



IFMS Advisory Committee Meeting Minutes June 27, 2019

ATTENDEES

Region	Name	Present	Region	Name	Present
NAFDPIR	*Mary Greene-Trottier	✓	Southwest/Southeast	*Elliott Sarracino	
NAFDPIR	*Jaime Prouty		Southwest/Southeast	*Sam Spang	✓
NAFDPIR	*Marissa Fuller	✓	Southwest/Southeast	*Anna Sterner	
NAFDPIR	*Rex Hailey		Western	*Benita Lewis	✓
Midwest/Northeast	*Joe Van Alstine		Western	*Greg Nothstine	✓
Midwest/Northeast	*Kris Schwiderson	✓	Western	*AC Sanchez	
Mountain Plains	*Red Gates	✓	FNS	*Linda Munday	✓
Mountain Plains	*Brooke Black	✓	FNS	*Mike Baker	✓
Mountain Plains	*Connie Thompson		FNS	*Dennis Sullivan	✓
Southwest/Southeast	*Jerry Tonubbee	✓			

* Committee Members

I. Action Items from Last Meeting

Action Item	Person Responsible	Completed
None		

II. IFMS Advisory Committee

The IFMS Advisory Committee membership includes:

- NAFDPIR Board including
- 4 NAFDPIR Regional Vice Presidents
- Representatives selected by each Region with knowledge/experience of the legacy AIS system and FDPIR management and warehouse operations
 - 2 from Midwest/Northeast

IFMS Advisory Committee Meeting Minutes June 27, 2019

- 2 from Mountain Plains
- 2 from Western
- 3 from Southwest/Southeast

The Advisory Committee also plays an important role in communication to the entire FDPIR community.

AIS will be discussed in Committee meetings in terms of current challenges and how IFMS can alleviate them. Problems using AIS should be reported as trouble tickets to the WBSCM Help Desk for assistance.

III. IFMS Overview

The objective of IFMS is to develop a seamless and enhanced ordering experience for all users who manage food distribution. The system will be developed in three phases. In Phase 1, FNS needs to retire and replace the legacy Automated Inventory System (AIS) and consolidate overall business transactions into a seamless, easy to use cloud software platform for external stakeholders. Phase 2 includes ordering and invoicing with Fresh Fruits and Vegetables Order Receipt System (FFAVORS). Phase 3 integrates with Web Based Supply Chain Management (WBSCM).

IV. IFMS Solution

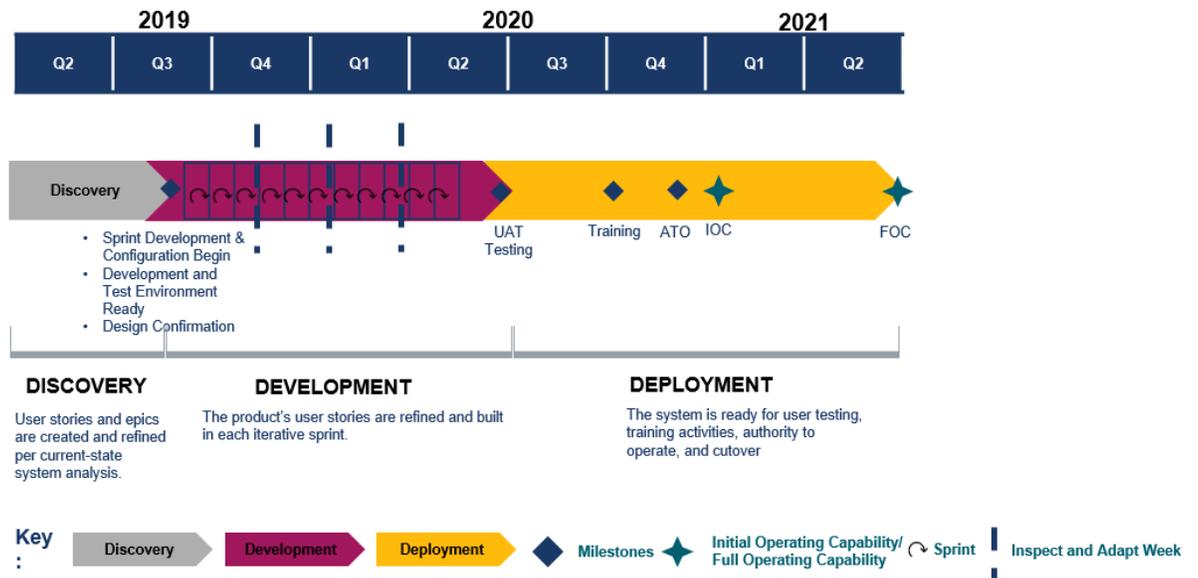
IFMS Phase 1 will address AIS challenges and deliver additional capabilities including:

