

# Youth Wellness Committee Meeting

September 2019

Name	Title	Role	Signature
Caroline W. Looney	Executive Director	Director	
Monica J. Lail	Associate Director	Administrator	<i>Monica J. Lail</i>
Jalissa Gresham	Residential Coordinator	Manager	<i>Jalissa Gresham</i>
O'Neil Walker	Social Worker	Social Worker	
Young Yang	Case Manager	Direct Care Worker	
Quonisha McCaskill	Youth Development Specialist	Direct Care Worker	<i>Quonisha McCaskill</i>
With Friends Board	With Friends, Inc. Board Member	Stakeholder	
With Friends Teen Board	With Friends Teen Board Member	Stakeholder	
Youth Shelter Resident	Youth	Stakeholder	

## Agenda:

### *Food and Nutrition*

- Food is not for sale or marketed on With Friends campus
- Meals are free to all runaway and homeless youth
- Meals are nutritious, appealing, and served by caring professionals in a pleasant environment
- Menus meet required federal meal regulations

- **Breakfast – School Breakfast Program**
  - Milk
  - Fruit
  - Grain
- **Lunch – National School Lunch Program**
  - Milk
  - Fruit
  - Vegetable
  - Meat/Meat Alternate
  - Grain
- **3pm Snack – After School Snack Program (Weekdays) and Child and Adult Food Care Program (Weekend)**
  - 2 components of 4 components (milk, fruit/vegetable, grain, meat/meat alternate)
- **Supper – Child and Adult Food Care Program**
  - Milk
  - Fruit
  - Vegetable
  - Meat/Meat Alternate
  - Grain
- **8pm Snack – Child and Adult Food Care Program**
  - 2 components of 4 components (milk, fruit/vegetable, grain, meat/meat alternate)
- **Kids Café – Second Harvest Food Bank**
  - Provides free meals, snacks and nutrition education to at-risk children.

YWP Goals are being met

- Establish and maintain a YWC to help plan, implement, and monitor compliance with YWP and other policies and regulations related to health and wellness;
- Establish and support a YWC in each RCCI;
- Promote staff wellness;

- Establish nutritional standards for foods provided free on youth shelter campuses that meet or exceed nutritional standards set by the US Department of Agriculture, North Carolina Board of Education policy, and North Carolina law;
- Increase youths' opportunities for physical education and physical activity;
- Promote a tobacco, alcohol and drug-free culture; and
- Provide health and nutrition education.

\_\_\_\_ Evidence-Based Practices:

- Choose MyPlate
- Let's Move
- Fuel Up to Play 60

\_\_\_\_ Promotions:

- Culture of Nutrition
- Chopped
- Kids Baking Star
- Food With Friends Star

\_\_\_\_ *Triennial Assessment (3 years)*

- **2016-2019**
  - Compliance with the YWP
  - How the YWP compares to model wellness policies
  - Progress made in attaining the YWP goals

***Public Notice***

This With Friends Youth Wellness Plan, Youth Wellness Committee Meeting Agenda/Minutes and its Triennial Assessments will be posted to the With Friends website at [www.withfriendsinc.com](http://www.withfriendsinc.com) under Food and Nutrition.

# With Friends, Inc. Youth Wellness Committee

September 30, 2019

2:00pm

Conference Room

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**Meeting called by:** Monica J. Lail                                **Type of meeting:** Annual Meeting  
**Facilitator:** Monica J. Lail                                        **Note taker:** Monica J. Lail  
**Timekeeper:** Jalissa Gresham  
  
**Attendees:** Monica J. Lail, Jalissa Gresham, Quonisha McCaskill  
**Please read:** Agenda  
**Please bring:** Food Program Training; WF Youth Wellness Policy; and LWP Checklist

## Minutes

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**Agenda item:** Food is not for sale or marketed on WF campus                                **Presenter:** Monica J. Lail

