

**National Commission on Hunger
Conference Call**

Monday, July 21, 2014

Contents

1.	Executive Summary	2
2.	Attendees	3
3.	Action Items	4
4.	Operational Components of the Commission	6
	Motions and Votes	6
	Roles and Responsibilities	6
	Commission Core Values.....	7
	Communications Strategy	7
	Update on Travel.....	8
	Overview of Commission Activities	8
	Next Meeting.....	8
5.	Commission Content Discussions.....	9
	Assignments for RTI.....	9
	RTI Report Status.....	9
	Hunger Commission Metrics	9
	Other.....	10
	Annex 1: Meeting Agenda	11

1. Executive Summary

RTI kicked off the July conference call with a brief overview of the agenda and an introduction of the elected Co-chairs, Dr. Mariana Chilton and Mr. Robert Doar. Dr. Chilton then reviewed the status of previous action items, led the discussion of various operational components, and opened the floor for further exploration of the Commission's focus.

Operational decisions arrived at during the call include the following:

- Quorum consists of 8 Commission members (of 10).
- Proxy votes count toward quorum, but no more than 2 proxies per vote.
- Core values will be finalized by the September meeting.
- RTI will develop an overarching communications strategy for Commission review, including an internal and external website, public engagement guidance, and a social media strategy.
- RTI will also develop a draft timeline of activities for the Commission to serve as a "strawman" on the report and other Commission milestones
- Co-chairs will develop thoughts to guide the selection of field visits and public hearings for the Commission to discuss.

The Commission also reviewed the elements of the Commission's report to Congress.

The Commission content discussions were primarily concentrated on the selection of a Hunger Commission metric around which to focus recommendations. The selection of a metric (or metrics) will be revisited once the Commission reads the RTI report, due July 24, participates in the August teleconference to discuss the report, and meets in person September 8. Other discussions included a status update of the RTI report and a discussion of FNS travel funds.

Action items from this call are included in Section 3; the agenda for the conference call is included in **Annex 1**.

2. Attendees

Name	Type
Mariana Chilton	Co-chair
Spencer Coates	Commission Member
Robert Doar	Co-chair
Jeremy Everett	Commission Member
Susan Finn	Commission Member
Deborah Frank	Commission Member
Cherie Jamason	Commission Member
Billy Shore	Commission Member
Russell Sykes	Commission Member
Scott Carter	Contracting Officer's Rep.
Steve Beaulieu	Project Director (RTI)
Jennifer Richkus	Meeting Scribe (RTI)

Not in attendance: Ricki Barlow, Commission Member

3. Action Items

Action items will be retained for the current and previous meeting, as well as any “older” action items that have not yet been completed.

Time Frame	Request Date	Action Item	Responsible Party	Status	Send to Commission
Immediate	July 21, 2014	Send Doodle poll for August Meeting	RTI	Done	-
Immediate	July 21, 2014	Send meeting summary to Commission	RTI	Done	-
Immediate	July 21, 2014	Send Senator Wolf’s letter to Commission for review. Scott just received the letter from Senator Wolf	Carter	Done	-
Immediate	July 21, 2014	Draft a travel budget letter for the Commission to sign and send to Secretary Vilsack	Carter	Done	-
Immediate	July 21, 2014	CC Commission on the drafted travel budget letter	RTI	Done	-
July 24, 2014	July 21, 2014	Send RTI report to the Commission	RTI	Done	-
August 1, 2014	July 21, 2014	Send a working document of Commission core values to Co-chairs (based on call and Dr. Frank’s notes)	RTI	New	08/08/14
For Sept. F2F meeting	July 21, 2014	Develop a Commission activities calendar that will include the Commission report due date	RTI	In progress	08/29/14
For Sept. F2F meeting	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	New	08/29/14
For Sept. F2F meeting	July 21, 2014	Provide Commission with example reports to Congress	RTI	New	08/29/14
For Sept. F2F meeting	July 21, 2014	Send a bio packet to RTI for dissemination	Frank	Done	-
Immediate	June 24, 2014	Develop and send out a contact list for the Commissioners	RTI	Done	-
Immediate	June 24, 2014	Develop and send out a list of responsibilities for the Co-chairs	RTI	Done	-
Immediate	June 24, 2014	Send Doodle for conference calls and next two meetings in DC (Sept. and Dec.)	RTI	Partial	08/08/14
Immediate	June 24, 2014	Develop and send out a draft statement that could be used for media inquiries	RTI	Done	-

