



# MEALS PARTNERSHIP COALITION

“The Meals Partnership Coalition works to utilize private and public resources to ensure that safe and nutritious meals are available to hungry people.”

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## MAY MEETING MINUTES

**Date:** May 13<sup>th</sup>, 2010

**Time:** 10:00 a.m. - 11:30 a.m.

**Location:** Compass Center – 210 Alaskan Way South, Seattle, WA 98104

### WELCOME & INTRODUCTIONS – In Attendance:

Joyce Zeigen – Northwest Harvest  
Michael Gregory – Phinney Neighborhood Association  
Krista Grimm – Operation: Sack Lunch  
Rachel Butler – Food Lifeline  
Jerrimi Hoffman – Food Lifeline  
Sharon Poole – Noel House Programs  
Fe Arreola – City of Seattle  
Ref Lindmark – St. Vincent de Paul/Blessed Sacrament  
Molly Jacobson – El Centro de la Raza  
Lynnet Mitchell – WAPI Community Services  
David Hlebain – Chicken Soup Brigade  
Mike Cox – Chicken Soup Brigade  
Parker Storm – CHMHA  
Amber Montgomery – Genesis House  
Jay Kiser – People’s Bread  
Harold Lennett – Bible study Outreach Ministry  
Matt Fox – ROOTS  
Pete O’Brien – St. Vincent de Paul  
Brent Herrmann – Millionair Club Charity  
Mark Johnson – Millionair Club Charity  
Jaime Jamison – Teen Feed  
Barbara Cerna – Northwest Harvest  
Shayne Kraemer – MPC Staff

### Topics of Discussion

- **Environmental Food Safety, how you can make your food environment safer for your guests and workers.**

MPC staff presented the Snohomish County Health Department’s self inspection form and discussed areas where this form could be improved upon, or added to. It was suggested that the Material Safety Data Sheet check off be added to the self inspection report. This self inspection form could be used to supplement the inspections of King County Health Inspectors, or in cases where inspections do not occur due to the type of meal agency could be used to ensure that an agency is meeting the food safety standards of our community. In the course of conversation Food Lifeline representative Rachel Butler stated that FLL is currently reviewing procedures for member agencies that are not health inspected. Fe Arreola with the City of Seattle HSD reminded City funded agencies must be inspected to meet contractual obligations with the City of Seattle.

In addition, MPC staff reminded members that each agency must keep donated food records from all donors for at least 30 days under Washington State Law, and must make note if the food is potentially

hazardous. Joyce Zeigen stated that there should be a column for potentially hazardous food check-off on the form presented. This form would meet County health regulations for record keeping. It was recommended that each agency perform a self inspection at least every other month. ***MPC staff made appropriate corrections to these forms and have attached them at the end of these minutes.***

- **Discussion regarding the proposed MPC Membership Agreement.**

MPC staff presented the proposed MPC Membership Agreement to member agencies and asked if there were any suggested changes for this document. Staff related that by formalizing membership with an agreement, MPC is stating that it will support member agencies equally and will ensure organizational continuity by keeping accurate records for an extended period of time. It also helps to ensure that MPC has a united voice through a consensus based decision making process and that all members agree to a unified standard of membership. MPC staff asked for feedback regarding this agreement and if there were any suggested changes as this was a rough draft. Only one agency representative made any suggestions by saying that it felt too formal, but thought that it was a good agreement. It was suggested that member agencies go ahead and sign it if they felt they could at that time. 13 agencies signed an agreement at that time. The agreement will go out to member agencies with renewal invoices in 2011.

- **Committee development and leadership roles.**

MPC staff related updates to the developing committees within MPC. The current standing committees are Bulk Purchasing, Emergency Preparedness, Communication, and the Steering Committee with sub-committee of the Eat Real Food Campaign. Each standing committee will have one representative to the Steering Committee as well as other member volunteers. MPC staff asked if anyone would like to join a committee that is currently not on one, and there was no response.

- **Nutrition Seminar #2 at 1PM on Tuesday, May 25<sup>th</sup> at the Pike Market Senior Center.**

The second nutrition seminar for the 2010 nutrition education series will be on Tuesday, May 25<sup>th</sup> at 1pm. The first seminar was a great success in that it gave relevant information on breakfast nutritional standards and included menu ideas that helped support the health of people with diabetes. Fe Arreola stated that the first seminar was great and that it was very helpful. Fe also stated that the new format was an improvement over last year's seminars by including a PowerPoint presentation and good menu planning ideas. This second seminar will be on lunch and hypertension.