**Discussion:**

Food is not for sale or marketed on WF campus

**Conclusions:**

Food is not for sale or marketed on WF campus

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**Agenda item:** Meals are free to all runaway and homeless youth                                **Presenter:** Monica J. Lail

**Discussion:**

Meals are free to all runaway and homeless youth

**Conclusions:**

Meals are free to all runaway and homeless youth

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**Agenda item:** Meals are nutritious, appealing, and served by caring professionals in a pleasant environment                                **Presenter:** Monica J. Lail

**Discussion:**

Meals are nutritious, appealing, and served by caring professionals in a pleasant environment

**Conclusions:**

Meals are nutritious, appealing, and served by caring professionals in a pleasant environment

Action items	Person responsible	Deadline
✓ Bread basket	YDS/Cook	October 2019
✓ Serving bowls instead of pots/pans	YDS/Cook	October 2019
✓ Food/Nutrition Posters	Residential Coordinator	October 2019

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**Agenda item:** Meals meet required federal meal regulations      **Presenter:** Monica J. Lail

**Discussion:**

DPI AR June 2019 reviewed Breakfast, Lunch, and Afterschool Snack and all components were meeting meal regulations

**Conclusions:**

Meals meet required federal meal regulations

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Review federal meal requirements for CACFP	Monica J. Lail	October 2019
✓ Changes made to meet change in federal meal regulations for CACFP 3pm Snack, Supper, and 8pm Snack	Quonisha McCaskill	October 2019

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**Agenda item:** YWP goals being met      **Presenter:** Monica J. Lail

**Discussion:**

Establish and maintain a LWP to help plan, implement, and monitor compliance with LWP and other policies and regulations related to health and wellness.

**Conclusions:**

Establish and maintain a LWP to help plan, implement, and monitor compliance with LWP and other policies and regulations related to health and wellness.

- Changes made to the YWP to follow LWP checklist requirements
- Goals being met in the clinical calendar
- Staff appreciation promotes staff wellness
- Annual staff training promotes self-care
- Review by DPI AR June 2019 established review/establishment of LWP; Buy America; Edit Check; HACCP; and Procurement Standards
- Physical education activities per clinical calendar
- Tobacco/Drug Free campus
- Provide health and nutrition education per clinical calendar
- Evidence-based practice of Choose My Plate instilled in all meals
- Promotions of Chopped Challenges per clinical calendar

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Changes made to the YWP	Monica J. Lail	September 2019
✓ DPI Review YWP	Florestine Mill Smith	September 2019
✓ Board Review/Approve YWP	Board of Directors	October 2019
✓ Post YWP to Public via website	Monica J. Lail	November 2019

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**Agenda item:** Triennial Assessment 2016-2019      **Presenter:** Monica J. Lail

**Discussion:**

Compliance with the YWP

How the YWP compares to model wellness policies

Progress made in attaining the YWP goals

**Conclusions:**

Changes made to the YWP per the LWP Checklist requirements

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ DPI Review	Florestine Mill Smith	September 2019

**Action items****Person responsible****Deadline**

✓ Board Review

Board of Directors

October 2019

✓ Post to Public via website

Monica J. Lail

November 2019

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WITH FRIENDS, INC.  
BOARD MEETING

October 29, 2019

4:30 PM



**1. Meeting Called to Order:**

**2. Prayer:**

**3. Mission Statement :** To make a positive difference in the lives of children and youth ages 10-21 who are homeless, transient, at-risk, disadvantaged or in crisis by providing residential care, counseling, education and outreach, follow-up and referral services that focus on positive youth development.

**4. Personnel**

- Human Resources

**5. Fiscal**

- Financial reports
- HHS Notice of Award- Basic Center Program
- Non Federal Share
- Mecklenburg DSS Contract
- Child Adult Care Food Program Contract (CACFP)
- Department of Public Instruction Contract (wellness policy)(DPI)

**6. Program Reports**

- Adams House
- Emergency Shelter 1&2

**7. Old Business**

- Board Recruitment/Orientations
- Bylaws Draft

**8. New Business**

- Annual Meeting April , 2020
- Consent Agenda

**9. Adjournment**

With Friends Youth Wellness Policy

With Friends, Inc. (hereto referred to as the Residential Child Care Institute) is committed to the optimal development of every student. The Residential Child Care Institute (RCCI) believes that for runaway and homeless youth to have the opportunity to achieve personal, academic, developmental, and social success, we need to encourage a lifetime of healthy eating for each youth by providing free meals to youth that are nutritious, appealing, and served by caring professionals in a pleasant environment.

