



Sustainable Food Policy Board

MEETING MINUTES Monday, March 9th, 2014

Board Members in Attendance:

Brandon Reed, Ronda Rutledge, Erin Lentz, Erin Flynn, Felipe Camacho, Alexandra Evans, Kathy Green.

Absent Board Members:

Dominique Bowman Carla Jenkins

Staff in Attendance:

Edwin Marty, OoS Juanita Jackson, Travis County
Lydia Jarjoura, OoS Meredith Gray, PARD

CALL TO ORDER

Board Member Ronda Rutledge called the meeting to order at 6:08pm.

Board Member Kathy Green joined the dais at 6:20pm.

1. CITIZEN COMMUNICATION

- o None

2. STAFF BRIEFING

- 1) Travis County, Land Water Transportation Plan update, Wendy Scaperotta (Juanita presented in her place).
 - I. Scheleen Walker has replaced Wendy as the LWT contact. As of now the Travis County Transportation and Natural Resources group is looking to prioritize work related to implementing the LWT Plan and they hope to bring feedback to the board by the next meeting.

3. APPROVAL OF MINUTES OF JANUARY 12TH, 2015 MEETING

- Member Brandon Reed motioned to approve minutes
- Member Erin Flynn seconded the motion.
- Motion to approve.
- Minutes approved 9-0-1 (abstention: new member Erin Lentz).

4. DISCUSS AND TAKE APPROPRIATE ACTION

Board Infrastructure and Protocol [30 Minutes]

- 1) **Board Officer elections** (Chair and Vice-chair)
 - a. Item on hold until April meeting
- 2) **Boards and Commissions Task Force Information Update**
 - a. Edwin Marty: updated that Deena Estrada noted that boards are in a special transition until June. Edwin and Juanita will discuss further with Deena to clarify. Mayor will make all appointees for any replacements from now until June for CoA appointments and City Council will have to approve that recommendation.
 - b. The previous SFPB recommendation to increase board members and change name was not approved by City council.
 - c. Member Kathy Green moves to resubmit Recommendation (20141110-4.A1) to Council with new date requesting single member appointees
 - d. Member Brandon Reed seconds motion.
 - e. New Board Member Erin Lentz abstains.
 - f. All others in favor.

3) Review SFPB Membership –Skillset Matrix, Attendance Reports

- a. Staff invites suggestions for changes or additions
- b. Use what is in the charge to determine the skillset
- c. Replace “waste” with Food Recovery
- d. Edwin will email to board to fill out

4) Review Board Members’ meetings with City and County Officials

- a. Board Member Kathy Green met with Council Member Garza and has a meeting with Council Member Casar and a rescheduled meeting with Judge Eckhart. Board member Ronda Rutledge met with Council Members Garza, Kitchen, and Pool. Board member Brandon Reed spoke to Council Member Houston’s staff. That leaves Council Members Troxclair, Gallo, Zimmerman, as well as Travis Co. Commissioners Brigid Shae and Ron Davis (Members Brandon Reed and Erin Flynn will reach out to them). Kathy Green will contact Doughtry. Felipe Camacho will reach out to Gomez.

5. Board Recommendations Follow-up [20 Minutes]

I. Urban Farm Ordinance update

- i. Staff Member Edwin Marty got an approved summary of the Urban Farm Ordinance and it includes a checklist of what farms need to do to receive a certificate of compliance. It also includes individual’s names and contact information. Edwin has reviewed how the City of Seattle has turned the code and regulation language into publicly legible documents and Edwin will have this complete by the April Board meeting. The document will also include community garden activity.

II. Supplemental Nutrition Assistance Program Outreach/Incentives

- i. Board Member Kathy Green updated that Capitol Area Food Bank has signed a contract with the City; on the County side, the plan is still in the works. They are moving forward with hiring an Austin/Travis Co. area employee for SNAP Outreach. Juanita will follow up with Sherri Fleming to see where this is in the process. The Sustainable Food Center has a sole contract with CoA on the Double Dollar program to use SNAP and WIC at Farmer’s Markets so customers can get double the amount of produce.
- ii. Staff liaison Edwin Marty updated that school farm stands are moving forward and having Double Dollar and EBT at the stands from school-grown food and Farm Share Austin will subsidize/donate their produce. Each school’s PTA will get a percentage of the sales.