- **SPU grant will be released in 1 to 2 weeks.**

A quick reminder to keep an eye out for the next SPU grant which will be sent out in the next week or so, and will be \$65,000 in funding for 2010.

## Updates/Needs

- **Committee Updates**

- Emergency Preparedness: The Emergency Preparedness Committee will be meeting on May 18<sup>th</sup> at 1pm at the Compass Center and will have something to report at the June meeting.
- Steering Committee: The steering committee met on May 3<sup>rd</sup> at the Compass Center and discussed the membership agreement. It was decided that each standing committee would have a representative on the steering committee, and that representative would report back to the larger coalition at the monthly meeting. The Eat Real Food Campaign should be incorporated into all of the decision processes within the coalition, asking if that decision is in alignment with the Eat Real Food Campaign.
- Bulk Purchasing: Sharon Poole was elected the committee chair at the last committee meeting and gave a brief report on the foods to be ordered in the next round of purchases in July mid August. They are as follows: ground turkey not mechanically separated or with filler, individual applesauce, frozen veggie mix, shredded cheddar, hot sauce, and ground beef same criteria as ground turkey. The next bulk food survey will go out in June.
- Communication: Has not met in 2010 yet.

- **Agency Updates / Shared resources**

**Brent with Millionair Club** has individual salad dressings for distribution if you would like some. Also Millionair Club's remodel is completed and there is now a community meeting room for community groups to meet in. If you would like to use this free room please contact the Millionair Club.

**Rachel Butler** had free industrial can openers for agencies at the meeting and some restaurant ware.

**Krista Grimm** had cold table pots for dressings and so forth. There may still be some if you are interested contact Krista at OPERATION:Sack Lunch.

**Noel House** will have a fund raiser in 2 weeks on May 27<sup>th</sup>, and welcomes any MPC member to attend this free event at the Palace Ballroom. If you do not receive an invitation please contact Sharon at [SharonP@ccsww.org](mailto:SharonP@ccsww.org).

**University Street Ministry** will be changing their name to Teen Feed and will be moving their meal program to 7 days a week for youth 13-25 years old in June.

**Recovery Café** announced their annual BBQ for Saturday, May 15<sup>th</sup> at 4pm.

## Partner Updates

- **City of Seattle – Fe Arreola** announced that Seattle HSD is working to schedule site visits for City contracted agencies and would like to complete all visits through October and HSD is still conducting a search for the new Director.
- **Food Lifeline – Rachel Butler** shared that Food Lifeline will be closed for Memorial Day. If you have a Monday pickup please and have not heard from agency relations please contact them to schedule a Thursday or Friday pickup.
- **Northwest Harvest – Joyce Zeigen** announced that NW Harvest will be open on Memorial Day and that the deadline for new membership application is quickly approaching (May 28<sup>th</sup>). If you are interested in partnering with NW Harvest please contact Joyce at [joycez@northwestharvest.org](mailto:joycez@northwestharvest.org). In addition the annual conference is on May 24<sup>th</sup> and only a few meal programs have signed up. Please take a moment to sign up for this great conference. Also, Joyce introduced Barbara Cerna who will be the warehouse liaison for meal programs from now on. Barbara will be updating the phone message more regularly and will keep meal programs better supported in the future.
- **Seattle Food Committee – Mike Cox** announced that SFC will be having a food safety fair on June 21<sup>st</sup> from 10am to 1pm at the 2100 Building. To attend please contact Sara at [sarag@solid-ground.org](mailto:sarag@solid-ground.org)
- **Seattle Human Services Coalition – Shayne Kraemer** announced that the Seattle City Budget Task Force met on Tuesday and that MPC has submitted very small requests to the task force. Due to the current economic conditions MPC is hoping to receive a 3% increase in funding due to increased inflationary costs and additional funding for bulk food purchasing over the next 2 years due to the expected reduction in TEFAP commodities over the next 2 years.
- **Washington Food Coalition – Shayne Kraemer** stated that WFC is currently interviewing new EDs for the WFC. Also please consider going to the conference this year in September as many sessions will relate to meal programs as well as food banks.

