



State of Arizona
Arizona Department of Education

MINUTES OF MEETING

Date and time: March 21, 2013 – 9:00 AM to 10:30 AM
Location: Arizona Department of Education
2005 North Central Avenue – Room 100/101

Advisory Council

Burke, Anna	Child and Family Resources
Montgomery, Phyllis	Child & Adult Community Resources
Quintanar, Mandy	Arizona Department of Education
Vacant	Sponsor
Vacant	Sponsor

Meeting Participants

Chavez, Isis	Mano Amiga Inc.
Conner, Melissa and Staff: K. Barnes, L. Benally, M. Munoz, T. McCormack, T. Nissen, M. Roberts, B. Simington	Arizona Department of Education (ADE)
Curtis, Darci	Actively Building Child Care, Inc.
Dunford, Nicholas	ADE Facilitator
Griffin, Anita	Actively Building Child Care, Inc.
Hilton, Angela	Nutrition and Health Education Resources
Mendoza, Lori	Arizona Association for supportive Child Care
Montez, Sandee	Nutrition for Children
O'Neill, Beverly	BJ Enterprises
O'Neill, Katie	BJ Enterprises
Reagan, Cathy	Arizona Association of Family Day Care Providers
Sandoval, Bea	Comite De Bienestar, Inc.
Yarbor, Sheila	Child & Adult Community Resources

FDCH Quarterly Meeting

Meeting Agenda

1. Reference attached meeting agenda.

Summary of discussion points and detailed decision or action required

The meeting started at: 9:05 AM

WELCOME –

- ADE/FDCH Sponsors working towards reshaping the Advisory Council to better meet your needs and it is only with everyone’s participation that it will be successful. Nicholas Dunford will be acting as facilitator to ensure that we have professional and productive meetings as we move forward.



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- The Plan of Action sent in February is a Strategic Plan to address concerns brought to us by FDCH Sponsors. The “Plan” is merely a formalization of that objective using Strategic Planning methodology being adopted by the Agency as a whole and will be discussed later today.
- *ADE and FDCH Sponsors are in agreement.*

NEW MEAL PATTERN REQUIREMENTS –

- New Meal Pattern still in clearance at the USDA level. No new information – we are still waiting.
- Once the Meal Pattern is released, there will be a comment period and all sponsors and providers are encouraged to provide their feedback.
- *ADE to advise FDCH sponsors immediately once this information is communicated to us from USDA.*

COMPLIANCE MANUAL: CHAPTERS 1-7 –

- The first seven chapters are complete and have been finalized.
- Top priority is to complete the next set of chapters using the same process so that we can move forward.
- The goal is to complete the Compliance Manual by the end of FY-2013
- *Chapters 1-7 will be email to FDCH sponsors today for immediate use.*
- *ADE agreed to make sure future comment periods are not during claim time.*

PLAN OF ACTION UPDATE – STRATEGIC PLAN

- ADE’s goal is to learn from any customer’s issues and determine if actions can be taken that will benefit ALL Sponsors.
- ADE’s objective has always been to take a consistent and measured approach to its administration of the federal child nutrition programs with the emphasis always remaining first and foremost on the goal of feeding children healthy meals.
- **The “Plan” is merely a formalization of that objective using Strategic Planning methodology being adopted by the Agency as a whole.**
- **Reiteration of Plan of Action Objectives #1 through #6**



ADVISORY COUNCIL – NEXT STEPS

- ADE's has agreed to modify the format of meetings to better serve FDCH sponsors for the purpose of ensuring that we have professional and productive future meetings.
- Advisory Council name change.
- *ADE/FDCH Sponsors agreed to have less formal meetings in a 'roundtable' style format.*
- *Continue to hold Quarterly meetings.*
- *FDCH sponsors requested to have ADE continue to set agenda, facilitate and be responsible for meeting minutes.*
- *Sponsor must provide agenda item topics. Questions that require an answer at meeting must be submitted in advance – Questions can be asked but may need further evaluation before answer given. Response will be given by email follow-up or included in Minutes.*
- *FDCH sponsors to submit 'name change' suggestions to Mandy by Thursday, March 28th.*

ANNUAL CUSTOMER SATISFACTION SURVEY –

- All sponsors are encouraged to complete the annual customer satisfaction survey.
- *Survey will be emailed in April 2013, will come from Rachael Hatfield.*
- *FDCH Sponsors were separated out from the rest of CACFP to help ensure better quality service.*

ACTION ITEMS/DELEGATED TASKS:

- ADE to ask DHS about "Non-Compensation" children (CN# 31-05)
- ADE to provide a tentative date for completion of Compliance Manual by April 30, 2013

ANNOUNCEMENTS/CLOSING REMARKS:

- ADE is proposing the next meeting be in June – Date TBD once ADE is relocated to 3300 North Central.

The meeting Adjourned at 10:40 a.m.

Next Advisory Council Meeting

Tuesday, June – Date TBD

ADE 3300 Tower Location – Conference Room TBD

Minutes compiled by: Teresa McCormack



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