



**AIS Committee Meeting Minutes  
May 10, 2017**

**ATTENDEES**

	<b>Name</b>	<b>Present</b>		<b>Name</b>	<b>Present</b>
<b>Midwest (and Northeast)</b>	Kristine Schwiderson	✓	<b>Western</b>	Gregory Nothstine	
	Joe Van Alstine	✓		Edward Bean	✓
				Letisha Payne	
				AC Sanchez	✓
<b>Mountain Plains</b>	Brook Black	✓	<b>FNS</b>	Linda Munday	✓
	Connie Thompson			Dennis Sullivan	✓
<b>Southwest (and Southeast)</b>	Elliott Sarracino				
	Sam Spang				
	Julie Shaffer for Anna Sterner	✓			

I. Welcome

II. Action Items from Last Meeting

<b>Action Item</b>	<b>Person Responsible</b>	<b>Completed</b>
Schedule next meeting and send meeting invite for May 10 at 3:30 PM ET and include the time for all time zones	Linda	✓
Send meeting minutes	Linda	✓
Draft Committee Charter	Linda	✓



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III. Review Committee Charter

There were no comments on the charter.

IV. Reports Discussion

Linda suggested that the initial discussion regarding reports focus on improving or adding reports using data that we currently capture and deferring discussion on reports that will require capturing new data elements.

Joe indicated that the report for clients sometimes displays the incorrect SSN data even though it is correct in AIS.

AC and Kris have experienced problems with inventory counts being “off” and not matching up with the physical inventory. Kris now does inventory outside of AIS and her other inventory method matches up, but AIS does not. Adjustments need to be made in AIS in order to correct the counts in AIS.

Greg would like to add Best If Used BY (BIUB) dates to the data collected for inventory.

Greg would also like to have pounds per case be made available as well. This would be useful when donating foods to other locations.

Income is desired to be captured in AIS.

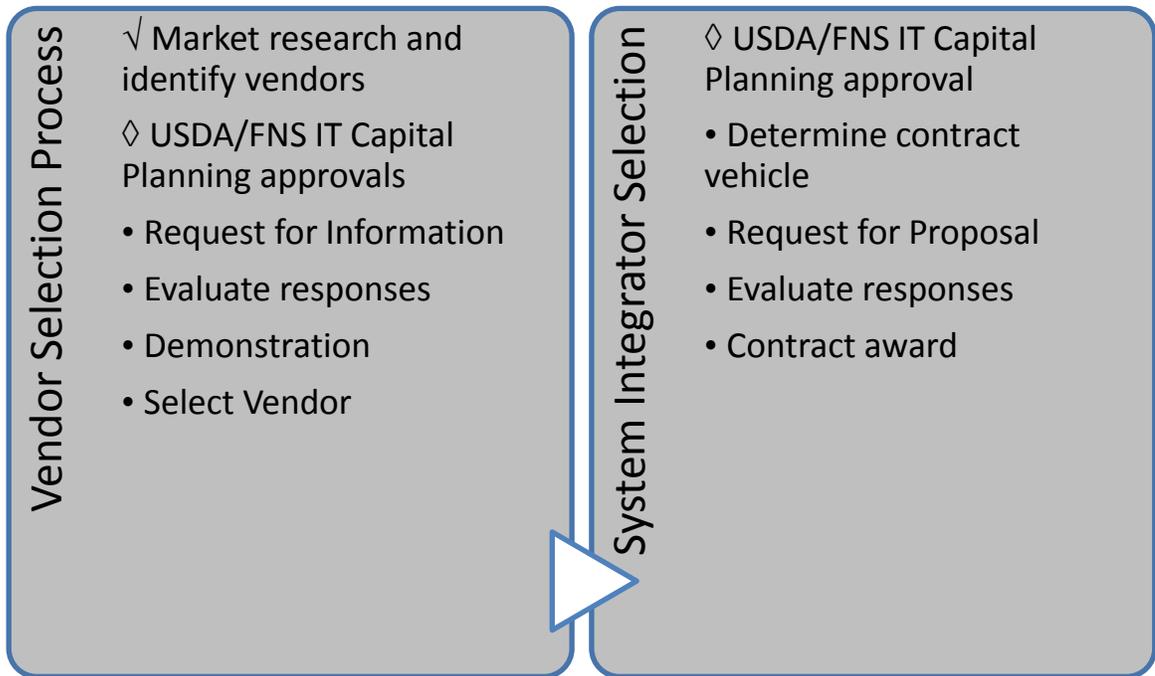
V. SSN Discussion

SSN is needed to check with SNAP for dual participation. Besides SNAP, it does not appear that SSN is required other than it is the current unique identifier for participants. It may be possible to utilize a different unique identifier such as a randomly generated number. Additionally, it may be possible to use security controls to limit access to SSN to staff that will be checking with SNAP. A review of reports using SSN can also be looked at further.

VI. Questions and Other Items

A question was asked about the acquisition process. Dennis discussed this process and it is depicted below.

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VII. Next Steps

- a. Next Meeting at NAFDPIR  
We will have a face-to-face meeting at NAFDPIR on Sunday, June 11, 2017 at 3 PM local time. Contact Joe if you need a letter in order to travel early to attend this meeting on Sunday.
- b. Topics for next meeting  
Please provide topics to Linda for the face-to-face meeting at NAFDPIR.
- c. Meeting minutes  
Meeting minutes will be provided after this meeting.
- d. Finalize committee charter  
The draft charter will be considered final.

ACTION ITEMS

Action Item	Person Responsible
None	



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**NEXT MEETING**

<b>Date</b>	<b>Time</b>
<b>Sunday, June 11 2017 at NAFDPIR in St. Louis</b>	<b>3:00 PM local time</b>