**Public Involvement**

The RCCI will convene a representative Youth Wellness Committee (YWC) that meets at least 1 time per year to establish goals for and oversee youth health and safety policies and programs, including development, implementation, and periodic review and update of this Youth Wellness Policy (YWP).

**Potential Stakeholders**

Potential stakeholders are made aware of their ability to participate in the YWC when they volunteer as a With Friends, Inc. Board Member or With Friends Teen Board Member. Youth are made aware of their ability to participate in the YWC once they have conducted intake during orientation.

**Policy Leadership**

The Executive Director or designee(s) will convene the YWC and facilitate development of and updates to the YWP, and will ensure each shelters compliance with the policy. It is only required that 3 of the 9 roles be present to hold a meeting.

The name(s), title(s), and role of this/these individual(s) is:

Name	Title	Role
Caroline W. Looney	Executive Director	Director
Monica J. Lail	Associate Director	Administrator
Jalissa Gresham	Residential Coordinator	Manager/Coordinator
O'Neil Walker	Social Worker	Social Worker
Young Yang	Case Manager	Direct Care Worker
Quonisha McCaskill	Youth Development Specialist	Direct Care Worker
With Friends Board	With Friends, Inc. Board Member	Stakeholder
With Friends Teen Board	With Friends Teen Board Member	Stakeholder
Youth Shelter Resident	Youth	Stakeholder

**Food and Nutrition**

Food is not available for sale or marketing on With Friends campus. Free meals to all runaway and homeless youth that are nutritious, appealing, and served by caring professionals in a pleasant environment. Menus are required to adhere to federal meal regulations and available by clicking on the following links:

**Breakfast - School Breakfast Program**

- Milk
- Fruit
- Grain

**Lunch - National School Lunch Program**

- Milk
- Fruit
- Vegetable
- Meat/Meat Alternate
- Grain

**3pm Snack - After School Snack Program (Weekdays) and Child and Adult Food Care Program (Weekend)**

- 2 components of 4 components (milk, fruit/vegetable, grain, meat/meat alternate)

**Supper – Child and Adult Food Care Program**

- Milk
- Fruit
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**8pm Snack – Child and Adult Food Care Program**

- 2 components of 4 components (milk, fruit/vegetable, grain, meat/meat alternate)

**Kids Café – Second Harvest Food Bank**

- Provides free meals, snacks and nutrition education to at-risk children

***YWP Goals:***

With Friends, Inc. is committed to providing environments that promote a positive culture of health and wellness and protects the health and well-being of runaway and homeless youth and staff, and to practices that reduce childhood hunger and enhance youths' ability to learn by supporting healthy eating, physical activity, a tobacco and drug-free culture and the development of life long physical and mental wellness practices.

In order to achieve these goals, YWC will:

- Establish and maintain a YWC to help plan, implement, and monitor compliance with YWP and other policies and regulations related to health and wellness;
- Establish and support a YWC in each RCCI,
- Promote staff wellness;
- Establish nutritional standards for foods provided free on youth shelter campuses that meet or exceed nutritional standards set by the US Department of Agriculture, North Carolina Board of Education policy, and North Carolina law;
- Increase youths' opportunities for physical education and physical activity;
- Promote a tobacco, alcohol and drug-free culture; and
- Provide health and nutrition education.

