

AGENCY INSIDER

MAY 2011 | A publication for Member Agencies of the Akron-Canton Regional Foodbank



Agency Announcements:

- New Member Agency Handbook Available Late May
- Reformatted Monthly Reporting Form and Quick Reference Guide Enclosed
- Save the Date: Taste of the NFL, September 20, 2011
- Save the Date: Agency Capacity Conference, November 4, 2011

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TO PLACE AN ORDER

call: 330.253.7054
toll free: 800.673.6490
fax: 330.777.1001
online: go.acrfb.org/order

SCHEDULED USDA

Applesauce, Corn,
Creamed Corn, Corn
Flake Cereal, Corn & Rice
Cereal, Grapefruit Juice,
Green Beans, Macaroni,
Oats, Peanut Butter, Peas,
Cheddar Cheese Soup,
Spaghetti

SCHEDULED OFP/OACP

Chili with Meat & Beans,
Macaroni and Cheese



A member of
The Akron-Canton Regional Foodbank is a proud member of Feeding America, the nation's largest domestic hunger-relief organization. Feeding America is a network of more than 200 member food banks that engages our country in the fight to end hunger.

New Agency Handbook Expected in Late May

The Member Services Department has been working on a new Member Agency Handbook that will be released in late May. This new version will replace all other previous versions of the handbook and must be maintained on site for use by your staff and volunteers. Please be aware that the Member Agency Handbook should not be used as a substitute for the orientation offered to all new agency staff and volunteers on a monthly basis.

Each agency will receive one copy of the handbook bound in a three-ring binder. It will be distributed as part of a larger membership packet of materials. The other items in the membership packet will include: highlights of changes in the new handbook, four laminated membership cards, a reformatted Monthly Reporting Form and Quick Reference Guide, a new Membership & Liability Agreement, and a new USDA & Ohio Commodities Agreement

(if applicable to your agency). The new agreements must be signed and returned to the Foodbank by July 1, 2011. Failure to sign and submit the new agreements may result your agency account being suspended.

The updated materials will be distributed to each of our agencies with their food orders, or can be picked up at the front receptionist desk or Member Services Department by appointment. Appointments can be made by calling 330.535.6900 and asking for the Member Services Department. Agency representatives will be required to sign a receipt for the membership packet.

Please note: All of the policies and procedures outlined in the new handbook, the Membership & Liability Agreement and USDA & Ohio Commodities Agreement (if applicable) will be effective July 1, 2011.

Reformatted Monthly Reporting Form and Quick Reference Guide

Enclosed with this newsletter is the reformatted Monthly Statistical Report from the Ohio Department of Job and Family Services that all member agencies should begin using immediately. The new version of the Monthly Report captures the same information as all previous versions, and is available for download in a fillable electronic format available on the Agency Zone of www.akroncantonfoodbank.org or by requesting a copy from the Member Services Department.

On the back of the enclosed Monthly Statistical Report is a Quick Reference Guide to completing and submitting your monthly report. The guide provides a recap of reporting requirements instructions and explanations of each section of the report.

Agencies should share this guide with all staff and/or volunteers assisting in data collection and reporting at your agency. Please note, the Monthly Statistical Report is in black and white but the guide has been color-coded for easy reference of each section only.

The Member Services Department has also established a new email address specifically for submitting the new fillable electronic version of the Monthly Statistical Report: monthlyreports@acrfb.org. Please remember, all Monthly Statistical Reports must be submitted by the 10th of the each month for the previous month's distribution. If you have any questions regarding Monthly Statistical Reports please contact the Member Services Department.

Training Updates

Civil Rights & Food Safety Training Only
Friday, July 22nd (9:00 a.m.- 11:30 a.m.)

New Member Agency Orientation*
Wednesday, June 21st (9:00 am - 3:30 pm)
Thursday, July 14th (9:00 am - 3:30 pm)

**Note: New Member Agency Orientation includes Civil Rights and Food Safety Training. Lunch will be provided.*

Have you had a change to key staff or volunteers with your program? They are encouraged to attend the full New Member Agency Orientation. To RSVP for either training opportunity, please contact Adrienne Bradley, Capacity Development Coordinator at 330.777.2311 or via e-mail at abradley@acrfb.org. Because lunch will be provided, RSVP's for New Member Agency Orientation are required at least 3 days prior to the training date.

