Statewide Staff Meeting
March 6th, 2017

Counties Represented
Beaver
Cache
Davis
Duchesne
Garfield
Iron
Kane
Millard
Piute
Salt Lake
Sanpete
Sevier
Utah
Wasatch
Washington
Wayne
Weber

Reporting Ultimatum -- Heidi

Over the past few months we have been talking with staff, supervisors and our state team about the lateness or lack of evaluations that some of our NEAs have been providing. This is problematic. Many of you are doing great! Know that we recognize that, we talk monthly about how your county is working and proving data, reports, paperwork, etc. During our discussions, we review:

- amount you were paid for each pay period
- evaluations you have put into PEAR
- social media & calendaring items
- trainings needed or completed
- eligibility in your county & how you are using that resource (in your County Box folder)
- budget spent & remaining
- questions anyone in the State office have or may have had from you

It has come to our attention repetitively that some are not completing with what is required. And at this point, we have to do an ultimatum. We cannot have people on payroll who are not meeting their job requirements (some bulleted above). If you fall into this category of someone who is not providing evaluation, you will need to talk with your supervisor, you will need to complete accurately past reports for time periods that are missing data. You will need to have it all completed and caught up by May 6th. And be current thereafter. As we mentioned, this is an ultimatum, if you are not in compliance this will lead to termination.

We know situations happen that make some of this impossible. For example, a new NEA is taking some time to learn job and may not be reporting for the first bit. That’s understandable. But, we can no longer have this happen for those of you who are not reporting because that isn’t your favorite part. The reality is, this is a job that is recruiting, teaching PSE, and EVALUATING. It is not an option to skip that incredibly important piece.

If you have questions please reach out to me and the state team, we are here to assist you, to help you, to do it accurately and efficiently.

Last Call for Create an Active Lifestyle Feedback -- Casey

Final call for Create an Active Lifestyle updates. We will be printing copies next week. Revisions can be content focused, or grammar/format based. Don’t forget there are several handouts available to support your lessons including Aerobic Exercise,
Resistance Training, Balance and Stretching, Week at a Glance, and Personal Needs and Goals Assessment form. You can order them from the online order form on the staff website.

**Upcoming Training -- Jocelin**

Wednesday 3/22 March Monthly Zoom Training **CANCELED**

**Monday 3/20 Statewide Staff Meeting will be unusually important**

In place of regular staff meeting, Casey will present research results and train NEAs on Create Farm Fresh

**Punch Cards & PEARs Updates -- Kim**

**Punch Cards**

Many of you are new and may not be familiar with the six lesson punch cards. Food $ense has punch cards for participants who attend classes. After a participant attends each class they receive one punch. After six classes, they receive a link for a survey. After the survey is completed they are mailed an incentive of their choosing. They may choose three bamboo-cutting boards, a stainless-steel food chopper or a salad spinner. Please let me know if you need punch cards.

**PEARS Updates**

- **Sites**
  
  PEARS is now linking program activities to a list of sites. This update is retroactive and if an older program activity is edited you will be asked to update the site information during the editing process.

- **Under Sessions,**
  
  Instead of collecting session information simply by asking for the number of sessions and average session length PEARS now tracks each session individually. For each session, you will select a date, an optional start time, enter the length in minutes (required for SNAP-Ed), and note if the session used interactive multimedia.

**AggieTime -- Gayla**

It was anticipated that we would start using AggieTime for the NEA’s time sheet submission in February. That date has tentatively been changed to the second pay period in March, which will begin on Thursday, March 16, 2017. NEAs will be required to enter their hours in AggieTime and supervisors will be responsible for approving those hours.

The latest rumor is that the system will go live on either July 1 or December 31. So please keep an eye on your emails for instructions and updates as we learn more about the new system and when it will actually begin for Food $ense.

**Advocacy -- LaCee**

With changes in the federal administration, there is a fair amount of political tension. It is important that as employees of USU, that we make sure that our personal opinions are not seen as professional advocacy. Please be careful with what you post or say.
It is important that we do educate our participants, community members, and stakeholders of what we do. When working with participants, please focus on approved curriculum, USU specialist, and FDA guidance. Also make sure to refer participants to resources available to them, especially SNAP and other DWS services. We complete annual reports that include evidence-based information the impact of the Food Sense (SNAP-Ed) program. This report has really good information for informing the public of the great work you do and how it helps your community.

If you are interested in reaching out to local or state stakeholders, please work with LaCee. She can make sure that all communications with the stakeholders is within guidelines given by the USU Government Affairs Office.

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**Social Media Reports**

**Kids Create – Jocelin on behalf of Sharmi**

She will continue with the waffle love theme into March. If you have any recommendations or suggestions, she would love to receive it. Her blog can be found at [https://kidscreatesite.wordpress.com/](https://kidscreatesite.wordpress.com/)

**County Reports**

**Salt Lake**

(Laura Streeter) We have been trying to increase the numbers of seniors completing participant forms, we explain to them why we need to do them. Helps them understand that it guarantees our funding and that we can come back to their facility to teach.

**Sevier**

(Rebecca Mills) We will be partnering with the supervisors and NEAs in other counties to provide more PSE efforts in the Central Utah region. We are working with Wayne, Piute, and Juab to implement PSE in these areas. In working with Melanie, we realized that there are areas in the Southern Sanpete county to work with, too.

**Tooele**

No report

**Utah**

No report

**Next Meeting**

Next Meeting: March 20th