



# USDA Foods Program Advisory Council

Member Rules-September 2019

## ARTICLE 1: PURPOSE AND VALUES

### Council purpose

- Promote the health and education of students throughout Idaho, the Council provides guidance to the Idaho State Department of Education Child Nutrition Programs that will ensure wise utilization of USDA Foods
- Support Recipient Agencies (RA) throughout Idaho in order to provide high quality food to students and to access USDA Food products effectively

### Council values

The council considers these values in making its recommendations to the Idaho State Department of Education Child Nutrition Programs (ISDE-CNP):

- **USDA Foods entitlement** will be used to procure USDA Foods that benefit school meal programs by purchasing high quality, healthy, tasty, and versatile products that meet USDA requirements for meal compliance
- **Proactive communication and positive relationships** with all RAs is fundamental to operating a quality USDA Foods program
- **Solicit input representative of all food service programs** regardless of size or location to ensure inclusive decision making (surveys, focus groups, food shows, and workshops)
- **Encourage full use of entitlement** by participating in Direct Delivery, Further Processing, and the USDA DoD Fresh Fruit and Vegetable Program
- **USDA Foods Program Training** is critical to ensuring that all school meal programs throughout the state have equitable access to USDA Foods products including providing additional assistance to food service programs experiencing challenges
- **Nationwide agriculture events and food trends** should be considered in making USDA foods decisions on behalf of all Idaho RAs
- **An ongoing analysis** of the Idaho USDA Foods Program model, as well as consideration of other states' program models, will provide essential information for continued success of the USDA Foods program in Idaho

## ARTICLE 2: MEMBER BENEFITS, COMMUNICATION, AND MEETING GROUND RULES

### Council Member Benefits

- **Networking Opportunities:** The ability to network with peers and build relationships with other food service professionals
- **Increased Understanding:** Broadening RAs understanding of the USDA Foods programs from policy level to practical application of rules and regulations
- **Provide Feedback:** Discuss concerns with peers and participate in possible solutions
- **Opportunity to Share:** Council members have the opportunity to share what they have learned with other RAs
- **Skills Development:** Experience models of group process dynamics and increase personal and professional skills
- **Enjoy Collaboration:** Enjoy collaborating with the State agency and other peers while contributing to USDA Foods decision making
- **Reduced Expenditures:** Travel expenses for participation in various council activities may be reimbursed (airfare, lodging, mileage, public transportation, registration fees, and parking) by ISDE-CNP

### Council Communication

- The USDA Foods team at ISDE-CNP serves as the liaison for communication between the Council and RAs
- Council members contact information is provided to all RAs on the USDA Foods & Processing web page of the ISDE website
- Council members are a valuable resource to Idaho RAs
- Council meeting minutes will be available upon request
- Council members are considered representative for Idaho RAs at educational events

### Council Meeting Ground Rules

- Begin and end as scheduled on the agenda
- Focus on the meeting agenda
- Make clear and concise decisions through open communication
- Practice confidentiality
- Avoid side conversations
- Each individual should conduct themselves in a manner respectful of others
- All ideas bring value to council meetings
- Cell phones are off or on vibrate
- Be solution-oriented – Identify obstacles and potential solutions
- Clarify acronyms and other “secret” language
- Always evaluate meetings

- Schedule meetings when the majority of council members are available (i.e., not during WBSCM ordering/consolidation period)
- One guest per council member may be permissible with prior ISDE-CNP approval (may be asked to leave the room during voting and exempt from expense reimbursement)

## ARTICLE 3: MEMBERSHIP TERMS

### Council Member Selection and Terms of Service

- **Open Invitation:** Council member solicitation will occur through various avenues during the school year
- **Application and Agreement:** Interested parties will be required to submit an application for consideration and upon selection a signed agreement must be provided to ISDE-CNP
- **Length of term:** 2 years or 3 years
- **Multiple terms:** Consecutive terms are permitted (any member whose term is expiring will be required to complete a new application and submit to ISDE-CNP)
- **Recruitment Efforts:** Annual recruitment for new members will be conducted
- **Maximum Seats:** 20 Council member seats
- **Council Member Recommendations:** The USDA Foods team may occasionally recommend appointments to the council
- **Signed Agreement:** Council members will be required to sign and submit the *ISDE-CNP Advisory Council Agreement*

### Council Member Resignations and Replacements

Council members are expected to attend meetings, however a proxy may attend on behalf of the member upon prior approval from ISDE-CNP. If a council member is unable to attend meetings on a regular basis, the member will be encouraged to resign to ensure proper representation. ISDE-CNP and council members may participate in recommendations for replacements.

This institution is an equal opportunity provider