

RESPONSE TO GRAND JURY REPORT FORM

Report Title: Mendocino County Food Banks

Report Date: April 3, 2013

Response by: NANCY SEVERY Title: EXECUTIVE DIRECTOR

FINDINGS

- I (we) agree with the findings numbered: **F2**
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)
- **I HAVE NO DIRECT KNOWLEDGE OF FINDINGS F1, F3, F4, F5, F6, WHICH APPLY TO UKIAH FOOD BANK ONLY.**

RECOMMENDATIONS

- Recommendations numbered **R1, R6** have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered **R2, R5** have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered **R3, R4** will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: 5-24-13

Signed: Nancy Severy

Number of pages attached 7

ATTACHMENTS TO RESPONSE TO GRAND JURY REPORT FORM

FINDINGS

I agree with Finding **F2**.

Findings **F1, F3, F4, F5** and **F6** pertain only to the Ukiah Food Bank. I have no direct knowledge of them.

RECOMMENDATIONS

R1. We have had written policies regarding food distribution procedure for years. In response to the Grand Jury recommendation we have consolidated these into a single brochure which will be used to train staff and volunteers and to inform clients. **See Attachment A.**

R2. Several members of our board currently are quite familiar with our operations, though some of the newer members are not. The board members have informally agreed to implement the Grand Jury recommendation. The issue will be put to a formal vote at the next board meeting (June 20, 2013).

R3, R4. These recommendations apply to the Ukiah Food Bank only.

R5. I have spoken with Jacque William of Ukiah and Jim Marill of Willits. We have agreed to meet 3 times over the coming year – once at each food bank to exchange information, best practices, operations, website design and other issues of mutual concern. We have tentatively scheduled our first meeting in the second half of June 2013 at the Fort Bragg Food Bank.

R6. We have prepared an informational hand-out regarding food product dates. This will be used to train staff and volunteers and to inform clients. **See Attachment B.**

We have a volunteer who posts recipes in the client waiting room featuring the various foods available at the Food Bank each month. In response to the Grand Jury recommendation we will start including basic preparation instructions for basic food staples. **See Attachment C** for samples.

WELCOME TO YOUR FOOD BANK !

Food Distribution Hours

GENERAL DISTRIBUTION (All Ages)

MON-WED-FRI: Noon – 3 pm

WED: 4:30 – 5:30 pm

SENIOR DISTRIBUTION (60+)

MON-WED-FRI: 10:45 – 11:15 am

THE FORT BRAGG FOOD BANK

910 N Franklin St

Fort Bragg CA 95437

707-964-9404

Email: fortbraggfoodbank@mcn.org

Website: www.fortbraggfoodbank.org



FOOD DISTRIBUTION for CLIENTS WHO ARE VOLUNTEERS

- Volunteers who wish to receive food must meet the same client eligibility requirements as other clients and must sign up as a client. Otherwise they may not receive food.
- Volunteers who are clients may pick up food once a week in the food distribution line and must check in at the window just like any other client.
- So that volunteer-clients may get back to work serving other clients, they may go through the food distribution line before the Senior Distribution.
- The privilege of going through the distribution line early is only for people who volunteer their time at least two hours that day. Volunteers may not pick up food for other clients at this time. If they are a proxy picking up food for other people, they may do so during regular distribution hours.

OUR VISION: People coming together to create hope for a dignified, abundant life for everyone.

OUR MISSION: To provide nutritious food that supports people in creating a healthy and better life.



WEEKLY FOOD DISTRIBUTION

- Clients may pick up food once a week (If you are experiencing a food emergency please let us know.)
- You do not need to come on the same day every week.
- If you are a client of another food bank, you may not pick up food here too during the same time period.

HOW TO APPLY

- To receive food you must meet income-eligibility requirements. Please inquire at the Food Bank or visit our website for the current eligibility requirements.
- You may receive a monthly bag of USDA Commodities without being required to fill out an application, but if you wish to receive additional food from Fort Bragg Food Bank programs, you will be required to fill out an application.
- The application for weekly food distribution is a single sheet of paper that can be filled out in about 5 minutes. After signing up, clients usually receive food the same day.
- Clients must apply in person and renew their application in person once a year.
- The monthly Senior Box program application process is somewhat more involved. Please inquire.

THE SENIOR LINE

PURPOSE

The purpose of the Senior Line is to provide an environment for Seniors that is quieter than the General Distribution Line.

SENIOR LINE HOURS

Seniors, sixty years of age or older, may go through the Senior Distribution Line on Monday, Wednesday or Friday mornings between 10:45 and 11:15.

SENIORS ARE WELCOME AT OTHER TIMES

Seniors are not limited to the Senior Line. They are also welcome to come to the Food Bank any time we are open for Distribution. This includes the General Distribution times as follows:

M-W-F: 12-3

Wed: 4:30-5:30

These lines are usually relatively quiet after the first hour to two hours of distribution, so that might be a good time to come.

HELPERS for SENIORS

A Senior may bring a helper with them through the line to help carry their groceries. This helper may not pick up food for themselves in the Senior Line unless they are a Senior too.

PROXIES for SENIORS

- A Senior may authorize a proxy to pick up their food for them. If the proxies are not Seniors themselves, they must go through the General Distribution Line, even if they are picking up for a Senior. The purpose of the Senior Line is to offer a quieter environment for Seniors, not for Non-Seniors.
- A Senior who is going through the Senior Line may not pick up as a proxy for a Non-Senior while in the Senior Line. If they wish to pick up food for a Non-Senior, they must go through the General Distribution Line. Remember, a Senior can also pick up their own food in the General Distribution Line at the same time.

