



## Sustainable Food Policy Board

## MEETING MINUTES Monday, July 14, 2014

The Sustainable Food Policy Board (SFPB) convened on Monday, July 14, 2014, at The Street Jones Building, 1000 East 11th Street, 4<sup>th</sup> Floor, Rm 400A, Austin, Texas 78702

### Board Members in Attendance:

Hildreth England	Cooper, Mindy
Green, Kathy	Reed, Brandon
Blackwell, Lisa	Selena Booth
Bowman, Dominique	

### Absent Board Members:

Ronda Rutledge, Chair	Erin Flynn	Alexandra Evans
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### Staff in Attendance:

Lydia Jarjoura, OoS	Cassie DeLeon, HHSD	Edwin Marty, OoS
Meredith Gray, PARD	Aaron Hobbins, OoS	

### CALL TO ORDER

Hildreth England called the meeting to order at 6:18 p.m.

#### 1. CITIZEN COMMUNICATION

- None

#### 2. STAFF BRIEFING – FARMLAND PRESERVATION (Wendy Connally) [10 MINUTES]

- Absent

#### 3. STAFF BRIEFING – URBAN FARM ORDINANCE 20131121-020 (JERRY RUSTHOVEN – PLANNING DEVELOPMENT AND REVIEW DEPARTMENT) [15 MINUTES]

- Absent

#### 4. APPROVAL OF MINUTES OF June 9, 2014 MEETING

- Member Kathy Green moved to approve minutes
- Member Dominique Bowman seconded motion.
- Motion passed 7-0-0.
- Minutes approved.

#### 6. DISCUSS AND TAKE APPROPRIATE ACTION

##### A. Board Infrastructure and Protocol

##### 1) Board Membership Update – Vacancies / Appointments

- Member Hildreth England updated that City and County have received 40 applications for the 3 current vacancies
- Board will reach out to City and County and appointers regarding applicants
- No action taken

##### 2) Discussion of meeting dates/times

- Agenda items for meetings will be set at full Board Meetings.

- 3) Discuss amendments to bylaws
  - Member Mindy Cooper motioned to change article 7, section D to read “board may meet monthly but at a minimum of 8 times in a 12 month period.”
  - Member Selena Booth seconded this change.
  - Motion passed 7-0-0
  - Member Kathy Green motioned to pass bylaw amendments
  - Member Dominique Bowman seconds
  - Motion passed 7-0-0
- 4) Boards and Commissions Task Force Information Update
  - Update from staff member Edwin Marty: an extension is being reviewed by council to change the term expiration dates of Boards and Commissions from December 15, 2014 to June 30, 2015.
  - No Action Taken

#### B. Board Recommendations Follow-up

- 1) Supplemental Nutrition Assistance Program (SNAP) Outreach/Incentives
  - Member Kathy Green provided update that she presented resolution to County Commissioners Court
  - Kathy will connect with Sherri Fleming to find out how the Board should move forward.
- 2) Healthy, Local, Sustainable Food in City/County Venues
  - Member Edwin Marty provided update that the City has adopted the new healthy vending contract and machines are currently being switched out.
  - No action taken.
- 3) Land Use
  - a. Urban Farm Definition Revision
    - Update from staff member Edwin Marty: The current challenges haven’t changed and no urban farms are in compliance.
    - Edwin will follow up with Jerry Rusthoven at Planning & Development review for updates.
    - No action taken.
  - b. Non-Code Recommendation SNAP EBT Technology at Farm Stands
    - Member Selena Booth will email the board with invitations to share with their social media networks.
    - No action taken.

#### C. Board Working Group Recommendations Follow-up

- 1) Codes and Ordinances Working Group
  - No update.
  - No action taken.
- 2) Community Engagement Working Group
  - Member Brandon Reed updated that group is in the planning process for the first meeting in August.
  - No action taken.
- 3) Distribution/Processing of Local Meats Working Group
  - No update.
  - No action taken
- 4) Food Security Working Group

- Staff member Cassandra De Leon updated on the letter of support; that requirements are similar to Community Transformation Grant and it applies to all 4 areas. There is a maximum amount of funds of \$4 million a year for 3 years for the grant and they are applying for that total.
- Member Selena Booth motioned to approve signing of Letter of Support
- Member Lisa Blackwell seconded.
- Motion approved 7-0-0

5) Farmland Preservation and Access Working Group

- Former Member Paula McDermott updated the progress report.
- Committee was split into two groups: Access and Farmland Preservation
- Next meeting is on 7/23
- No action taken

6) Retail Capacity Working Group

- Member Dominique Bowman updated that the first meeting will be on 7/29 at 6pm
- The food trust meeting on 6/24 was successful; discussed utilizing community grassroots involvement.
- No action taken.

**7. REVIEW OF BOARD MEMBER ASSIGNMENTS**

- Members will write to appointers about applicants for vacant seats
- Member Kathy Green will follow up with Sherri Fleming at the County

**8. FUTURE AGENDA ITEMS**

- Members will submit any agenda items by emailing Ronda, bc the Board and cc all staff members. Items must be seconded.
- Staff will reach out to absent presenters to see about adding to next agenda.

**ADJOURNMENT**

Meeting was adjourned at 7:21 p.m.