**Evidence-Based Practices:**

- Choose MyPlate
- Let's Move
- Fuel Up to Play 60

**Promotions:**

- Culture of Nutrition
- Chopped
- Kids Baking Star
- Food With Friends Star

***Triennial Assessment***

This YWC will conduct an assessment every 3 years to determine:

1. Compliance with the YWP
2. How the YWP compares to model wellness policies
3. Progress made in attaining the YWP goals

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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\_\_\_ Meals are free to all runaway and homeless youth

\_\_\_ Meals are nutritious, appealing, and served by caring professionals in a pleasant environment

\_\_\_ Menus meet required federal meal regulations

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## (Webpage) Food and Nutrition

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### \_\_\_ Promotions:

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- Kids Baking Star
- Food With Friends Star

### \_\_\_ *Triennial Assessment (3 years)*

- *August 2022*
  - Compliance with the YWP
  - How the YWP compares to model wellness policies
  - Progress made in attaining the YWP goals

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August 2022

Name	Title	Role	Signature
	Executive Director	Director	
	Associate Director	Administrator	
	Residential Coordinator	Manager/Coordinator	
	Social Worker	Social Worker	
	Case Manager	Direct Care Worker	
	Youth Development Specialist	Direct Care Worker	
With Friends Board	With Friends, Inc. Board Member	Stakeholder	
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**Agenda:**

***Triennial Assessment***

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**Emergency Shelter Menu  
With Friends, Inc.**

**DPI**

	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>3PM SNACK</b>
<b>MONDAY</b>	Cereal (Cheerios) Whole wheat toast Apple Milk	Hot Dog Baked sweet potato fries Cole slaw Banana Milk	Apple Juice (¾ c) Muffin (2ea)
<b>TUESDAY</b>	Applesauce wheat muffin Fruit cocktail Milk	Chicken stir fry Brown rice Broccoli Apple Whole grain dinner roll Milk	Orange Juice (¾ c) Yogurt (4oz)
<b>WEDNESDAY</b>	French toast sticks Banana Milk	Hamburger Side salad Tater tots Orange Milk	Milk (1c) Banana (¾ c)
<b>THURSDAY</b>	Oatmeal Egg Fruit cocktail Milk	Chicken tenders Brown rice Whole grain dinner roll Green beans Banana Milk	Orange Juice (¾ c) Yogurt (4oz)
<b>FRIDAY</b>	Cereal (Honey nut) Whole wheat toast Orange Milk	Turkey/ham sandwich Baked beans Carrot & celery sticks Apple Milk	Milk (1c) Apple (¾ c)
<b>SATURDAY</b>	Whole wheat pancakes Scrambled eggs Fruit cocktail Milk	Chef Salad w/ turkey Whole grain dinner roll Orange Milk	N/A
<b>SUNDAY</b>	Blueberry wheat muffin Yogurt Banana Milk	Grilled chicken sandwich Brown rice Tomato & cucumber salad Apple Milk	N/A

