

BARRON COUNTY LOCAL BOARD FOR THE  
EMERGENCY FOOD AND SHELTER PROGRAM

BARRON COUNTY GOVERNMENT CENTER AUDITORIUM  
335 East Monroe Avenue, Barron, Wisconsin  
May 30, 2023 – 10 a.m.

**MINUTES**

Jennifer Jako, Local Board Chair called the meeting to order at 10 a.m. Introductions were made with the following in attendance: Jennifer Jako (ADRC Director); Joyce Hagen (Turtle Lake Pantry); Sheldon Fredrick (Turtle Lake Pantry); Tim Hafele (Prairie Farm/Ridgeland Pantry); Sandy Post (Cameron Food Pantry); John Schell (Cumberland Food Pantry); Dennis Huber (Chetek Food Shelf); Jayne Stewart (St. Vincent DePaul Pantry); Darby Smith (Barron County Meals on Wheels); Stacey Frolik (Benjamin's House); Duana Bremer (Salvation Army/Family House); Kathy Splett (UW Extension/FoodWise Coordinator); and Caryn Becker (ADRC)

Caryn Becker stated that we were in compliance with the open meeting Public Notification Laws.

Public Comment: None

Motion made by Sandy to approve the agenda, seconded by Joyce, motion carried.

Motion made by Sandy to approve the April 26, 2022 minutes, seconded by Joyce, motion carried.

Information from Community Partners – Kathy Splett, UW-Madison Extension/FoodWise Coordinator, Shared information on her work with the area food pantries and classes/presentations that are available through her office. Pantry directors were encouraged to contact Kathy if they would like to schedule classes to be held at their pantry on distribution days.

Kathy informed the group that EBT transactions will once again be available at the Country Lane Farmers Market location. This allows shoppers to use their FoodShare benefits, debit/credit cards to purchase fresh produce.

Election of Local Board Chair for Phase 40: Jayne nominated Jennifer Jako for Local Board Chair; no additional nominations were received. Motion made by Joyce to close the nominations, seconded by Dennis. Motion carried by voice vote.

Jen reviewed Phase 40 Key Changes & Program Clarifications, Key Dates, Client Eligibility Criteria, Requirements of Sub-recipients/Sample of Eligible and Ineligible Expenditures and Required Documentation. (handouts).

Allocation of Phase 40 Award: \$9,638 (less \$193 Admin Allowance = \$9,445)

Requirements of Sub-recipients: Jen explained that effective with Phase 40, the DUNS number is no longer used by the Federal Government. The DUNS number has been replaced with a Unique Entity Identifier (UEI). Along with the Fed ID# and email address, agencies will need to obtain their UEI#. Pantries shared some of the difficulties they are encountering in obtaining the UEI. Group was cautioned to be aware of a scam out there asking for payment to obtain a UEI#; no payment is required for this new number.

Motion made by Sandy to approve the administrative allowance of \$193, seconded by Duana, motion carried.

Applications for funding from nine agencies were reviewed. The group discussed splitting the funds equally (in whole dollars) 8 agencies @ \$1,049; 1 @ \$1,053. Duana indicated that based on current food needs, the Family House would like to request \$500, with their balance of \$549 to be allocated to the food pantries. Motion made by Joyce, seconded by Sheldon, to distribute the funds as follows:

1. The Family House Shelter	\$ 500.00
2. Cameron Area Food Pantry	\$1,159.00
3. Chetek Food Shelf	\$1,159.00
4. Cumberland Food Pantry	\$1,159.00
5. Prairie Farm Food Pantry	\$1,159.00
6. Turtle Lake Food Pantry	\$1,162.00
7. Benjamin's House	\$1,049.00
8. St. Vincent DePaul Pantry	\$1,049.00
9. Meals on Wheels	\$1,049.00
10. Administrative Allowance	<u>\$ 193.00</u>
Total Award	\$9,638.00

Joyce moved to amend the above motion to reflect that if the Unique Entity Identifier cannot be obtained by all food pantries, their award be redistributed in the category of "Other Food" to the remaining pantries; seconded by Sandy, motion carried.

Spending program categories designated for Phase 40 include Other Food, Served Meals, and Mass Shelter. Motion made by Sandy to approve the per diem allowance of \$12.50 for the Mass Shelter spending category, seconded by Dennis, motion carried.

Designation of Local Board's Meeting Frequency: Motion made by Jayne to meet semi-annually, seconded by Joyce, motion carried. Next meeting not scheduled yet, but will be advised when.

Approval of Spending Period End Date: Motion made by Dennis to accept the end date of December 31, 2023, seconded by Darby, motion carried. Caryn will notify the agencies when the first installment of funding is received by the county. Invoices can then be submitted for payment.

Local Board Roster Information for Phase 40 was passed around for any editing/updates.

Local Food Pantry Information was passed around for any editing/updates needed. Updated copies of each will be provided to the group.

Other Business: Caryn distributed a flyer on the Farmer's Market Vouchers for agencies to share with patrons. Darby shared information on the AddLife Transit program available through the ADRC.

Motion made by Sandy to adjourn the meeting at 10:49 a.m., seconded by Dennis, motion carried.

Minutes prepared by: Caryn Becker

Minutes are not official until approved at the next meeting