Used Walk In Refrigerator/Freezer Units Available

The Akron-Canton Regional Airport is offering a side-by-side restaurant style walk-in freezer and refrigerator units that will be available to interested Foodbank member agencies in July 2011. The units are free of charge, but interested agencies will be responsible for transportation and the cost of installation at their facility. The units are manufactured by American Panel and measure a total width of approximately 22 feet (two units at 11 feet each) with a depth of 14 feet and a height of 7 feet. Each unit has a textured aluminum finish on the outside and available in an "as is" condition. The units are being replaced as part of renovations at the airport.

The walk-in freezer/refrigerator will be disassembled by the airport, but will need to be reassembled and installed by the agency that wishes to use it. Member agencies interested in the units can contact the Member Services Department for details. The units will be available on a "first come, first served" basis.

Compliance Reminder

The Akron-Canton Regional Foodbank is a smoke-free campus, which means smoking is not permitted in the facility or anywhere on the property including parking lots. Please make sure that all of your staff and/or volunteers are aware of this policy. Anyone smoking on the property will receive a verbal warning and will be asked to extinguish their cigarette, cigar, or other tobacco product, or leave the property immediately. Repeated violation of this policy by agency representatives may affect the agency's membership at the Foodbank.

Long-time Warehouse Manager Retires

As many of you may already know, our long-time Warehouse Manager, Rick Seitz has retired to spend more time with his family. Rick had been with the Foodbank for 10 years overseeing the warehouse operations and staff, including our shipping and receiving, and managing the day-to-day activities of the Agency Dock.



During his time with the Foodbank, Rick was instrumental in the planning and implementation of the warehouse operation's transition from the Foodbank's

old facility on Grant Street to our current facility on Opportunity Parkway. In addition, Rick's dedication to serving our agencies in the fastest and most efficient manner helped execute and refine our current appointment system.

Those who knew and worked with him will truly miss Rick. Anyone wishing to send their "Best Wishes," can send letters and cards to the Foodbank in Rick's name, and they will be delivered to his home. As a remembrance for Rick's years

of hard work, the Foodbank will soon be dedicating the Agency Dock as the "Richard H. Seitz Distribution Dock."

Succeeding Rick is Michelle Hampu. Michelle started with the Foodbank in October 2010 as our Product Recovery Manager in the Product Recovery Center. The Product Recovery Center is where donated food is inspected, sorted, and repackaged. Volunteers in this department provide thousands of hours of support every year, helping to prepare food for distribution to our agencies. Michelle



came to us with many years of experience in supply chain management, product scheduling, and inventory planning at both GOJO Industries and Goodyear.

In Michelle's new position as Warehouse/Inventory Control Manager, her day-to-day activities will include inventory control, and supervising our shipping and receiving dock, the Richard H. Seitz Distribution Dock and our Product Recovery Department.

THANK YOU

Thank you, Salvation Army in Akron, for hosting our Stamp Out Hunger Press Conference on Wednesday, May 11, 2011!

L to R: Daniel Flowers, President & CEO of the Akron-Canton Regional Foodbank; Deanna Reed, A/ Postmaster, Akron USPS; Greg Falstick, National Association of Letter Carriers (NALC) Food Drive Coordinator, Local Union Branch 148; Stephanie York, Assistant Law Director, City of Akron; Gary Wyatt, US Postal Worker and President/Founder of He Brought Us Out Ministry; Jane Greenland, Customer Relations Coordinator, Akron USPS



Foodbank to Host Agency Capacity Conference on November 4, 2011

This fall the Foodbank will host an Agency Capacity Conference. The conference will replace the annual agency meeting, and it is scheduled for Friday, November 4, 2011 at The Northeastern Ohio Universities Colleges of Medicine and Pharmacy (NEOUCOM) in Rootstown. The conference is open to staff or volunteers from emergency feeding programs. The agenda for the day will be comprised of group discussions, breakout sessions based on topics of interest identified in the recent Training Needs Assessment Survey, and agency networking. Every agency that operates an emergency

feeding program (pantry, shelter, hot meal) will be required to send one representative to this event. NEOUCOM is easily accessible from Route 76, and there is ample free parking.

The Member Services Department is very excited about taking our agency meeting to a new level this year. The goal is to provide your agency with an engaging experience and useful information to integrate into your program(s). Start talking to staff or volunteers about who will be the best person to represent your agency, and watch for more details about the event this summer.