

**St. Luke Lutheran Church of Sacramento, CA
Council Meeting Minutes**

June 18th, 2024

Approved Minutes

16 July 2024

Marlene Kiser

Meeting Called to Order at 6:08 PM Chet Madison

Opening Prayer was provided by Marlene Kiser.

Present: Chet Madison; Marlene Kiser; Kelly Boyer; Carolyn Andrews; Kathleen Arndt; Laura Tice; and Cathy Davis

Absent: Kirsten Ireton; Tony Neidich; Peggy Moser; Faith Thomas; and Punky Dias

Guest: Linda Duffek

Approval of Council Meeting Minutes:

A motion was made by Carolyn Andrews to accept the May 21st, 2024, Council Meeting Minutes, without any needed corrections, and was seconded by Kelly Boyer. The motion passed unanimously by present council members.

Board Reports

Treasurer Report:

- Chet Madison reported the month of June started slowly, with last week's collection being good. There is five Sundays in the month of June, so the Finance Board is hoping after the slow start for the month that we will continue to see contributions increase.
- Budget for the year is still good, not in the red.
- Pulpit Supply Pastor still being used, pastoral benefits are not affecting the budget currently.
- No questions about May's Treasurer Report were raised.

Property Report:

- Kelly Boyer reported that the fence contractor received the Sacramento City permit on June 14th, 2024. Permit No. COM-2405667.
- Chet Madison reported that he attended the Property Board Meeting in June to address the desire to address the excess land/campus capacity. He asked the Property Board to investigate ideas for usage of the property. A few ideas were suggested at the Council Meeting: Transitional Housing; or a sober living facility. Chet Madison is looking for ideas for the usage of the excess land/campus and is open to listening to all ideas church members may have.
- Kelly Boyer reported on the leakage of water at the church (by the multiple purpose room and in the women's restroom behind the Schultz Hall) that required a plumber on Sunday, June 16, 2024.

Finance Board:

- Chet Madison attended the Finance Board and requested information on the ability of the budget to support a Full-Time Pastor versus a $\frac{3}{4}$ time Pastor. More information to be coming on what would be needed to support a full-time pastor.

Community Concern:

- Kathleen Arndt reported on the updated document for the "Congregational Emergency Food Pantry".
- Kathleen Arndt reported that the Food Pantry would only be for the usage by Pastor Carter from Tabernacle of Prayer & Praise, and the Pastor from St. Luke Lutheran Church and/or appointed representative(s) acting on behalf of the Pastor of St. Luke Lutheran Church.
- It was reported that this is not considered a food bank, it is a Food Pantry.
- Kathleen Arndt checked with Monica from Sacramento County, Environmental Management Department to check if there was a need for a LSCFO (Limited Service Charitable Feeding Operations) for St. Luke Lutheran Church of Sacramento, CA and/or Tabernacle of Prayer & Praise. The finding is No, we do not need one with the below Guidelines in use.
- Monitoring for outdated food being distributed is to be monitored by Pastor Carter from the Tabernacle of Prayer & Praise, and Kathleen Arndt and Linda Duffek from St. Luke Lutheran Church of Sacramento, CA.
- It was reported that both churches have insurance to cover liability for this Food Pantry.
- Kathleen Arndt to place in the church bulletin about the Pastor's Emergency Food Pantry.
- At the time of the Council Meeting there were two outstanding concern: first concern is the re-keying of the Event Closet so that the Event Closet and the small kitchen are not the same key. Linda & Mike Duffek to get the Event Closet re-keyed and new keys made. The second concern is the renewing of the usage contract between Tabernacle of Prayer & Praise and St. Luke Lutheran Church of Sacramento, Ca, for the continuation of their church on the campus of St. Luke Lutheran Church of Sacramento, CA. Contract concerns to be address tomorrow (June 19, 2024) with a meeting with Pastor Carter and Linda Duffek, manager of facility usage.
- Motion was made by Marlene Kiser to approve the Pastor's Emergency Food Pantry with the understanding that this will be on the contingency that there will be an agreement between St. Luke Lutheran Church of Sacramento, CA and Tabernacle of Prayer & Praise on the renew rental agreement with the Tabernacle of Prayer & Praise. Motion was seconded by Cathy Davis. The motion passed unanimously by present council members.
- Please see at the end of Meeting Minutes: Pastor's Emergency Food Pantry – Approved document.
- Kathleen Arndt reported on the requested Bulletin Board. The council did not see any problem with putting up the "Outdoor Enclosed Weatherproof Cork Bulletin Board. Kelly Boyer is to take this request to the Property Board.

