



**Sustainable Food Policy Board  
APPROVED**

**FEBRUARY MEETING MINUTES  
Monday, February 25, 2013**

The Sustainable Food Policy Board (SFPB) convened on Monday, February 25, 2013, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**Board Members in Attendance:**

Ronda Rutledge – Vice Chair	Kathy Green	Meagan Jones
Paula McDermott – Chair	Rob Borowski	Katherine Nicely
Mary Teeters		

**Absent Board Members:**

Marla Camp	Erin Flynn	Paige Hill
Karla Loeb	Michele Murphy-Smith	

**Staff in Attendance:**

Marisa Balancier, HHSD	Robert Kingham, HHSD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	Cassie DeLeon, HHSD	Meg Williams, PARD
Aiden Cohen, ARR	Phil Huang, HHSD	Sarah Stayer, HHSD
Dylan Siegler, OoS		

**CALL TO ORDER**

Chair Paula McDermott called the meeting to order at 12:38p.m.

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF JANUARY 28, 2013.**

- Vice-Chair Ronda Rutledge moved to approve minutes.
- Member Kathy Green seconded motion.
- Motion passed 7-0-0.

**3. STAFF BRIEFING – UNIVERSAL RECYCLING ORDINANCE PHASE 2 (AIDEN COHEN-AUSTIN RESOURCE RECOVERY) [15 MINUTES]**

- Staff Aiden Cohen shared the universal recycling ordinance amendments that were taken to council presented City's plan to help businesses expand and improve recycling.

**4. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Food and Agriculture Related State Legislation – Kathy Green**

- Member Kathy Green presented a list of Bills currently before the Texas Legislature related to farmer's market, local farm support, food access, food dessert, public health, public assistance, and summer food.
- No Action Taken

## B. Board Recommendations Follow-up

### 1. Supplemental Nutrition Follow-Up

- HHS staff member Cassie DeLeon provided summary of PHHS meeting re: SNAP.
- Currently there is no action from the committee. Nothing is moving forward to council. Committee did receive recommendations provided by Health department and are analyzing existing and future needed resources for a proposal for council in May
- Compiled research by students at the LBJ School of Public Affairs of SNAP incentives programs at Farmer's Markets provided as backup documentation.
- No Action Taken.

### 2. Healthy, Local, Sustainable Food in City/County Venues

- Council member Morrison sponsored and Council member Cole co-sponsored issue and it is on council's agenda for this week (Thursday).
- No Action Taken

### 3. Permitted Use and Zoning Resolution – Urban Farms

- The subcommittee of the planning commission met and recommended that code change be initiated. Planning commission will take up as new business tomorrow.
- No Action Taken.

## C. Community Engagement

### 1. Working Group Outreach/Guidelines/Process

- Community engagement working group is working on guidelines and processes for creating working groups and getting the community involved. Currently planning first working group meeting.
- No Action Taken

### 2. Data and Information Monitoring/Collection/Distribution

- Member Meagan Jones currently taking charge of data collection.
- No Action Taken

### 3. Board Representations/Community Speaking Engagements

- Funky Chicken Tour asked if board would like to make information about the board available to "tourists".
- Discussed updating information provided at community meeting to available for tour.
- No Action Taken

## D. Working Group Briefings and Recommendations

### 1. Retail Capacity Building

#### Farmer's Market Permit

- Draft of proposed definition of Farmer's Markets vendors and weekly Farmer's Market schedule provided as backup documentation.
- No Action Taken.

### 2. Food Security

#### Community Health Assessment/Community Health Improvement Plan (CHA/CHIP) presentation

- CHA complete, moving on the CHIP.
- Stakeholder meeting in April.
- Presentation provided as electronic backup documentation only.
- No Action Taken.

## E. Sustainable Food Policy Board Infrastructure and Protocol

### 1. Board Work Plan

- Discussed template created to be used to provide monthly updates to liaisons for executive committee meetings.
- Board discussed work plan, objectives, board member involvement and working groups. Through discussion need for new working group discovered.
  - Member Meagan Jones moved to create the Data and Information Monitoring/Collection/Distribution working group
  - Member Mary Teeters seconded motion
  - Motion passed 7-0-0.
- Vice-chair Ronda Rutledge made motion to accept the changes made to planning/tracking tool.
- Member Katherine Nicely seconded motion
- Motion passed 7-0-0.

### 2. Board Member Appointments

- Four county re-appointments are confirmed. Still waiting on two other re/new appointments.
- No Action Taken.

### 3. Annual Report

- Item not discussed
- No Action Taken.

### 4. Bi-annual Publication – Tracking Community Speaking

- Item not discussed
- No Action Taken.

## 5. ANNOUNCEMENTS [5 MINUTES]

### Community Happenings

1. City of Austin Food Summit – September 2013
2. Funky Chicken Coop Tour – March 30, 2013

## 6. SUMMARY OF ACTION ITEMS [5 MINUTES]

- January 28<sup>th</sup> minutes approved
- New Data and Information Monitoring/Collection/Distribution working group created.
- Changes made and accepted to planning/tracking tool.

## 7. FUTURE AGENDA ITEMS [5 MINUTES]

- **PRESENTATION – COUNTY OVERVIEW [SHERRI FLEMING] – MARCH**
- **PRESENTATION – TEXAS AGRILIFE EXTENSION [LINDSAY RAZZAZ] - MARCH**

### A. Board Recommendations Follow-up

1. City Urban Agriculture Exemption – March/April
2. Economic Analysis – March/April
3. Food Recovery

### B. Community Engagement

### C. Sustainable Food Policy Board Infrastructure

### D. Working Group Briefing

Distribution & Processing of Local Meats - March

**ADJOURNMENT**

Meeting was adjourned at 2:20p.m.