**Emergency Shelter Menu  
With Friends, Inc.  
CACFP**

	<b>3PM SNACK</b>	<b>DINNER</b>	<b>8PM SNACK</b>
<b>MONDAY</b>	N/A	Taco Salad <ul style="list-style-type: none"> <li>• Lean ground beef/chicken taco seasoned (2oz meat)</li> <li>• Side salad (1c = ½ c)</li> <li>• Tortilla chips (2oz)</li> </ul> Fruit of your choice (¼ c) Brown rice (½ c cooked) Milk (1c)	Fruit of your choice (¼ c) Milk (1c)
<b>TUESDAY</b>	N/A	Mac-n-Cheese Hamburger Helper <ul style="list-style-type: none"> <li>• Lean ground beef (2oz meat)</li> <li>• Mac-n-Cheese</li> </ul> Side salad (1c = ½ c) Fruit of your choice (¼ c) WG garlic bread (1 slice) Milk (1c)	WG Animal (1oz)/WG Graham Cracker (4 cracker squares) Juice of your choice (¼ c)
<b>WEDNESDAY</b>	N/A	BBQ Chicken breast (2oz meat) Mashed potatoes (½ c) Fruit of your choice (¼ c) WG dinner roll (1 roll) Milk (1c)	Juice of your choice (¼ c) Yogurt (4oz)
<b>THURSDAY</b>	N/A	Tuna salad sandwich <ul style="list-style-type: none"> <li>• Tuna (2oz meat)</li> <li>• WG bread (2 slice)</li> </ul> Veggie salad (½ c) Fruit of your choice (¼ c) Milk (1c)	Fruit of your choice (¾ c) Milk (1c)
<b>FRIDAY</b>	N/A	Spaghetti w/ meat sauce <ul style="list-style-type: none"> <li>• Lean ground beef (2oz meat)</li> <li>• WG pasta (½ c cooked)</li> </ul> Side salad (1c = ½) Fruit of your choice (¼ c) WG garlic bread (1 slice) Milk (1c)	Juice of your choice (¾ c) Yogurt (4oz)
<b>SATURDAY</b>	Juice of your choice (¼ c) Muffin (2 ea)	Chicken Alfredo <ul style="list-style-type: none"> <li>• Chicken (2oz meat)</li> <li>• Broccoli (½ c)</li> <li>• WG pasta (½ c cooked)</li> </ul> Fruit of your choice (¼ c) WG garlic bread (1 slice) Milk (1c)	WG Animal (1oz)/WG Graham Cracker (4 cracker squares) Juice of your choice (¼ c)
<b>SUNDAY</b>	Juice of your choice (¾ c) WG Animal (1oz)/WG Graham Cracker (4 cracker squares)	Baked pork chops 2oz Green beans (½ c) Fruit of your choice (¼ c) WG dinner roll (1 roll) Milk (1c)	Fruit of your choice (¾ c) Milk (1c)

Emergency Shelter Menu  
With Friends, Inc.

	BREAKFAST	LUNCH	3PM SNACK	DINNER	8PM SNACK
<b>MONDAY</b>	Cheerios Toast Apple Milk	Hot Dog Sweet Potato Fries Cole Slaw Banana Milk	Apple Juice Muffin	Taco Salad Choice of Fruit Brown Rice Milk	Choice of Fruit Milk
<b>TUESDAY</b>	Applesauce Muffin Fruit Cocktail Milk	Chicken Stir Fry Rice Broccoli Apple Dinner Roll Milk	Orange Juice Yogurt	Mac-N-Cheese Hamburger Helper Side Salad Choice of Fruit Garlic Bread Milk	Animal/Graham Cracker Choice of Juice
<b>WEDNESDAY</b>	French Toast Sticks Banana Milk	Hamburger Side Salad Tater Tots Orange Milk	Milk Banana	Bbq Chicken Breast Mashed Potatoes Choice of Fruit Dinner Roll Milk	Choice of Juice Yogurt
<b>THURSDAY</b>	Oatmeal Fruit Cocktail Milk	Chicken Tenders Rice Dinner Roll Green Beans Banana Milk	Orange Juice Yogurt	Tuna Salad Sandwich Veggie Salad Choice of Fruit Milk	Choice of Fruit Milk
<b>FRIDAY</b>	Honey Nut Cheerios Toast Orange Milk	Turkey/Ham Sandwich Baked Beans Carrot & Celery Sticks Apple Milk	Milk Apple	Spaghetti Side Salad Choice of Fruit Garlic Bread Milk	Choice of Juice Yogurt
<b>SATURDAY</b>	Pancakes Scrambled Eggs Fruit Cocktail Milk	Chef Salad W/ Turkey Dinner Roll Orange Milk	Choice of Juice Muffin	Chicken Alfredo Choice of Fruit Garlic Bread Milk	Animal/Graham Cracker Choice of Juice
<b>SUNDAY</b>	Blueberry Muffin Yogurt Banana Milk	Grilled Chicken Sandwich Rice Tomato & Cucumber Salad Apple Milk	Choice of Juice Animal/Graham Cracker	Baked Pork Chops Green Beans Choice of Fruit Dinner Roll Milk	Choice of Fruit Milk