Action Items:

P&P 2005-3 "Counting & Depositing Money Received":

- Carolyn Andrews made the motion to accept P&P 2000-3 as updated and Laura Tice seconded the motion. The motion passed unanimously by present council members.

Left over money from Pastor's Retirement Luncheon:

- Motion made by Marlene Kiser to use the money not used from Pastor Carl's retirement luncheon to be placed in a special fund for our next pastor's installation luncheon. The motion was seconded by Kelly Boyer. The motion passed unanimously by present council members.

New Business:

Office Secretary's Vacation & Office Support without a Pastor:

- Office Secretary- Alison Korhonen will be on vacation June 25-28, 2024.
- Peggy Moser is finding coverage for office hours 9:30 till Noon, Tuesday thru Friday to answer phone calls or concerns as needed.
- Carolyn Andrews brought up a concern for the Worship & Music Board. June 30th, 2024 is the service we are going to be recognizing this year graduates, and wanted to be sure that the needed information about any graduates was included for the bulletin on June 30th, 2024.

Call Committee Update:

- Chet Madison reported that currently the church has not received any new candidates, hope to be hearing from the Sierra Pacific Synod by the end of the month of possible candidates for the church to interview.

Pulpit Pastors:

- Chet Madison reported that the Sunday's in July are covered, and he has started to work on covering the Sunday's in August.

Old Business:

- None discussed.

Closing Prayer by: Marlene Kiser

Meeting adjourned at: 7:39 PM

Respectfully Submitted,
Marlene Kiser
Council Secretary
Marlenek8626@outlook.com

PASTOR'S EMERGENCY FOOD PANTRY

Partners: Tabernacle of Prayer & Praise & St. Luke's Lutheran Church

June 18, 2024

Approved

Prepared and submitted by: Pastor Carter - Tabernacle of Prayer & Praise, Community Concerns Board - St. Luke's Lutheran Church

Purpose:

- Provide a shared space at St. Luke's Lutheran Church to store a minimal amount of shelf-stable packaged, non-perishable food and water that can be dispensed in emergency need situations by Pastor Carter from Tabernacle of Prayer & Praise, the Pastor of St. Luke's Lutheran Church and/or appointed representative(s) acting on behalf of the Pastor of St. Luke's Lutheran Church (aka St. Luke's Representative).
- *Note, at this time, St. Luke's Lutheran Church does not have an installed or appointed temporary Pastor. Therefore, upon approval of the Council, 2 members from the Community Concerns Board (Linda Duffek and Kathleen Arndt) will act on behalf of the Pastor. When either a new Pastor is installed or a temporary Pastor is appointed, it will be determined by that Pastor and the Council if the Community Concerns Board members will continue to act as a St. Luke's Representative for the Pastor's Food Pantry.*

Eligible Food Recipient:

- Pastor Carter of Tabernacle of Prayer & Praise, the future Pastor of St. Luke's Lutheran Church and/or a St. Luke's Representative will assess whether the recipient has an emergency food need and is eligible for up to 2 days of shelf-stable packaged, non-perishable food and water based on family size. The eligible food recipient can be:
 - any individual or family from either the Tabernacle of Prayer & Praise congregation or the St. Luke's Lutheran Church congregation,
 - any individual or family that either knows or has contacted a congregant from the Tabernacle of Prayer & Praise Church or St. Luke's Lutheran Church,
 - any individual or family that visits the Tabernacle of Prayer & Praise Church or St. Luke's Lutheran Church on Sunday or
 - any individual who contacts Pastor Carter of Tabernacle of Prayer & Praise during normal office hours or contacts St. Luke's Lutheran Church during normal office hours.
 - *Note, the following applies to St. Luke's Lutheran Church until a new Pastor is either installed or temporarily appointed: if an individual in need of emergency food contacts the St. Luke's Lutheran Church during normal office hours, the Church secretary will gather contact information from the individual and pass it on to a St. Luke's Representative or Pastor Carter either via a telephone call or email.*

