

## All Local Health Department (LHD) Monthly Teleconference

October 9, 2014

2:00 p.m. – 3:30 p.m.

### Meeting Notes

#### NEOPB Structure and Staffing Update: *Branch Leadership*

- The NEOPB reorganization will be highlighted at the Project Directors' Meeting (PDM) later in November and staffing/contact lists will be distributed.
- The USDA has approved 36 BCP positions. NEOPB will fund another 2 BCP positions.
- As part of the new Branch structure, NEOPB have added 2 new *Assistant Branch Chiefs*.
  - These positions are being filled by Caroline Kurtz as Assistant Branch Chief of Local Programs and Training. Rosanne Stephenson as Assistant Branch Chief of Statewide Media, Public Outreach, and Information.
  - Michele van Eyken remains as Assistant Branch Chief of Policy, Partnerships and Program Development and Gil Sisneros is Assistant Branch Chief of Administration.

#### Stakeholders' Meeting: *Dr. Talarico*

- The first NEOPB SNAP-Ed Stakeholders Meeting was held Tuesday, September 23, 2014 in Sacramento, California.
- Meeting Aims:
  - Solicit input and receive feedback from SNAP-Ed stakeholders on the development, integration, and evaluation of the SNAP-Ed program.
  - Provide a foundational framework for statewide SNAP-Ed stakeholders on the purpose, function, and direction of the SNAP-Ed program within California, specifically the Nutrition Education and Obesity Prevention Branch of the California Department of Public Health.
- Documents from Stakeholder Meetings can be found [HERE](#).
- Please e-mail questions, comments, and concerns to: [NEOPBStakeholders@cdph.ca.gov](mailto:NEOPBStakeholders@cdph.ca.gov)
- The next Stakeholders meeting is scheduled for Monday, January 5, 2015 in Sacramento, California.

#### FFY 2015 SNAP-Ed Plan: *Gil Sisneros*

- FFY 2015 SNAP-Ed Plan was approved on time.
- On October 2, 2014 NEOPB sent out Program Letter 14-06 to LHDs with the approval letter and approval amounts for the FFY 2015 SNAP-Ed State Plan.
- State-Level CDPH components of the FFY2015 SNAP-Ed Plan were approved at 98%, which is the highest approval we have ever had.
- Local Health Department components of the FFY2015 SNAP-Ed Plan were approved at 99.6%; which is the highest approval we have ever had.
- Most of what was not approved were subcontractor projects still to be determined.
- Project directors should follow up with their contract managers to finalize budgets.
- Updated source documents are due October 17. Most updates were minor.

**FFY 2014 Final Invoice Reminder:** *Gil Sisneros*

- Final invoices are due December 1.
- Supplemental invoices are due December 31.
- It is important to receive these invoices on time so that we can determine what remains as carry-forward.

**LIA Integrated Work Plan Survey:** *Caroline Kurtz*

- Thank you for replying detailed survey. LHDs have until October 14 to complete the survey.
- To date, NEOPB has received 65 responses representing 2/3 of counties.
- Most of the challenges fell under the areas of evaluation and interventions.
- Information will be used to inform FFY2016 templates and process

**Success Story Submission:** *Caroline Kurtz*

- Thank you to LHDS who have used the NEOPB template to submit their Success Stories.
- Success stories are due along with your final progress report. The success stories were requested by USDA/WRO to illustrate what is happening at the local level.
- Important to continuously share local successes
- Stories are about LHD PSE process/journey; please share challenges, barriers, and solutions.

**CX3 Re-Visioning Project – LHD Questionnaire:** *Jackie Richardson*

- A programmatic review of the CX<sup>3</sup> program is underway.
- NEOPB has already conducted key informant interviews with CX<sup>3</sup> LHDs.
- A SurveyMonkey/questionnaire will be emailed out shortly to LHDs participating in CX3 as well.
- The questionnaire has different questions than those that were asked in the interview.
- NEOPB plans to host a CX3 workshop session at the Program Directors' Meeting to obtain additional input and feedback from LHDs.

**Project Directors' Meeting:** *Caroline Kurtz*

- November 20-21, 2014 - Sacramento Convention Center
- The tentative agenda and registration link have been uploaded to the NEOPB website. The TRCs will hold a pre-PDM meeting on November 19.

**Additional Items:**

- The California Department of Food and Agriculture (CDFA) is no longer a State Implementing Agency; they may still conduct subcontractor activities to support SNAP-Ed.
- State Implementing Agencies are working together to determine the specifics related to the FFY2015 Statewide forum. More details to follow.
- An informational webinar will be conducted on the Site Addition/Change Process. More details to follow.