Time Frame	Request Date	Action Item	Responsible Party	Status	Send to Commission
Within 2 weeks	June 24, 2014	Develop and send out meeting minutes	RTI	Done	-
Within 2 weeks	June 24, 2014	Develop rough budget options for travel (including some field visits, public hearings, and all face-to-face meetings)	RTI	Done	-
Within 2 weeks	June 24, 2014	Develop a draft agenda for the July conference call	RTI	Done	-
For next meeting	June 24, 2014	Provide some suggested working definitions for consensus that the Commission can consider for future use	RTI	Done	
For next meeting	June 24, 2014	Develop a strategy for social media and a website	RTI	To be completed under work order (see above)	
Within 3 weeks	June 24, 2014	Consider serving as a Co-chair—nominate yourself or others	Commission	Done	-
Within 3 weeks	June 24, 2014	Provide ideas to RTI on research needs or areas where RTI could support the Commissioners	Commission	Ongoing	-
Within 3 weeks	June 24, 2014	Provide ideas to RTI on your recommendations for “guiding principles/values” for the Commission (e.g., Ending hunger vs. improving it? Multi-faceted focus or USDA program-focus?)	Commission (Frank)	Done	-
For next meeting	June 24, 2014	Send information regarding consensus vs. compliance	Commission (Jameson)	Done	-

4. Operational Components of the Commission

In this meeting, operational components included a discussion of the roles and responsibilities of all Commission-related entities, agreements on quorum and proxy voting, a core values discussion, brief framing of a public communications strategy, and an overview of Commission activities and deliverables.

Motions and Votes

- Dr. Chilton and Mr. Doar were nominated and elected Co-chairs and will conduct the meeting.
- June 23 meeting notes were approved with minor edits.
- Quorum consists of 8 Commission members (of 10)
- Proxy votes count toward quorum, but no more than 2 proxies per vote.
- Members can provide proxy items to another member of the Commission. Proxy requests must be in writing and sent to the entire Commission.
- Calling in to a F2F meeting is considered in person.

Roles and Responsibilities

The roles and responsibilities of RTI, the Commission Co-chairs, and the Commission members were discussed.

RTI: RTI is available to help develop agendas and goals, record meeting minutes, provide research materials, conduct literature searches and analyses, develop and maintain a Commission website, provide logistical and coordination support, and other assignments as needed.

A section has been added to the Commission Discussions section titled “Assignments for RTI” for Commission members to discuss possible RTI assignments. Once the Commission has discussed and agreed upon assignments, the Co-chairs will formally request RTI to perform the assignment and RTI will request approval to proceed from FNS.

Co-Chairs: Co-chair roles will serve as official spokespersons and liaisons between the Commission and RTI and FNS and lead all conference calls and meetings on an alternating basis. Additionally, Co-chairs will help establish agendas with input from the Commission and RTI and will follow up with RTI on the status of action items, requested assignments, minutes, and other activities.

Co-chairs will route all requests to speak on behalf of the Commission through RTI in order to establish a communications repository and will only speak on behalf of the Commission on Commission-related inquiries. A draft media inquiries statement has been prepared and is under review by the Commission.

Commission Members: Members may acknowledge they are on the Commission and talk to the press about functional aspects of the Commission (e.g., what is the charge, who is on the Commission, the role of the Commission member) but should direct all status- or policy-related questions to RTI to add to the repository and discuss with the Co-chairs. Regarding food security-related and any other issues, Commission members should state that they only speak on behalf of themselves or their organization.

Commission members may also submit ideas for RTI assignments (e.g., data analysis, literature review, website post) to the Co-chairs via email or at meetings. RTI will then work with the Co-chairs to outline the task and with Scott for approval.