Emergency Shelf-Stable Packaged, Non-Perishable Food/Water & Storage:

- The following are the accepted shelf-stable packaged, non-perishable food and water to be stored and dispensed:
 - **Canned:** soups, vegetables, beans, chili, spaghetti etc., **Bagged:** Pasta, Rice etc., **Other** (*has shorter shelf life than canned/bagged food*): Crackers, boxed Cereal etc.
 - Water Bottles
- Shelf-stable packaged, non-perishable food and water storage:
 - All of the shelf-stable packaged, non-perishable food and water is stored in the Kitchen behind Schultz Hall and is always off of the floor.
 - Canned food is only stored on the shelving next to the refrigerator.
 - Any shelf-stable packaged, non-perishable food that is in a bag/box (i.e. pasta, cereal, rice etc.) is always stored in a bin which is located on the counter.
 - Water cases are stored on the counter.
 - Any donated and non-expired shelf-stable packaged, non-perishable food and water will be given to a local Food Bank when there is no room to store it.
- **Basic Guidelines**
 - Only Pastor Carter from Tabernacle of Prayer & Praise, a St. Luke's Representative and future St. Luke's Pastor have access to the food storage location.
 - **Food expiration monitoring - Pastor Carter, St. Luke's Representative (*Linda Duffek, Kathleen Arndt*) and future St. Luke's Pastor are responsible for monitoring the expiration date and quality of any donated non-perishable food/water.**
 - Both the Tabernacle of Prayer & Praise and the St. Luke's Lutheran Church congregations will share replenishing the shelf-stable packaged, non-perishable food and water when supplies run low.
 - Specifics about needed shelf-stable packaged, non-perishable food and water is communicated to each Congregation.
 - **Emergency Shelf-Stable Packaged, Non-Perishable Food and Water Dispensing Safety**
 - Shelf-stable packaged, non-perishable food and water is always dispensed in a safe place and it is preferable to always have at least one other person that is known to the Dispenser present.
 - If the shelf-stable packaged, non-perishable food and water recipient is not known to the Dispenser, then at least one other person must be present at the place the food is dispensed. The place the shelf-stable packaged, non-perishable food and water is dispensed is always in a location away from where it is stored.
 - Basic, minimal information is logged by the person dispensing the Emergency Shelf-Stable Packaged, Non-Perishable Food and Water. The log sheet is located where the food is stored.
 - Information logged:
 - Date
 - Dispenser Name
 - Family Size of Eligible Food Recipient (i.e. Family of 4 or 1 Individual etc.)
 - Each Quarter, a very brief update about what was dispensed based on the log is communicated to the Council and the Congregation. For example, how many individuals/families were helped over the past quarter.


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Concerns discussed at May 21 Council Meeting & Meeting with Chet Madison on June 5:

May 21 Council Meeting

- Storage of shelf-stable packaged, non-perishable food such as cereal, crackers, rice, pasta will attract bugs and rodents.
 - **Resolution discussed:** Store these types of foods in a sealed bin.
 - **Addressed in the Proposal:** See 'Emergency Non-Perishable Food & Storage'.
- There is currently canned, other shelf-stable packaged, non-perishable food and water sitting on the floor.
 - **Resolution discussed:** 1) Only store enough canned food to fit on the shelving. 2) The sealed bin and water will be stored on a counter or space that is off of the floor.
 - **Addressed in the Proposal:** See 'Emergency Non-Perishable Food & Storage'.
 - **Update:** *Linda Duffek put all cereal, pasta, rice in the small kitchen refrigerator. This food will be placed in a bin on Wednesday, June 19, 2024. Also, any food in bags and the water have been placed on the counter. All shelf-stable packaged, non-perishable food and water will be put in their proper storage place on Wednesday, June 19, 2024.*
- The key that unlocks the door to the small kitchen also unlocks the Event closet where expensive equipment and other valuable items used by the Church are stored. It has become too risky to continue to have one key provide access to both spaces.
 - **Resolution discussed:** Re-key the Event Closet door. Provide a new key to only those individuals who have a need to access the space.
 - **Update:** *Linda Duffek to get Council approval to re-key the Event Closet door at the June 18, 2024 meeting.*
 - **The Council to monitor completion of the resolution to this concern.**

