russell Sykes	Commission Member
Andrea Anater	Project Director (RTI)
Jennifer Richkus	Meeting Scribe (RTI)
Jennifer Wellard	Website Developer (RTI)
Mary Council	Project Support (RTI)

Not in attendance: Ricki Barlow, Commissioner; Scott Carter, Contracting Officer's Representative; Coleen Norheim, Project Facilitator (RTI)

2. Action Items

Action items will be retained for the current meeting, as well as any “older” action items that have not yet been completed. The table below reflects the status of all items as of October 14, 2014.

Time Frame	Request Date	Action Item	Responsible Party	Status	Notes
Unknown	October 9, 2014	The Commission Chairs will work with FNS and RTI to research whether all Commission website materials will be available under the Freedom of Information Act	Commission Chairs, RTI, FNS	New	
Immediate	October 9, 2014	Mr. Sykes will report on availability and interest from SNAP administrators in presenting at the next face-to-face meeting	Commission (Sykes)	New	
Immediate	October 9, 2014	RTI will obtain Commission member photos for the website	RTI (Anater)	New	
Immediate	October 9, 2014	RTI will email a suggested word limit for the website bios and Commission members will email Dr. Anater their updated bios	RTI (Anater), Commission	New	
Immediate	October 9, 2014	Chairs and RTI will draft a mission statement and upload to website discussion forum	Commission Chairs, RTI (Anater)	New	
Immediate	October 9, 2014	Mr. Carter will send an update on travel funds	FNS (Carter)	New	
Three weeks	October 9, 2014	Commission members will add one or more recommendations to reduce VLFS into the Recommendations module by October 31	Commission	New	
Two months	October 9, 2014	RTI will plan a social for the evening of December 7, 2014	RTI (Anater)	New	
Ongoing	October 9, 2014	RTI will make additional updates to the website including uploading the September 8 presentations to the Document Library, correcting the November meeting date on the calendar, creating a thank you email to be sent in response to public feedback posted on the website, completing the Mission and Staff sections, and updating pictures as appropriate	RTI (Wellard)	In progress	
Immediate	October 9, 2014	RTI will reach out to Alisha Coleman-Jensen, USDA Economic Research Service, with questions related to employment and food insecurity status, especially the	RTI (Anater)	In progress	

Time Frame	Request Date	Action Item	Responsible Party	Status	Notes
		percentage of VLFS and food insecure families that have and do not have wages			
Immediate	October 9, 2014	RTI will add additional recommendation examples to the Recommendation module on the website	RTI (Wellard)	In progress	
Immediate	October 9, 2014	RTI will add instructions for completing each column in the Recommendation module on the website	RTI (Wellard)	In progress	
For next meeting	September 8, 2014	RTI will develop logos	RTI	In progress	
Ongoing	July 21, 2014	Draft a Commission communications framework including website and social media mock-up, suggestions for effective field visits and public hearings, and general responsibilities to the public	RTI	In progress	
Immediate	October 9, 2014	RTI will send a link to the draft website after the conference call	RTI (Wellard)	Complete	
Immediate	October 9, 2014	RTI will provide Commission members with instructions for logging in to the website and usernames and passwords by October 10, 2014	RTI (Wellard)	Complete	
Immediate	October 9, 2014	RTI will open up the discussion forum securities so that all Commission members can add new forums and topics within the forum	RTI (Wellard)	Complete	
Immediate	October 9, 2014	Dr. Chilton will email the word document containing the recommendation fields to the Commission after the call	Commission Chair (Chilton)	Complete	
Immediate	October 9, 2014	RTI will create new forums for the Mission Statement, November & December meeting agenda topics, and website feedback	RTI (Wellard)	Complete	
Immediate	October 9, 2014	RTI will upload the original RTI report to the Document Library on the website	RTI (Anater)	Complete	
One week	October 9, 2014	RTI will email the chairs the meeting notes from September 8 and the October 9 meeting notes by October 16	RTI (Anater, Richkus)	Complete	
Immediate	September 8, 2014	Mr. Lucas will provide the grocer study looking at what people buy once the study is available	OPS (Lucas)	Ongoing	

Time Frame	Request Date	Action Item	Responsible Party	Status	Notes
Ongoing	June 24, 2014	Provide ideas to RTI on research needs or areas where RTI could support the Commissioners	Commission	Ongoing	

3. Group Decisions

- The Commission will keep the current November 11, 2014, and December 8, 2014, meeting dates.
- Each Commissioner will develop and submit at least one recommendation to the website by October 31.
- The Co-chairs and RTI will work together to develop a draft mission statement for the Commission to review.

4. Meeting Minutes

Administrative Items

Mr. Beaulieu left RTI to pursue other opportunities and Dr. Anater has assumed management of the RTI project. Coleen Norheim will continue to work on the project to provide institutional knowledge and ensure that the Commission remains a top priority. Dr. Anater introduced Mary Council to the Commission; she will be providing project support for Commission activities. Mr. Barlow gave Dr. Chilton proxy for the meeting.

Website Review

Jennifer Wellard of RTI presented the draft Commission website, which is currently housed on a private staging website. The public site currently contains Commission information, the legislative mandate, a contact form, and placeholders for a mission statement, staff list, and Commission activities for public dissemination.

The private Commission side of the website is near completion and contains a calendar of Commission events, a document library, a discussion forum, and a recommendations module. Commissioners will use the recommendations module to provide at least one recommendation by October 31 for discussion at the next meeting.

Upcoming Meetings

The next teleconference meeting is scheduled for November 11 from 4:00 pm to 6:00 pm EST. RTI will distribute the agenda in advance of the meeting. Expected agenda items for the November meeting include a discussion of priority VLFS recommendations and associated research gaps, and identification of speakers and agenda items for the December F2F meeting.

The next F2F is scheduled for December 8, 2014. The Commission may invite a few representative SNAP directors (e.g., from states with low and high participation) to the next F2F. Mr. Sykes will investigate this possibility and report back to the Commission chairs. Additionally, RTI will plan a social event for the evening of December 7 in Washington, DC.

Subsequent face-to-face meetings have been tentatively scheduled for March 9 and June 8, 2015. RTI will send logistical information for the meetings as the dates get nearer.

Annex 1: Meeting Agenda

Monthly Meeting
Thursday, October 9, 2014 (2:00–4:00 pm ET)
(Mariana to facilitate call)

United States: 1-888-706-0584
Participant Code: 3387500

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|-----------------|--|
| 2:00 pm–2:05 pm | Welcome and roll call (Mariana and Robert) |
| 2:05 pm–2:10 pm | Review/approve September 8 meeting notes (Mariana) |
| 2:10 pm–2:25 pm | Administrative issues (Mariana) <ul style="list-style-type: none">• Transitions in management (RTI)• Status of travel funding (Scott)• Confirmation of December meeting date (Mariana) |
| 2:25 pm–2:50 pm | Website review (RTI) |
| 2:50 pm–3:20 pm | Discussion of vision for upcoming meetings (Mariana) <ul style="list-style-type: none">• November meeting activity• December F2F meeting |
| 3:20 pm–3:30 pm | Summary – Action items and agenda for November call (Co-Chairs and RTI) |
| 3:30 pm– | Anything else? (Mariana)
Executive session (Mariana, <u>NO RTI or USDA</u>) |