Commission Core Values

The Commission supported the idea of developing a Core Values Document that articulates the consensus values shared by the Commission members and would shape both the mission and dynamic of the Commission. The following elements were proposed as core values:

- Consistent and continuous transparency
- Open, unbiased discussion
- Informal meeting rules (relaxed from Robert's Rules)
- Focus only on issues related to hunger
- Consensus
 - Aim to achieve consensus and unanimous recommendations in the report.
 - Engage in no public disclosure of dissenting opinions as much as possible moving forward, but allow for the option of minority opinion disclosure at a later date, especially until we have a consensus on how to deal with dissents.
 - Look for overarching areas of agreement and frame the discussion accordingly to keep the tone of consensus (some areas such as state flexibility may be difficult).
- Focus on actionable items.
- Encourage participation.
- Encourage discussion of all issues Commission members deem important.
- Create venues for the public to see how the Commission proceeds, voices issues, and addresses concerns.
- Value diversity, especially in terms of our public outreach.
- Understand the perspectives of the people we're serving.

RTI will use today's discussion as well as thoughts provided by Dr. Frank to produce a first draft of the Core Values Document and send a working document to the Commission by August 8. The final Core Values Document is anticipated to be completed by the September meeting.

Communications Strategy

The Commission has tasked RTI with developing a communications strategy that outlines the components of:

- a private web space for the Commission (e.g., to post materials, agendas, and schedules),
- a public web space that describes the Commission and its progress (e.g., to post bios, mission statements, approved minutes, public hearing dates and times, field visits), and
- a public engagement mechanism(s) to ensure that the Commission can hear and respond to the public.

RTI will work with FNS to get a work order in place that authorizes the development of the communications strategy and has already had several meetings with RTI's social media team.

The public engagement mechanism should include social media but also identify (1) audiences the Commission may wish to engage and (2) outreach opportunities that leverage social media options and public events (e.g., field visits/hearings comprise 2 hours of invited panel speakers, plus 1.5 hours for a public statement period to provide information to react to but also hear from the public). RTI will develop a mock website and social media program for the Commission to consider and will investigate GoToMeeting for future calls in which the communications strategy may be presented and discussed. RTI will also work with the Commission to understand the issues and scope needed to inform public outreach guidance.

Two overarching communications goals were proposed: (1) raising hunger awareness and (2) receiving feedback from food program providers, participants, and practitioners.

Update on Travel

Representative Wolf has written a letter to Secretary Vilsack explaining the importance of travel funds for the effectiveness of the Commission and requesting that funds be made available for the Commission. Scott will send Senator Wolf's letter to the Commission and will draft a letter for the Commission to sign today. Dr. Chilton and Mr. Doar received approval from the Commission to sign for the Commission and will cc all members.

Mr. Carter is also working on finding a vehicle to attach language for the funding before Congress breaks.

The Commission will ask for travel funds for all future meetings and activities.

Overview of Commission Activities

The Commission also reviewed the elements of the final report and the overarching plans for field visits and public hearings.

Final Report: The final report represents the opinions of the Commission and will provide the Commission's recommendations to the President and Congress. The authorship is the Commission, but RTI can assist by drafting sections for the Commission's review, building outlines, editing and formatting drafts, and laying out a report development schedule. RTI will provide some example reports to Congress and develop a report roadmap (i.e., schedule and framework for information gathering, outline, first draft, second draft) for the next meeting.

Field Visit and Public Hearing Framework: The Co-chairs will develop recommendations on the number, locations, number of Commission attendees, and dates of field visits and public hearings by the September meeting, assuming travel funds are available. Mr. Doar, Mr. Sykes, and Dr. Frank recommended aligning field visits with public hearings and USDA field offices in order to improve efficiency, engage USDA, and increase local involvement. Dr. Chilton also suggested that the Commission invite congressional members to the hearings and visits where possible.

Next Meeting

The next meeting will be conducted by phone, preferable the third week of August. The agenda is expected to focus, primarily, on RTI's report on hunger and food insecurity; the report may provide a

useful segue to a discussion about metrics. RTI will send a Doodle invitation to schedule the call this week.