- Church can be liable if any recipient gets ill from food dispensed by the pantry.
- **Resolution discussed:**
 - Ask local food bank who might inspect their facility (how often or what triggers an inspection) and how they handle any liability from an individual who gets ill from food that is dispensed.
 - Chet Madison asked the Property Board to confirm whether St. Luke’s current liability insurance will cover an incident related to food dispensed from the Pastor’s Food Pantry. *The Tabernacle of Prayer & Praise Church and St. Luke’s Lutheran Church both have liability insurance.*
 - The below is from the Sacramento County Environmental Management Department related to regulations about ‘Non-Profit Charitable Feeding Operations’ sent by Kirsten Ireton. The proposed Pastor’s Emergency Food Pantry at St. Luke’s fits into the ‘No Permit or LSCFO Registration required’ first qualification noted by the arrow. As mentioned in this proposal, only shelf-stable packaged, non-perishable food is being stored and dispensed. *Note, the complete regulation document is included at the end of this document.*

Food Pantries	
No Permit or LSCFO Registration required 	A non-profit charitable organization can operate a food pantry that provides food limited to: <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce
	A non-profit charitable organization that operates a food pantry under an agreement with a permitted food bank (e.g. partner agency) that provides: <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce • commercially prepared refrigerated or frozen foods • eggs, dairy, and meat
LSCFO Registration required	Non-profit charitable organization not operating under an agreement with a permitted food bank that provides: <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce • commercially prepared refrigerated or frozen foods • eggs, dairy, and meat
PLEASE NOTE: "Non-Profit Charitable Organization" means the group is registered as a 501c3.	

- On 6/18/2024, Kathleen talked with Monica from the Environmental Management Department. She confirmed that the Pastor’s Emergency Food Pantry at St. Luke’s requires No Permit. See arrow pointing to qualification above.

June 5 meeting with Chet Madison

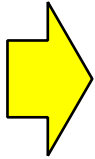
- Food stored in the pantry may not be dispensed as often as it was from the previous Pastor’s Emergency Food Pantry managed by Pastor Carl. There must be guidelines in place to ensure that any food dispensed is not expired and/or not spoiled.
 - **Addressed in the Proposal:** See second bullet in ‘Basic Guidelines’.

Suggestions discussed at May 21 Council Meeting & Meeting with Chet Madison on June 5:

- Create a brief announcement about the Pastor’s Food Pantry to be included in St. Luke’s weekly Church Bulletin.
 - After the final proposal has been voted by the Council as ‘Accepted’, the Community Concerns Board will draft and submit an announcement to be included in the weekly Church Bulletin.
- Communicate the utilization of the Pastor’s Emergency Food Pantry to the Council and Congregation each quarter.
 - **Addressed in the Proposal:** See last bullet in ‘Basic Guidelines’.

NON-PROFIT CHARITABLE FEEDING OPERATIONS

Background: The following general guidelines are derived from Limited Service Charitable Feeding Operations (LSCFO) registration law. Many charitable food distribution efforts are unique, please contact the Environmental Management Department (EMD) at (916) 875-8440 for assistance with understanding which requirements may apply to a specific charitable feeding activity.



A person can give away the following food items to another person without a permit or registration:

- ***pre-packaged, shelf-stable food (e.g. granola bars, bottled water)***
- ***packaged food purchased from a permitted food facility (e.g. pizza, sandwiches)***

Please see the information below for requirements pertaining to the distribution of prepared food and/or the distribution of food at a charitable feeding event.

Distributing Prepared/Cooked Food

****Food pantry information on next page***

No Permit or LSCFO Registration Required	<p>Up to 3 days in a 90 day period - A church, private club, or other non-profit association may provide prepared cooked food up to <u>3 days in a 90 day period</u> without a permit or LSCFO registration to its members and guests.</p> <p>Example: A church hosting a community dinner once a month.</p>
Non-profit Community Event Permit – No Fee	<p>An “event” held up to 4 times per year - A non-profit association, church or school club hosts a multi-day event at their location where food is provided to members and guests. The event occurs no more than four times per year.</p> <p>Example: Winter Sanctuary</p>

LSCFO Registration Required	<p>Unlimited number of days - A non-profit charitable organization can apply for a registration which would allow an <u>unlimited number</u> of charitable feeding days.</p> <ul style="list-style-type: none"> • <i>All food preparation/distribution must follow “Best Management Practices” (BMPs). A packet outlining BMPs is provided at time of registration.</i> • <i>Food preparation at LSCFO location is limited to minimal food assembly, cutting/slicing to make foods such as: sandwiches, salad, pasta/sauce.</i> • <i>A limited service charitable feeding operation may distribute food in an outdoor location approved by EMD that is not in or adjacent to the registered location.</i> • <i>Off-site food distribution is limited to no more than <u>4 hours per day</u>.</i>
Not allowed	Preparing food in a private home and setting up a charitable food distribution or street feeding.

