CHILD AND ADULT CARE FOOD PROGRAM

CACFP Input Workgroup

10:30 a.m. – 12:00 p.m.
August 7, 2020
Meeting Notes

Roll Call

Members: A. Rachelle Sherrin, Annette Pena, Blake Stanford, Dana Bigham DeLynn Garza Gylma Garza, Jesus Navarro, Kenyatta Chandler, Laura-Zelda Villarreal Matt Yell, Ricardo Espinosa, RJ Bradley, Sandra Pearson, Sarai Ferreira, Sehr Qazi, Tiffiney Freeman Victor Salazar

ESCs: Tarrah Moreno, Lori Muzquiz

TDA Staff: Catherine Wright-Steele, Gwen McDade, Kelli Wise, Beth Thorson, Christina L. Manley, Melinda Nguyen. Jon Huss, James Kelly, Teresa Cornett, Suzanne Carson, Kassandra Burnias, David Dierksen, Brooke Smith, Cori Schrader

Agenda**

1. **Kickoff/Introductions**: This was the first meeting of the 2020/2021 CACFP Input Workgroup. TDA staff and workgroup members began the meeting by introducing themselves including an icebreaker for the 2020/2021 members.

2. **Official Welcome –** Catherine Wright Steele, Administration, Food and Nutrition, gave the official welcome including a brief history of the Input Workgroup, its purpose, and highlighted several accomplishments of the group. Ms. Steele encouraged members to review the "Key Accomplishments for the 2019/2020 Input Workgroup" which is posted on TDA's SquareMeals.org website.

3. **Needs Assessment Survey –** TDA surveyed incoming 2020/2021 Workgroup members to gain a better understanding of their CACFP experience, program knowledge, challenges, and areas TDA does well and where it can improve. Based on survey results, the discussion focused on eliciting additional input from members regarding challenges they face related to "adequate training," "review process," and "application review."

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4. **Subcommittee/Ad hoc Groups**

   a. **Procurement Guidance –** This subcommittee will carryover from the 2019/2020 Input Workgroup with a new focus and goal. Additional discussion will take place at the next meeting.
   b. TDA noted that subcommittees and ad hoc groups may be created, as requested, by members or TDA staff, to tackle issue(s) in a smaller group.

5. **TDA Updates**

   a. **Policy Updates –** TDA is focused on developing and keeping the CACFP COVID-19 Frequently Asked Questions and other COVID-19-related guidance up to date. As always, input from the group is welcomed and is encouraged regarding areas for improvement in TDA's policy and guidance materials.
   b. **Application Updates –** Workgroup members were reminded of upcoming CACFP application deadlines and were encouraged to visit the TX-UNPS splash page for the latest application-related guidance.

6. **Closing Comments –** While recognizing the additional operational challenges during the COVID-19 public health emergency, TDA encouraged Input Workgroup members to continue to provide input and to remain active and engaged in the group. Members were asked to email additional comments or thoughts on the Needs Assessment Survey Results.

Next Meeting: October 9, 2020.

**TDA requested suggested agenda topics from the Input Workgroup members on July 22, July 30, and August 6, 2020.