**Supplemental Discussion:** There was a request that the Eat Real Food Campaign be discussed at the next MPC meeting. Also since the Meals for Many event will be in August that MPC have its month off in July. This was agreed upon by members in attendance. There will be an informal picnic this year at a park with water side access either west Seattle or another park nearby. The picnic will be on a weekday and will be during the month of July for agency representatives and their families.

### MONTHLY SELF INSPECTION REPORT

Name: \_\_\_\_\_ Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Report Month/Year: \_\_\_\_\_

Submit a copy of the self inspection checklist, noting any problems or concerns, along with the action you have taken. In addition complete the following information:

- Temperatures:** **Comments:**  
 My thermometer reads \_\_\_\_°F in ice water. \_\_\_\_\_  
 How often do you calibrate your thermometer(s)? \_\_\_\_\_  
 Do you keep daily temperature logs? \_\_\_\_\_

- Cold holding temperatures:**

Temperatures	Morning	Midday	End of Day
Refrigerator #1	°F	°F	°F
Refrigerator #2	°F	°F	°F
Refrigerator #3	°F	°F	°F
Refrigerator #4	°F	°F	°F

How often do you check cold holding temperatures? \_\_\_\_\_

- Hot holding:**

Potentially hazardous foods are held at \_\_\_\_\_ °F to \_\_\_\_\_ °F on the steam table or in the hot holding equipment. \_\_\_\_\_

How often do you check hot holding temperatures? \_\_\_\_\_

List the temperatures of several foods in hot holding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Handwashing:**

All handwashing facilities are maintained with warm water (100-120°F) and **reserves** of soap and paper towels are always on hand. Yes \_\_\_\_\_

- Employees:**

I do \_\_\_\_\_ I do not \_\_\_\_\_ hold regular and frequent meetings with my employees to train and update them on important topics in food sanitation. \_\_\_\_\_

Proper utensils (tongs, spoons, scoops, waxed paper, disposable gloves) are provided to minimize direct hand contact with ready-to-eat foods. Yes \_\_\_\_\_

### Self Inspection Checklist

YES/NO

**KNOWLEDGABLE HEALTHY EMPLOYEES****COMMENTS:**

- All employees have their Food Worker Card
- All employees are prohibited from eating or smoking in food preparation areas
- No ill food workers present
- Person in charge present at all times kitchen is in operation

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**SAFE FOOD FROM APPROVED SOURCES**

- All foods used in the establishment are from approved sources
- All deliveries are examined for potential contamination (insects, pests, chemicals, etc.)
- All food in storage is dated with the date received or the date prepared
- No spoiled food is stored in the establishment
- Raw fruits and vegetables properly washed

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**PROTECT FOOD FROM CONTAMINATION**

- Food contact surfaces are sanitized between uses
- All employees wash their hands after handling raw products
- Raw meat (seafood, poultry, etc.) is stored over nothing but raw meat
- Handwashing facilities are maintained with soap and paper towels
- All employees wash their hands before starting work
- Employees wash their hands twice after using the toilet, first in the bathroom; second at the kitchen handwash sink
- Employees wash their hands after coughing, sneezing, handling raw meats, handling garbage or otherwise contaminating their hands
- Food service establishment has an employee illness policy
- All toxic and poisonous chemicals are stored in their original container or in containers labeled with the ingredients and first aid requirements
- Material Safety Data Sheet is posted near chemicals.
- Acid foods are stored in glass or stainless steel and never in glazed pottery or galvanized containers
- Food workers use proper utensils (tongs, spoons, scoops, waxed paper, disposal gloves) to minimize direct hand contact with ready-to-eat foods
- Food workers who need to use disposable gloves to minimize bare hand contact must do the following: change gloves frequently especially between tasks by disposing of gloves, washing hands, and putting on new gloves.