Food Pantries	
No Permit or LSCFO Registration required	<p>A non-profit charitable organization can operate a food pantry that provides food limited to:</p> <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce <p>A non-profit charitable organization that operates a food pantry <i>under an agreement with a permitted food bank (e.g. partner agency)</i> that provides:</p> <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce • commercially prepared refrigerated or frozen foods • eggs, dairy, and meat
LSCFO Registration required	<p>Non-profit charitable organization <i>not operating under an agreement with a permitted food bank</i> that provides:</p> <ul style="list-style-type: none"> • shelf-stable packaged, non-perishable food • whole, uncut produce • commercially prepared refrigerated or frozen foods • eggs, dairy, and meat
<p>PLEASE NOTE: “Non-Profit Charitable Organization” means the group is registered as a 501c3.</p>	

Information on Obtaining an LSCFO Registration or Permit

Registration forms/application can be found on EMD website emd.saccounty.gov. Applications may be completed and paid for in person or mailed to:

Sacramento County EMD

11080 White Rock Road, Ste. 200

Rancho Cordova, CA 95670

Office Hours: Monday-Friday 8:00am - 4:30pm

Free Food Safety Training

Food Safety training is strongly recommended, but not required for an LSCFO. Further information about food safety training can be found on the EMD website at emd.saccounty.gov.

EMD offers free food safety training classes several times a month at the EMD office.

NON-PROFIT CHARITABLE FEEDING OPERATION FAQ'S

1. Does the law require that a health permit be obtained prior to a non-profit charitable organization providing free food to the public?

If a registration or permit is needed, it should be obtained prior to providing food. Contact EMD at (916) 875-8440 for permitting requirements for a specific charitable feeding activity.

2. What is required if a non-profit organization conducts, or would like to conduct, food service activities beyond what is allowed as an LSCFO, such as cooking raw meats or raw chicken or cooling cooked chicken to make a chicken salad?

These activities cannot be done with an LSCFO registration. If the organization wishes to engage in cooking and preparation activities beyond the limits of the LSCFO registration, they will need to apply for a food facility permit. A site evaluation may be conducted to determine if upgrades are necessary for the kitchen.

3. Where can food be served or distributed?

Food can be distributed to the public from inside the LSCFO's building. The building may be a non-residential structure that meets minimum structural and operational requirements. Food may be distributed in an outdoor location that is not in/or adjacent to the registered location up to four hours per day. Other local governmental jurisdictions (planning department and/or community development agency, building department, fire department, police department, parks department, etc.) may have additional requirements for use of public areas.

4. Is food safety training required?

The LSCFO must meet certain CalCode requirements, as specified, and follow the Best Management Practices (BMP) in order to ensure food is handled safely. Food safety training through a Food Safety

Manager Certificate or Food Handler Card program is not specifically required for LSCFOs; however BMPs require a sufficient level of food safety training and/or knowledge.

5. Will an inspection of the LSCFO be conducted?

Yes, one routine inspection of the operation will be conducted annually. An initial site visit may be conducted to determine eligibility and placement in the registration program.

6. I am not a non-profit organization but I want to prepare food such as beef stew or burritos at home. Can I distribute this food to those in need at a park or public area?

No, AB 2178 does not allow prepared foods made at home to be distributed to the public. In addition, AB 2178 requires the charitable feeding operation to be a non-profit.

7. What are the fines and/or penalties if a non-profit charitable feeding operation is operating without a registration or permit?

Initially, Environmental Management Department would start with education including information on how to obtain a registration or permit.

Enforcement options:

- Issue cease and desist notice to charitable feeders continuing to operate without registration.
- Conduct reinspections and office meetings as needed (fees may apply).