- Automatic system upgrades – no need to install
- Automatic data backup – no corrupt files or data loss
- Guide Rate changes and new materials do not require a software upgrade/install
- Multi-warehouse programs will have inventory and participant visibility for each of their individual warehouses as well as their entire program
- Point-and-click screen navigation and easy editing – no function keys, tab key, or multiple menu screens
- Aggregated reporting (e.g. single 152)
- Advanced search functionality
- Ad hoc reports
- FDPIR dual participation check within an ITO and neighboring ITOs (can't be a member of multiple households)
- Capture tribe of household

IFMS Advisory Committee Meeting Minutes June 27, 2019

- Audit trail and traceability (ability to see history of what was changed, when, and by whom)
- Role-based user access (can restrict some users within your organization from certain functions if desired)

V. Phase 1 Timeline and Milestones



We are in development of Phase 1 which is currently planned to be completed in the second quarter of 2020. At that time deployment activities will begin which include user acceptance testing, training, obtaining the authority to operate (ATO), and cutover to the new system.

VI. Working Sessions – User Forums

User forum participation enriches development by incorporating subject matter expertise in the solution. Participants will provide feedback during the sessions regarding:

- System design and workflow
- Current operational processes
- Best practices and business process optimization
 - Feasibility of provided feedback will be assessed

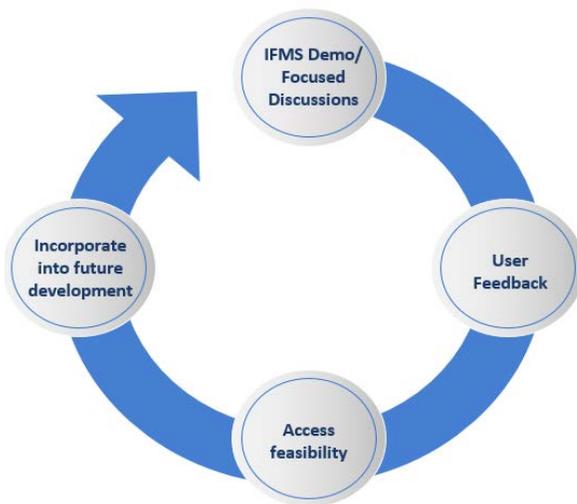
IFMS Advisory Committee Meeting Minutes June 27, 2019

How will we use the information provided:

- Knowing that there is a variety in ITO business processes, this information helps us make design decisions
- Helps us prioritize features within Phase 1 that provide value to users.

User Forums include the IFMS Advisory Committee plus additional subject matter experts if needed.

VII. User Forums – How it Works



What to expect:

- WebEx call approximately every 4 weeks
 - Call-in information sent a few days in advance.
 - Meeting materials will be sent in advance to allow participants time to preview upcoming discussion points
- Calls will last approximately 1 ½ hours
- Meeting facilitator will foster collaboration on open questions or topics needing clarification

VIII. Your Voice

As subject matter experts, your voices guide the solution and focuses efforts towards the most meaningful final product.



**IFMS Advisory Committee Meeting Minutes
June 27, 2019**

Become an IFMS champion:

- Participate in the User Forum sessions.
- Identify additional ITO subject matter experts to participate in the User Forums if needed – send email addresses to Linda Munday.
- Broadcast IFMS program information to FDPIR community and help to build support for the new system.

IX. Open Forum Discussion

What is the timeline for Phases 2 and 3?

We will evaluate the effectiveness of Phase 1 before moving forward with Phases 2 and 3 so we do not currently have a timeline for those phases.

Will there be training provided?

Yes, training will be provided before cutover to IFMS.

Does IFMS require access to the Internet?

IFMS will require an internet connection; however, there will be an offline solution for tailgating.

ACTION ITEMS

Action Item	Person Responsible	Due Date
None		

NEXT MEETING

The next meeting will be an IFMS User Forum session and is currently scheduled for July 18.