

# Network News

from the Community Food Bank of Eastern Oklahoma

February 2021

## Closings

**Both Branches:**  
Monday, 2/15 for  
President's Day Holiday

## Late Openings

**Tulsa Branch:**  
Opens at 9:30 on Thursday, 2/11

## Warehouse Shopping Hours

**Tulsa Branch:**  
M-F 8:30 AM to 11:45 AM  
TWR 1:00 PM to 2:45 PM

**McAlester Branch:**  
M-F 8:30 AM to 4:00 PM

## December Numbers

**3,284,515** Pounds Distributed  
**1,280,418** Pounds Produce Distributed  
**3,259** Military Personnel Served\*

Pantry Agencies  
(200 agencies reporting)  
**58,876** Households Served\*  
**171,013** Individuals Served\*

On-Site Agencies  
(118 agencies reporting)  
**260,772** Meals Served  
**5,159** Individuals Served\*

\*Not for publicity purposes.  
These numbers likely include  
duplicated individuals.

## Upcoming Training

Agency Orientation - 2/5 @ 9 AM  
Agency Express - 2/19 @ 9 AM

\*All trainings will be conducted using  
Zoom and require pre-registration

## Civil Rights Training

Remember, all agencies that distribute TEAP through the USDA program are required to participate in annual civil rights training. Each month, the Food Bank emails agencies who are due to renew their civil rights training that month as a courtesy, but it is the agencies' responsibility to remember to renew. While only the program director at your agency needs to take the civil rights training test on our website, all program staff and volunteers who interact with clients or client information are required to review the civil rights training presentation annually. This is a requirement of the USDA for authorized agencies to continue distributing TEAP commodities.

## Monthly Reports

Remember, each agency is required to submit a monthly report through Agency Express **by the 10th of each month**. The link to submit your monthly report can be found on Agency Express under the "Food Bank Links" tab and choosing the report option appropriate for your agency. Agencies can verify that they submitted their monthly report by looking under the "Reports" tab and choosing "Survey Management." Agencies only have a specific window of time to submit a monthly report, usually between the 25th and the 10th. After the 10th, agencies that have not submitted a monthly report will be placed on hold and will be unable to order or pick up orders until the report is received. The link to submit a report will disappear after the 10th of the month and agencies will have to submit reports by emailing [mdemaree@okfoodbank.org](mailto:mdemaree@okfoodbank.org) or faxing 918-585-2862.

## @okfoodbank

Connect with the  
Food Bank on Social Media



## MONITOR VISITS

Every two years, an Agency Services team member visits your program site to conduct a compliance monitor visit. The visit is to ensure your program is conducting its food assistance program within Food Bank, Feeding America, and USDA regulations. More than just to ensure compliance, the site visit gives your program the chance to provide feedback about the partnership with the Food Bank and share its best practices. It also gives the Food Bank an opportunity to discuss program goals, growth opportunities and capacity enhancements to benefit your program.

In March 2020, the Food Bank suspended company travel as a safety precaution for our staff and yours. We are still committed to personal safety, but we think we have a plan that will allow us to begin conducting monitor visits safely once again. Our staff will always be wearing masks and gloves during the visits, and we will ask that your program staff also wear masks. Also, we will ask that your program only have one representative present at the time of the visit.

We look forward to getting back out into the field to meet with you and see your programs and the hard work you've been putting in! Be on the lookout for emails or phone calls to schedule a monitor visit.

## MONTHLY REPORT HANDLING PROCEDURES

The Food Bank is changing its procedures for handling missing or late monthly reports. The Letter of Agreement signed by each agency states the monthly requirement for agencies to submit a report with details of how many people were served by their programs. We prefer focusing staff time supporting the agency network to feed hungry Oklahomans. Please complete these on time. In order to decrease the number of programs failing to submit reports on-time each month, we are enacting the following handling procedures:

- After 3 consecutive months of submitting reports past the deadline, the agency will be put on a WARNING status and be required to participate in Agency Express training.
- After 4 consecutive months of failing to submit reports, the agency's partnership with the Food Bank will be terminated.

## AGENCY OF THE MONTH

**CATHOLIC CHARITIES  
HELPING CENTER**



**Agency Director:** Cassie Casildo

**Location:** Poteau, OK

**Services Provided:** We provide a food pantry, utility assistance, mentoring, and more.

**Proudest Accomplishment:** Our ability to assist clients

and help them get back on their feet is a big goal of ours here at Catholic Charities, so our proudest accomplishment is to have a client come back just to say thank you, which lets us know that we are making a difference.

**Where do you see your program in five years?** This past year has been challenging for all of us as we have all been affected by the pandemic in one way or another. What we have seen or encountered through working with our clients is that as long as you have someone or a place you can go to get help—whether it is food, shelter, clothing, counseling, etc.—then we know there is always hope. So, five years from now our mission remains the same: to help those in need to the best of our ability.



**Jason Raus**

**Title:** Director of Operations

**How long at the Food Bank:** 18 years

**What you do here:** I manage all incoming product, distribution of outgoing items, and the staff that handles those operations with our Partner Programs. I also manage our Volunteer Center staff and operations, as well as our McAlester Branch.

**Something about you:** I love to travel both in and out of the country.

**Pearls of Wisdom:** "Golf is a long walk spoiled." - Mark Twain

**Favorite Foods:** Beef Bourguignon

**Currently Reading:** I enjoy reading cookbooks and new recipes to try.

# FACES OF THE FOOD BANK

## SLOW COOKER CHIPOTLE MEATLOAF

**Serves 6**

**Estimated Time: 10 min**

**Ingredients:**

- Non-stick cooking spray
- 1 large egg
- 1 cup shredded fiesta-blend cheese
- 1 Tbsp. Worcestershire sauce
- 1 Tbsp. chili powder
- 1 tsp. garlic powder
- 1 Tbsp. dried parsley
- 1/2 tsp. chipotle pepper powder
- 1 1/2 lbs. 90/10 lean ground beef
- 1 large green bell pepper
- 1/2 cup crushed multigrain saltines
- 1 cup Sweet & Spicy BBQ Sauce

**Directions:**

1. Line a large slow cooker with foil. Lightly coat foil with cooking spray.
2. In a large bowl, add all ingredients except BBQ sauce. Mix well & combine completely.
3. Shape mixture into loaf & place in the center of the slow cooker. Spread BBQ sauce over loaf.
4. Cover & cook on LOW 4 hours or until meatloaf is cooked through (160°F in the center of loaf). Cut meatloaf into slices & serve!

\*The Sweet & Spicy BBQ Sauce recipe can be found [here](#). More recipes can be found [here](#).



Feeding America projects that **1 in 5 Oklahomans** and an astonishing **1 in 3 children** will face food insecurity as a result of the pandemic.

**4 YEARS**  
FEEDING HOPE  
Community FOOD BANK of Eastern Oklahoma

MEMBER OF  
FEEDING  
AMERICA