



COMMUNITY  
FOOD BASKET  
IDAHO FALLS



# The Executive Director's Report

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Prepared by:

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## 1. Current Significant Issues

1.1. 2017 turned out to be a very challenging year for the families in our community. We served almost 3,000 more children in 2017 than in 2016, and over 5,000 more individuals in total. We served over 1,200 more families in 2017 than in 2016. Every indication is that 2018 is going to continue that trend. More families than ever are going to need the Community Food Basket – Idaho Falls to be on solid footing and with a steady supply of food and resources to supply that food.

1.1.1.Families Served: 2016 – 10,088 2017 – 11,357

1.1.2.Children Served: 2016 – 16,459 2017 – 19,187

1.1.3.Individuals Served: 2016 – 39,822 2017 – 45,065

1.2. Experience Works has provided us with one additional candidate for an Operations Assistant that we hope to have interviewed and “hired” by the time of the Board Meeting. This candidate has forklift certification and warehouse experience and we have high hopes for a good fit!

1.3. The Idaho Food Bank has reached out to us for assistance with their Food Rescue program on what they hope is a temporary basis, but have cautioned us to prepare for the possibility of it being more long term. Due to their concerns about food handling and safety at the Salvation Army, they have removed the Salvation Army from their Food Rescue (“Gleaning”) program. They have asked us, on an emergency basis, to immediately assume the rescuing and distribution responsibilities for the Broadway Albertson’s and the Utah Walmart. We began the assumption of these duties on Friday, January 12. The Idaho Food Bank hopes that the Salvation Army will take corrective steps that will allow them to be able to resume their participation, but cautioned me that this may take awhile. They have also ceased allowing the Salvation Army to participate in their TEFAP (free food) program. We may see an uptick in the number of families in need coming to see us.

1.4. Our partnership / contract with the Idaho Soup Kitchen has already benefitted both agencies in a number of ways. It has allowed us to support the Soup Kitchen in providing an additional source of rescued food that helps to keep their costs down, while giving us a place to consistently direct food that would otherwise likely have ended up going to the pig farmer or the trash. Conversely, the Soup Kitchen regularly receives donations of food that they cannot use, and which we are able to put in the hands of our families, both in terms of regular menu items as well as “extras.” Finally, with the approval of the Soup Kitchen Board, I have submitted a grant application to the City of Idaho Falls, Community Development Block Grant for two new 3 door freezers. If awarded, these freezers would be stored for the Soup Kitchen at the Food Basket warehouse, enabling us to increase our capacity to glean additional meat and other frozen products and store them for use for both agencies, as well as our other emergency food provider partners.

1.5. We are expecting delivery of the new refrigerated van sometime in mid-February. We have raised \$42,754 for the purchase and outfitting of the van (\$25,000 CHC grant, \$17,754 in direct mail funds). We need to raise an additional \$8,165 to complete paying for the van with dedicated funds rather than from our reserve. I have several sources that I am actively pursuing to close that gap: one direct mail donor that provided \$2,000 for the van pointedly told me to come back to him if we came up short. ICCU is considering a request to them for the entire \$8,000 shortfall. I have an active email list that I have been holding for the right opportunity to do an email appeal (see attached sample email letter). In addition, I have already submitted a grant request to the Fraternal Order of Eagles that we expect to hear back from shortly. We are also expecting around \$3,500 from Strategic Wealth Concepts once their fundraising drive ends January 31. They have committed \$2,500 in matching funds and have already raised about \$1,000. Finally, we have been asked to submit a request for \$2,500 to Pacific Source Health Plans.

- 1.6. We are in discussions with Richard Johnson, owner of Grove City Garden Farms and Wild Adventure Corn Maze in Blackfoot and the Blackfoot Community Dinner Table and Food Pantry to have access to one acre of Richard's farm to grow and harvest fresh produce for distribution to our families on a consistent basis from May through October. Claudia Pine, with the Community Food Basket Gardens is helping to spearhead our efforts. Corn, beans, tomatoes, peas (shelling, sugar snap) will be among the key produce grown for us.
- 1.7. We have initiated a campus-wide needs assessment survey in partnership with the College of Eastern Idaho to determine whether there is an unmet food insecurity and hunger need among the college community (students, faculty and staff), and if so, whether we can help address that need through a mobile food pantry. Under consideration are questions of transportation, need, frequency of need, etc.
- 1.8. I plan on applying for United Way grants for both the Soup Kitchen and the Food Basket. For the Food Basket, my request will be for \$50,000 to fund our TEFAP emergency food program. If awarded, the grant would pay for a portion of our key staffing needs, as well as the tools we need to continue to meet our growing needs.