SENIOR BOXES

- An extra monthly box of food is available to eligible seniors.
- Please inquire about this program.

INFO ABOUT PROXIES

If you are unable to pick up your food, you may send another person to pick it up for you. This person is called a proxy.

PROXY NOTES

- The proxy must bring a note, with your signature, giving them permission to pick up your food – the first time they pick up for you each month.
- The best and easiest way to do this is to use the "*Alternate Pickup Form*" which is available at the check-in window. We recommend that you take a handful of these home so you'll always have one available when you need it. You must fill it out completely and sign it with your own signature.
- If you don't use the Alternate Pickup Form, then you can handwrite a note. The note must contain ALL of the following:
 1. Date
 2. Statement authorizing the pickup of your food by the proxy.
 3. The proxy's name.
 4. Statement that you meet the income-eligibility requirements.
 5. The number of people in your household.
 6. Your signature.
 7. Your address.

HOW YOUR PROXY SIGNS TO RECEIVE YOUR FOOD

Please let your proxy know that when he/she signs the sign-in sheet when picking up your food he/she will need to sign it like this:

- The proxy must sign with their own signature.
- The client's name should be printed.

Here's a sample of how the proxy signs-in for your food:

Joe Proxy for Mary Client



ABOUT FOOD PRODUCT DATES

There is no uniform or universally accepted system used for food dating in the United States. There are several kinds of dates you might find on food products, and they have different meanings. The dates generally refer to food quality, not food safety.

“Sell-By” Date: This tells the store how long to display the product for sale.

“Best-If-Used-By” Date:

This is not a safety date. It is just a recommended date for best flavor or quality.

“Use-By” Date:

This is the last date recommended by the manufacturer for peak quality.

Note: Do not use baby formula after the Use-By date.

“Expiration” Date:

The last day an item should be used before it is likely to lose flavor and quality.

Note: Do not use baby formula or pharmaceuticals (medicines) after the Expiration Date.

The expiration dates on products do not necessarily mean that foods past the date are not fit for consumption.

After the date passes, should you discard that food?

In most cases, no.

There are numerous reasons why the Food Bank receives out-dated or nearly out-dated products. Each product needs to be evaluated to see if it's safe to eat.

ABOUT SAFETY AFTER PAST THE PRODUCT DATE:

- Foods may be eaten after the date if the product is properly stored, handled and the container is in good condition.
- Please refer to the reverse side for a guide to Food Product Shelf-Life.
- When in doubt, use common sense rules of smell and appearance to evaluate the freshness and safety of perishable products. If you notice any foul smells, swelling, mold or discoloration, discard the products immediately.

REMEMBER !

INSPECT ALL FOODS CAREFULLY

USE COMMON SENSE

IF IN DOUBT, THROW IT OUT

SUGGESTED SHELF LIFE OF FOOD PRODUCTS

		PRODUCT SHELF LIFE
DRY/CANNED GOODS	Baby Food	Consume by Code Date
	Canned Goods, Low Acid (Meat, Fish, Gravy, Stew, Beans, Soups, Carrots, Corn, Pasta, Spinach etc)	2-5 years
	Canned Goods, High Acid (Juices, Fruit, Pickles, Tomato Soup etc)	12-18 months
	Condiments (Ketchup, Mustard, Salad Dressing, Salsa)	12 months
	Vinegar	2 years
	Mayonnaise	2-3 months
	Oils	6 months
	Peanut Butter	6-9 months
	Jams/Jellies	12 months
	Cereal	6-12 months
	Flour	6-12 months
	Rice	2 years
	Pasta	2 years
	Bottled Water	1-2 years
	Soda/Diet	3 mo after code date
	Soda/Regular	9 mo after code date
REFRIGERATED	Cottage Cheese	10-30 days
	Milk	7 days
	Yogurt	7-14 days
	Whipping Cream	30 days
	Sour Cream	7-21 days
	Fresh Juices	21 days
	Salsa, Refrigerated	7 days afer code date
	Tofu	2-3 weeks after code date
	Eggs	3-5 weeks

HOW TO COOK BROWN RICE

In a medium sized sauce pan put:

- ❖ 1 ½ cup brown rice
 - ❖ 3 cups water
 - ❖ ½ tsp salt
- Heat over high heat until it comes to a boil.
 - When it boils, immediately turn down to medium low heat – just enough to keep it at a low simmer, and cover pan.
 - Set a timer for 35 minutes. Do not stir rice!
 - At 35 minutes, use a fork to gently separate rice right down to the bottom of the pan, disturbing the rice as little as possible.
 - If there is any water still in the bottom of the pot, cover and continue cooking for a few more minutes. Do not stir rice!
 - When all the water is gone, turn off the heat and leave the pan covered for 10 minutes.

BROWN RICE – BROCCOLI CASSEROLE

Ingredients:

- ❖ 1 ½ cups brown rice, cooked
 - ❖ 1 can cream of chicken soup
 - ❖ 1 cup cheddar cheese, diced
 - ❖ ½ cup half and half or milk
 - ❖ 2 10-oz packages of frozen broccoli
- Preheat oven to 350.
 - Cook broccoli according to directions on package. Drain well.
 - Add other ingredients. Mix well.
 - Put in casserole dish, cover and bake for 25-30 minutes.

WHY IS BROWN RICE BETTER THAN WHITE RICE ?

Brown rice has more fiber, and nutrients like B vitamins, iron, magnesium, manganese and zinc than white rice.