Statewide Staff Meeting  
February 6th, 2017

**Informed Consent Letters & Letters of Information**

You can find the 2017 Informed Consent & Letters of Information on the staff website under Misc Forms. Please make copies & take these to your classes. You need to have each adult participant see the Letter of Information & they must sign the Informed Consent document, after which, the signed forms should be collected & mailed to the state office. You’ll find adult, youth, English & Spanish versions all on the website. Please contact Jocelin with any questions.

**PEARS & Timely Reporting**

Every Monday, the information your county has submitted to PEARs is scrutinized. Program activities, success stories, indirect activities, class participant forms and PSE activities, including those from Qualtrics, for each NEA are put into a spreadsheet. At the end of the month, the weekly spreadsheets are tallied and compared with the numbers on PEARs. These numbers are evaluated in different ways. One of the ways the numbers are evaluated is comparing them to the time sheets that have been submitted for the month.

During the month of January, there were four NEA’s to turned in time sheets, but didn’t have any entries into PEARs or Qualtrics. For obvious reasons, this causes concern to the state office. In addition, four counties had numbers that did not balance at the end of the month. This happens when data entered have errors, or the numbers are entered late, so the numbers are not in by the end of the month. This means that it is necessary to check all monthly program activities (to find the error). Please be timely in your reporting.

On a bright note, congrats to the fourteen counties who had correct data at the end of the month. The following six NEAs had perfect, timely, and accurate data: Kailey Roberts (Beaver), Tina Albrechtsen (Cache), Holly Frandsen (Garfield), Laurie Bates (Juab), Christie Jensen (Utah), Marcia Gertge (Washington), Shauna Miller (Weber).

**Create an Active Lifestyle**

Please send any edits or feedback you have to Casey. We plan to mass print the *Create an Active Lifestyle* this month. We need any edits or improvements you have found by this Friday, February 10. Please contact Casey with any questions.
Eat Well Newsletter

I trust you have all received Candi’s fabulous monthly newsletter, Eat Well Utah. This newsletter goes out to all the contacts on the IGP list. When possible, Candi makes each newsletter specific to your county & includes your upcoming calendar items. If you have Food $ense class participants or agencies & want to send out the Eat Well Utah newsletter to them, or other people in your county who are NOT on the IGP list, you can. Simply email Candi (candi.merrit@usu.edu) an excel spreadsheet with the following information:

<table>
<thead>
<tr>
<th>Last name, First</th>
<th>Email Address</th>
<th>County</th>
</tr>
</thead>
</table>

If you’ll send these names to Candi, she will send them the monthly newsletter. (Kudos to Holly Frandsen in Garfield & Raven Albertson in Utah Counties for sharing the monthly newsletter with people in their county beyond the IGP list.)

Please contact Jocelin or Candi with any questions.

Management Evaluation Assignments

As most of you have heard, we will be undergoing a management evaluation next month. Please make sure to put your scheduled classes on the statewide calendar. (You do not need to put school classes on there.) We need to show the federal representatives what classes are occurring--when & where. This is most easily done by having them look at the statewide Food $ense calendar. Please contact Jocelin with any questions.

NNCP Tier I Registration Update

We are delighted to announce that the NNCP Tier I course is now being hosted in Canvas Catalog. The login site has not changed https://extension.usu.edu/nncp/ but now you can register & begin taking the course within minutes. No delay because the middle-man has been removed. This means when your three-year certification needs to be renewed, you can simply go to the above page, register, & complete the course without waiting on our office to enroll you. (The link to enroll in NNCP is on the staff website under Training.) After you have completed the certification, simply email LaCee your renewal certificate, & you’re good for three more years!

Agents: This means your newly hired NEAs can go ahead & register for the course on their own. They don’t need us to enroll them. The Canvas Catalog system makes having a usu.edu email or A# irrelevant.

If you have any questions about the NNCP program, please contact Jocelin.

Payroll Changes -- Gayla

The only thing I was going to mention about payroll is that we will be switching to a new system, probably in February. I have not been given any instructions or
any training yet, so I don't know much more than the fact that we are changing. I would encourage NEAs to keep an eye on their emails, as the switch may sneak up on us. NEAs will be responsible for entering their own hours, on line, submitting them, and then the supervisors will be responsible for approving them.

I will let everyone know about the changes as soon as I know anything.

Candi – Eat Well Utah

This month she’ll be focused on Hearth Healthy Eating. At Eat Well Utah blog, Pinterest, Instagram, and Facebook, you’ll find information about National Potato Lovers Month (potato recipes) and crock pot tips and safety (soup recipes). Check us out!

Juab

(Ginger) We were wanting to do the Create an Active Lifestyle class. However, there were concerns with Laurie recovering from knee surgery. What we did was we hired the local exercise instructors from the community gym, using some of our funds, to come teach our Create an Active Lifestyle class. I’ll be there to exercise with them. We send post cards to everyone on the IGP list and our instructor is using our CREATE curriculum. The lady is only charging $20/class. This is an idea to try if you don’t feel like an expert in leading this class. We’re hoping that this fun exercise class will help with our audience.

In between, Laurie will do recipe demos for healthy food.

Kane

(Brittney) I met with the principal of the elementary school in Kanab. I go in once a week to teach the P.E. classes for the day, which turns in to 5-6 classes for that day that I teach, where I teach the CREATES curriculum. I’ll be able to do four lessons with each class in the rest of the school year. I had my first class this week and it went really, really well and had a lot of positive feedback from the kids.

I am also on the Healthy Kane Coalition Committee. There is a big balloon festival in town in two weeks. There we will do a booth that advertises the county walking challenge, where there will be prizes for certain amounts of steps achieved, and we are encouraging everyone to walk a mile a day. I will be there for that, and I am also handing out healthy recipes for that event as well.

I am also working on a blog that is focused specifically on our county, so I can post recipes there. The previous NEA said that she had difficulties in getting people to come to classes, so I am trying the blog to reach people that way.

Millard

(Mary Anna) I just finished up teaching the 3rd - 5th graders at Delta North Elementary. This year, I worked along with the P.E. teacher. The teacher started the class with the
workout of the week, then we would go into the nutrition segment of my lesson. Some weeks, I have been teaching 15-20 lessons a week.

As part of those lessons, I had the 5th graders write poems about eating healthily, and I am going to put those poems up in the cafeteria around the MyPlate poster so hopefully they can see what they created and encourage them to be healthy. Here is one poem:

“We grow crunchy carrots in our garden. The carrots give us Vitamin A that helps us see at night. In our quick fast cafeteria lunch, they give us crunch carrots, juicy apples, and crisp lettuce. All of these foods feed our brains so we can get better at math. Crunchy carrots, munchy melons, grow some apples so you can sell them.”

Now I will be starting with Preschool, 1st, and 2nd graders.

**Piute**

(Suzi) We have made contact with the elementary schools. We are working with the 4th graders with a physical activity to “walk across Utah,” which will map how much the students walk. We will also be incorporating nutrition lessons into the curriculum.

We have contacted our Head Start program here, and we will be going there once a month to teach nutrition.

**Next Meeting**

Next meeting: March 6th (Feb 20th meeting cancelled due to President’s day)
Counties Reporting: Salt Lake, Sanpete, Sevier, Tooele