5. Commission Content Discussions

The conference call also included a number of discussions involving the content of the Commission. For example, Mr. Doar suggested that the Commission should begin to think about outcomes in terms of the hunger metric to be improved, ways to improve that metric, and areas to improve efficiencies in existing resources and programs. Dr. Frank asked that future discussions include whether cost efficiencies will need to be considered within the program silos or may include other areas such as health care.

Assignments for RTI

This subsection has been included as a placeholder for future assignments and discussions of assignments. The Commission will investigate new assignments for RTI by August 8 (or thereabouts) and future assignment discussions will be captured here. All Commission members may propose RTI assignments, however only Co-chairs may formally submit the assignment to RTI. Assignments must then be approved by FNS. Two work orders that are in process include (1) develop communication strategy and website and (2) provide meeting support to the Commission (e.g., setting up calls, identifying venue, logistical support, meeting notes).

RTI Report Status

The Commission will read the RTI report to be sent on July 24. The report is a literature review with a short section on potential strategies to reduce or prevent hunger and food insecurity, focusing on strategies that were identified or investigated in the literature. The report may discuss funding and administering as it relates to the literature reviewed, but does not delve into these issues. RTI is the contact on the RTI report.

The Commission will meet via conference call to discuss the RTI report prior to the September meeting. RTI will send out a Doodle poll, focusing on the 3rd week of August.

Hunger Commission Metrics

The Co-chairs provided a brief overview on the rationale for establishing a metric that the Commission would focus on ways to improve. It was suggested that the USDA measure, which looks at the number or percentage of households or individuals that self-report as food insecure (e.g., low food security and very low food security), be considered as an appropriate metric. If the Commission's recommendations are focused on a measure that is produced every year and has a good chance of being improved based on the recommendations, then it will be possible to monitor the effects of the recommendations year after year.

The benefits of using the meal gap as a metric were also discussed. The meal gap is based on economic situations (i.e., how much more money is needed to be food secure), and the efficacy of policy/program recommendations can be assessed in terms of how many meals are helping to close the gap.

It was also noted that the threshold for measurable adverse effects begins at marginal food security, not at very low food security. However, food security is strengthened by eliminating child hunger.

Final discussions on a hunger metric focused on the need for clear definitions of the food security scale due to the multiple definitions of child hunger as well as child-, individual-, household-level food insecurity. Lastly, it was noted that the food security measure is really an economic measure because it investigates whether there is enough money for food at the various levels.

Other

RTI and FNS are still working on contacting Ricki Barlow on future attendance. The Commission stated that if no additional information is available by next meeting, the Commission would like a replacement from Senator Reid by the September meeting. Dr. Chilton has already followed up with Mr. Barlow, and he has indicated a high level of commitment to the Commission.

Annex 1: Meeting Agenda

Monthly Meeting
Monday, July 21, 2014 (10:00 am- 12:00 pm ET)
(RTI and Co-Chairs to facilitate call)

United States: 1-(888)-285-4585
Participant Code: 771097

10:00–10:05	Roll Call (RTI)
10:05–10:10	Review/Approve June 23 meeting notes
10:10–10:15	Review of agenda/goals for call (RTI & Co-chairs)
10:15–10:25	Discussion of roles and responsibilities (RTI & Co-chairs) <ul style="list-style-type: none">• RTI• Co-chairs• Commission members• Core values
10:25–10:30	Update and discussion on travel (FNS)
10:30–11:10	Process and timeline for Commission activities (RTI & Co-chairs) <ul style="list-style-type: none">• Final report (due date, number of drafts, support)• Meetings: F2F and teleconference calls (establish dates, times)• Tasking work (how to engage Co-chairs and RTI)• Public engagement throughout (website, minutes, other communications)• Meeting processes (quorum, consensus processes, etc.)• Meeting outcomes (minutes, action items, reports, etc.)
11:10–11:45	Content for Commission focus (Co-chairs) <ul style="list-style-type: none">• Measure of “hunger” we are trying to improve• Ideas on outcomes from the Commission• Initial brainstorm on research for RTI• Field visits (rationale, develop short list)
11:45–noon	Summary—Action items and agenda for August call and Sept F2F