What is driving this grant request? Once we receive the refrigerated van, that is going to be allocated as our primary "Gleaning" vehicle. It will be provided as the vehicle for our volunteer gleaners to support the effort to collect meat, produce, eggs, and other refrigerated items, rather than in their own personal vehicles, as is the practice now. That will improve both our food handling and safety compliance, as well as reduce the profile of risk and liability that we are currently in. That will enable us to use the existing truck as the dedicated "Distribution Center" truck, used for recycling runs, hauling food back and forth between the warehouse and the Soup Kitchen and Distribution Center, and other tasks related to the Distribution Center (such as serving as the "refrigerator" for our holiday meals during distribution).

We currently have a \$12,000 grant from the City of Idaho Falls that is for the purpose of purchasing a new truck, with the goal of that larger truck being used as an anchor to our fleet, to allow us to pick up large, multi-pallet donations and purchases of food. Rather than making a purchase of a new truck, or using those funds to buy a used truck, I looked into leasing a brand new 26 foot truck, with a tuck-under tailgate and dock height rear for loading and unloading at large freight facilities such as Basic American Foods and Idaho Food Bank. I was able to negotiate a non-profit discount and secure a monthly rate of \$1,295 a month and .095 cents per mile. At our expected usage of 20,000 miles per year, that would amount to a cost of \$17,400. As mentioned, we already have \$12,000 of that on hand. The United Way grant would cover the balance, plus provide funds for fuel.

It would pay for the following:

- 1.8.1. 15% of Executive Director Salary (\$7,500)
- 1.8.2. 20% of Operations Manager Salary (if this grant is awarded, I would like to move Rose to a full time salaried position) (\$5,500)
- 1.8.3. 100% of Vehicle Driver salary (\$20,800)
- 1.8.4. \$6,000 for Truck Lease
- 1.8.5. \$4,000 for Fuel
- 1.8.6. \$6,200 for Administrative / Overhead
- 1.9. In order to apply for grants of significant size, we need an independent financial audit. I'm seeking Board authorization to identify a cost-effective local, trusted auditor with experience with nonprofit agencies to conduct such an audit. This needs to be immediately scheduled.

## 2. Matters for Approval

- 2.1. We have \$1,000 a month in unallocated funds coming in each month from the Idaho Falls Soup Kitchen as part of our agreement to assume their operations (\$12,000 a year). I would like formal Board approval to use those funds to pay for a part time Executive Assistant at \$10 per hour, 20 hours per week (\$10,000 per year). This position would help with both Food Basket as well as Soup Kitchen administrative support, freeing up my time to focus on the larger Executive functions, including more targeted fundraising, grant writing, partnership development, community and government relations and similar tasks. Given the scope of work in front of me, and the ever-present need to operational needs when emergency or last-minute opportunities arise, this is a **mission-critical** position. We are fortunate to already have the ideal candidate for the job working for us on a temporary contracted 1099 basis for a two-week period, who would love to become a permanent part of our team. Ariel Jackson is the former part-time coordinator of the Salvation Army food pantry. She brings a wealth of knowledge of the work and world of food insecurity, including Idaho Food Bank reporting requirements. She is a passionate advocate for our clients, well known in the community, and serves in a volunteer capacity with a number of groups that will help raise our awareness of key issues that will impact us, as well as helping to raise our own profile: Ariel serves on the Bonneville Interagency Council Board of Directors, the Idaho Food Bank Community Partners Advisory Council, and is a Community Member on the EICAP Board of Directors. We would be getting a true gem and incredibly invaluable Executive Assistant who will offer immediate benefit to our team. The position would be fully paid for by the Soup Kitchen funds.
- 2.2. I am requesting formal approval to submit the United Way grant described above.
- 2.3. I am requesting formal Board approval to enter into a 5 year lease agreement with IdealEase / Rush Trucking to lease a 26 foot 2018 truck at a monthly lease cost of \$1,295 per month and a mileage charge of .095 cents per mile. This lease comes with 24/7 roadside assistance, all maintenance and service is covered, towing is covered, substitute rental truck while being serviced is provided all for the same cost. In addition, we will have the ability to send all of our drivers to a FREE driver training program, the truck comes loaded with a real-time GPS vehicle tracking system and mobile phone app so that we can know its location at all times and track our mileage. We currently have \$12,000 on hand to pay for the lease, and I have active fundraising going on to cover the balance, including fuel costs and driver salary.