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**PREPARING SAFE FOOD**

- Frozen potentially hazardous foods with a food depth or thickness greater than four (4) inches is properly thawed prior to cooking
- All employees are trained in proper cooling techniques
- All potentially hazardous foods are cooled to 70° or less within two hours and to 41° or less within four additional hours of removal from the heat source
- Thermometers are used to determine food temperatures
- Temperature charts are kept for cooling foods
- All potentially hazardous foods requiring preparation but not scheduled for immediate cooking are made from chilled ingredients and are refrigerated after mixing
- Inadequate refrigeration space (a serious problem) is documented
- All employees are trained in proper hot holding techniques
- Potentially hazardous foods are maintained at 140° or above while in hot holding
- All employees know the proper cooking temperatures

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## Self Inspection Checklist

YES/NO

**PREPARING SAFE FOOD**

- Thermometers are used to measure final cooking temperatures
- All cook/chill potentially hazardous foods are reheated to 165° or above
- Frozen foods larger than three pounds are thawed prior to cooking
- Daily HACCP temperature logs kept
- Fruits and vegetables are heated to 140° before being placed into hot holding.

**COMMENTS:**

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**FOOD PROTECTION**

- All food is protected from contamination at all times
- Food is stored at least six inches off the floor
- Food is thawed in the refrigerator or under cool running water
- Dispensing utensils, when in use, are stored in the product, in a running water dipper well or clean and dry
- All sanitized equipment is stored in a way that will prevent its contamination
- Proper consumer advisory on menu, label, or sign of unpasteurized juice or raw or undercooked meats, eggs, and aquatic foods

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**CLEANING**

- Warewashing is done correctly
- The mechanical dishwasher is sanitizing as required
- All wiping cloths are kept in a sanitizing solution between uses
- All food contact surfaces are sanitized as required
- Non-food contact surfaces are clean

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**SANITARY FACILITIES**

- Hot water is available and at the required temperature
- Floor sinks are cleaned regularly
- Toilet facilities are maintained

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**GARBAGE**

- Garbage is handled in a way that eliminates all problems

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**PEST CONTROL**

- Insects are controlled
- Pesticides are used and stored as per label directions

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**MAINTENANCE**

- Floor, walls and ceiling are clean and in good repair
- Hood and hood vents are clean
- Unnecessary equipment has been removed from the establishment

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# MEALS PARTNERSHIP COALITION

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## Membership Agreement

This is a membership agreement between \_\_\_\_\_ and **Meals Partnership Coalition**.

### I. **PURPOSE & SCOPE**

The purpose of this agreement is to clearly identify the roles and responsibilities of each party as they relate to membership within the Meals Partnership Coalition. The Meals Partnership Coalition is a supportive coalition formed with the intent to meet the systemic and individual needs of meal providers while supporting and honoring the specific and sometimes specialized nutritional needs of vulnerable residents. To support this goal, meal provider agencies and *Meals Partnership Coalition* will work with one another to form a supportive coalition with other Meals Partnership Coalition members.

Both parties ensure that program activities are conducted in compliance with all applicable Federal, State, and Local laws, rules, and regulations including non-discriminatory activities.

#### **THIS AGREEMENT WILL**

- Provide specific guidelines for participating within the Meals Partnership Coalition.
- Enhance the relationship between individual member agencies and the coalition as a whole.
- Increase coordinated communications regarding campaigns and the combined mission of MPC.
- Establish a consensus based membership standard for Meals Partnership Coalition.

### II. **BACKGROUND**

Meals Partnership Coalition is a consensus based coalition that works to provide systemic support for non-profit meal providers through monthly meetings, annual seminars, trainings, and community activism which supports the nutritional needs of vulnerable community members.

### III. **MEALS PARTNERSHIP COALITION RESPONSIBILITIES:**

- Annually identify and develop the programs and activities that meet the needs of MPC members.
- Share relevant coalition information and resources with all members. Information and resources will include: meeting minutes, committee reports, training resources, non-confidential data, and all collected material resources.
- Support all member agencies equally and completely in their mission to provide nutritious, safe meals to those in need.
- Provide a system of support for all members.
- Promote the availability of healthful, safe, and nutritious meals to vulnerable community members.
- Maintain records that pertain to MPC and the emergency meal provider system.
- Train meal providers in food safety (environmental and additive/chemical), safe food delivery, large meal provision, nutrition, and other requested trainings.
- Continuously evaluate the needs of our meal provider members as well as the needs of the community, and then will take action to meet those needs both systemically and individually.

