



Sustainable Food Policy Board

MAY MEETING MINUTES Monday, May 12, 2014

The Sustainable Food Policy Board (SFPB) convened on Monday, May 12, 2014, at The Street Jones Building, 1000 East 11th Street, 4th Floor, Rm 400A, Austin, Texas 78702

Board Members in Attendance:

Rutledge, Ronda; Chair	Cooper, Mindy	McDermott, Paula
England, Hildreth; Vice-Chair	Evans, Alexandra	Reed, Brandon
Blackwell, Lisa	Flynn, Erin	
Bowman, Dominique	Green, Kathy	

Absent Board Members:

Booth, Selena	McAfee, Melanie
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Staff in Attendance:

Cassandra DeLeon, HHSD	Phil Huang, A/TC HHSD	Edwin Marty, OoS
Lydia Jarjoura, PARD		

CALL TO ORDER

Chair Ronda Rutledge called the meeting to order at 6:03 p.m.

1. CITIZEN COMMUNICATION

- Jerry Locke – Texas Drought Project
Topic: Climate Protection Plan- Provided board with an update which included recommendations from farmers.

2. STAFF BRIEFING – OFFICE OF SUSTAINABILITY UPDATE (EDWIN MARTY-OFFICE OF SUSTAINABILITY) [10 MINUTES]

- Edwin Marty is the City's new Food Policy Program Manager
- Briefing included description of potential projects such as local food system scan, implementation of City of Austin healthy and local food procurement recommendations, and assistance implementation of the Urban Farm Ordinance.

3. STAFF BRIEFING –URBAN FARM ORDINANCE 20131121-020 (JERRY RUSTHOVEN-PLANNING DEVELOPMENT AND REVIEW DEPARTMENT) [10 MINUTES]

- Briefing provided by City staff liaison Cassandra DeLeon (HHSD).
- Briefing included information regarding the implementation of the Urban Farm Code Ordinance- one farm has received a temporary use permit and still is in the process of obtaining a certificate of occupancy.

4. STAFF BRIEFING – FY2015 HHSD BUDGET FORECAST (JOHN MILLER- HEALTH AND HUMAN SERVICES DEPARTMENT) [15 MINUTES]

- Briefing postponed until June.

5. STAFF BRIEFING COMMUNITY TRANSFORMATION GRANT UPDATE (DR. PHILIP HUANG- HEALTH AND HUMAN SERVICES DEPARTMENT) [10 MINUTES]

- Dr. Huang is the City's Medical Director/ Health Authority.
- Briefing included an update on the Community Transformation Grant (CTG) programmatic successes and activities that relate to the Sustainable Food Policy Board's goals.

6. APPROVAL OF MINUTES OF MARCH 24, 2014 MEETING

- Member Erin Flynn moved to approve minutes
- Member Hildreth England seconded motion.
- Motion passed 9-0-1.
- Member Paula McDermott abstained.
- Minutes approved with typographical changes.

6. DISCUSS AND TAKE APPROPRIATE ACTION

A. Board Infrastructure and Protocol [20 Minutes]

1) Board Membership Update – Vacancies / Appointments

- Member Paula McDermott officially resigned from board.
- Commissioner Gomez has been notified and will appoint a new member.
- No action taken.

2) Election of Officers

a. Chair

- Member Paula McDermott nominated current Chair Ronda Rutledge to serve as Chair.
- Member Erin Flynn seconded nomination.
- Current Chair Ronda Rutledge accepted nomination.
- No other members were nominated.
- Current Chair Ronda Rutledge was elected to serve as Chair on a unanimous 10-0 vote.

b. Vice-Chair

- Member Dominique Bowman nominated current Vice-Chair Hildreth England to serve as Vice-Chair.
- Member Lisa Blackwell seconded nomination.
- Current Vice-Chair Hildreth England accepted nomination.
- No other members were nominated.
- Current Vice-Chair Hildreth England was elected to serve as Vice-Chair on a unanimous 10-0 vote.

3) Boards and Commissions Task Force Information Update

- Board reviewed 10-1 taskforce's draft recommendations.
- Board requests information on the process for sharing task force's recommendation report with other boards and commissions and City Council.
- Board requests briefing from 10-1 task force, if possible

4) Full Board and Executive Committee Meeting Dates and Times

a. Full Board Meeting

- Member Brandon Reed moved to change the full board meeting day to the second Monday of the month and that the meeting be held from 6-8 p.m. at the Street Jones Building, 1000 East 11th Street.
- Vice-Chair Hildreth England seconded motion.
- Motion passed 10-0-0.

b. Executive Committee Meeting

- Member Dominique Bowman moved to change the executive committee meeting day to the fourth Monday of the month and that the meeting be held from 12:30-1:30 p.m. at City Hall.
- Member Brandon Reed seconded motion.
- Motion passed 10-0-0.

B. Board Recommendations Follow-up [30 Minutes]

1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives

- Food Security Workgroup formal recommendation to support SNAP incentives discussed und agenda item 7d.
- No action taken.

2) Healthy, Local, Sustainable Food in City/County Venues

- Working group recommendation do not require Council action.
- Staff developing administrative bulletin.
- No action taken.

3) Land Use

a. Urban Farm Definition Revision

- No new update.
- No action taken.

b. Non-Code Recommendation SNAP EBT Technology at Farm Stands

- No new update.
- No action taken.

C. Board Recommendations Follow-up [15 Minutes]

1) Codes and Ordinances Working Group

- No new update.
- No action taken.

2) Community Engagement Working Group

- Website updates have been completed.
- No action taken.

3) Distribution/Processing of Local Meats Working Group

- Next meeting tentatively scheduled for July or August.
- Working Group considering local food retail campaign recommendation.
- No action taken

4) Farmland Preservation and Access Working Group

- First working group meeting held, included sustainable agriculture briefing from Travis County.
- Next meeting scheduled for May 21st.
- No action taken

5) Food Security Working Group

- No new update.
- No action taken

6) Retail Capacity Working Group

- First working group meeting scheduled for July.
- The next Food Trust site visit will be in mid July and include key stakeholder training.
- No action taken.

D. FY2015 Budget Recommendations [20 Minutes]

a) SNAP

- Member Kathy Green moved to approve food security working group's recommendation to promote SNAP enrollment and provide incentives.
- Member Paula McDermott seconded motion.
- Motion passed 10-0-0

b) CTG

- Board discussed developing a letter of support for funding to sustain the CTG activities beyond the September 29, 2014 grant end date.
- Member Kathy Green agreed to draft letter for board consideration.
- No action taken.

7. **REVIEW OF BOARD MEMBER ASSIGNMENTS [5 MINUTES]**

- Ronda Rutledge and staff liaison will follow up with 10-1 task force on process for notifying boards and commissions of recommendations
- Paula McDermott will send out invitation to Farmland Preservation workgroup
- Kathy Green will develop CTG letter of support.
- Alexandra Evans agreed to be the SFPB liaison for the Farmland Preservation workgroup.

8. **FUTURE AGENDA ITEMS [5 MINUTES]**

- Next meeting agenda will be developed during May 27th Executive Committee meeting.

ADJOURNMENT

Meeting was adjourned at 8:10 p.m.