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Mail To: P.O. BOX 4128, Seattle, WA 98194  
Office Address: 2515 Western Avenue, Seattle, WA 98121  
Phone: (206) 957-3857

All donations are tax deductible under 501(c) 3 Tax ID number: 91-1658187



#### **IV. MEMBER AGENCIES RESPONSIBILITIES UNDER THIS AGREEMENT**

- Participate in the development of the values, activities, and policies of MPC.
- Share relevant data that will be kept in confidence, but that will help meet the community need through educational efforts. (I.e. – meal counts).
- Support other member organizations by working collaboratively, and MPC as a whole by upholding the agreed upon standards of membership.
- Promote the provision of healthful food, ingredient safe, free or low-cost meals to community members in need.
- Comply with all standards of membership including non-discriminatory practices.
- Assist in the annual assessment survey of coalition activities and staff performance.

#### **V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. This agreement is subject to modification only through a member driven consensus based decision process. No one entity or member may modify or change this agreement without a consensus based decision process having been performed.
2. Any member at any time may terminate this agreement if they choose to end membership within MPC.

#### **VI. FUNDING**

This agreement does not include any payment of funds between the two parties excepting annual membership fees to be paid by the member at time of annual membership renewal. If a member is under financial hardship, MPC will work with that member to ensure their continued membership within the coalition.

#### **VII. RECORD RETENTION**

All coalition records will be retained for at least ten years to ensure the continuity of the coalition. This requirement applies to fiscal records, reports, and membership based information.

*The above indicated member agency representative has read and understands this membership agreement and indicates this with their signature below.*

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date

# Sesame Broccoli Salad

Prep Time: 15 Min

Cook Time: 10 Min

Ready In: 25 Min

**Servings (200)**

## Ingredients

- 3 cups and 2 tablespoons sesame seeds
- 38 pounds fresh broccoli, cut into bite size pieces
- 3 cups and 2 tablespoons rice vinegar
- 3 cups and 2 tablespoons soy sauce
- 2 cups and 2 tablespoons sesame oil
- 1 cup and 1 tablespoon white sugar

## Directions

This recipe's Ingredients were scaled to yield a new amount. The directions below still refer to the original recipe yield of 8 servings.

1. Preheat oven to 375 degrees F (190 degrees C). Toast sesame seeds for 3 to 5 minutes, or until the seeds begin to turn golden brown. Set aside.
2. Bring a large pot of water to a boil. Cook broccoli in boiling water for 3 to 5 minutes, or until desired tenderness. Drain, and transfer to a large bowl.
3. In a small bowl, whisk together the vinegar, soy sauce, sesame oil, sugar, and sesame seeds. Pour over broccoli, and toss to coat.

## Nutritional Information

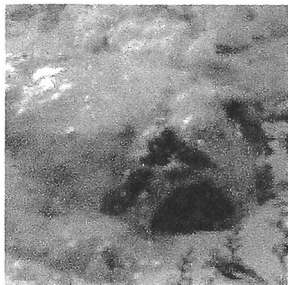
Servings Per Recipe: 200

Calories: 78

- **Total Fat:** 4.8g
- **Cholesterol:** 0mg
- **Sodium:** 254mg
- **Total Carbs:** 7.5g
- **Dietary Fiber:** 2.5g
- **Protein:** 3.1g

**Note:** Soy Sauce may be replaced by Bragg's Amino Acid for a lower sodium content and chemically safe alternative.

## Savory Chicken Breasts



Rated: ★★★★★

Submitted By: LEAGLE

Servings: 4

"Oh so creamy under that crumb topping! Chicken blessed with Swiss cheese and a subtle cream sauce."

### INGREDIENTS:

- 4 skinless, boneless chicken breast halves
- ground black pepper to taste
- 4 slices Swiss cheese
- 1 (10.75 ounce) can condensed cream of chicken soup
- 1/4 cup milk
- 1 cup dry bread crumbs
- 3 tablespoons butter, melted

### DIRECTIONS:

1. Preheat oven to 350 degrees F (175 degrees C).
2. Place chicken breasts in a 9x13 inch baking dish. Season with ground black pepper to taste. Top each breast with a slice of cheese.
3. Mix together the soup and milk and pour mixture over chicken. Sprinkle bread crumbs on top and drizzle with melted butter/margarine. Bake covered in the preheated oven for 30 minutes. Uncover and bake for another 20 minutes or until golden brown.

Nutrition Information	Amount Per Serving	Amount Per Serving
	Servings Per Recipe: 4 Calories: 497	<b>Total Fat:</b> 24.1g <b>Cholesterol:</b> 125mg <b>Sodium:</b> 896mg