III. Healthy, Local, Sustainable Food in City/County Venues

- i. Staff liaison Edwin Marty updated that a UT researcher, Rose Jennings, is researching best practice models for local/healthy food procurement in other cities (five similar cities) - and will have this done by May. Then she will gather focus groups with various CoA departments who have implemented some version of the healthy vending policy. Rose will then compile results and make a recommendation to the City on a comprehensive Local and Healthy Procurement Plan.

IV. Healthy Corner Store Initiative update

- i. Staff liaison Edwin Marty updated that there is a lot of interest from the Health Department and other private foundations to move forward with this. The initiative started moving forward last year but when funding from the Federal Government was

pulled back, the Health Department had to lay off staff members but private foundation funding may supplement the program in the future.

6. Working Group Briefings and Recommendations [15 Minutes]

I. Finalize Working Group Details

- a.** Set dates for working group meetings before April meeting
 - i.** Farmland Access and Preservation: 3/11/15
 - ii.** Local Meats (may become subgroup of Retail Capacity Working Group)
 - iii.** Food Security and Codes and Ordinances: Both Sandra Evans and Erin Lentz will be added to this group and will schedule a meeting

7. 2015 Strategic Planning

I. Review and finalize “Developing Advocacy Strategy” document for Farmland Preservation and Access Working Group

- a.** Board to review document during April meeting
- b.** Working group to add additional information and help the board narrow down a problem and possible solutions.

8. REVIEW OF BOARD MEMBER ASSIGNMENTS

- Board members will look at the Annual Review as well as schedule time to meet with Edwin on learning Google Docs and BC email, if needed.
- Working Groups will meet before April 13th meeting.
- Board member Ronda Rutledge will send a follow up note to the working group about choosing one main problem to solve with the strategy tool. She will also follow up with Vice-chair Dominique on her position and will find and update the 10-1 recommendation to re-submit to Council.
- Board member Felipe Camacho will schedule a time to meet with Edwin Marty about the BC email and the Google docs as well as meet with Ronda and Kathy about meeting with council members and the working group.
- Board member Brandon Reed will contact Don Zimmerman to set up a meeting as well as contact Board member Kathy Davis to schedule the Food Security Working Group meeting as well as to set up a meeting with Commissioner Davis. He will also meet with the Mayor’s office.
- Board Member Sandra Evans will call Vice-chair Dominique about the Retail Capacity working group. She will also contact Brandon and Kathy about the Food Security Working Group.
- Board member Erin Lentz will review the BC email and Google Docs as well as meet with the Food Security Working Group and possibly the Retail Capacity Working Group. She will also read the Annual Report.
- Board member Kathy Green will follow up with Councilor Pio and set up a meeting with Doughtry. She will also meet with member Brandon Reed for the Food Security Working Group.
- Board Member Erin Flynn will meet with Vice-chair Dominique to move Local Meats under Retail Capacity. She will also meet with Brigid Shae and Ron Davis as well as look at the Annual Review.
- Staff liaison Edwin Marty will follow up with Deena Estrada and Juanita Jackson on the issue of meeting quorum as well as which members are moving forward. He will also send the Skillset Matrix to the Mayor’s staff. He will get details on the City budget report and how it might impact the board. He will also email both the FARFA link and the Draft Annual Food Report to the board.
- Staff liaison Lydia Jarjoura will create an annual Board Calendar (similar to the annual report) that includes budget season of both the City and the County. She will also contact the board via BC AND personal emails on the Wednesday before each meeting to confirm by that Friday that they will be at Monday’s meeting.

9. FUTURE AGENDA ITEMS

- Board Member Kathy Green will speak at the April meeting about AISD Food Student Health Advisory Committee's latest updates on school food service challenges and opportunities.
- There will be an update on the Travis County Land Water Transportation Plan
- Staff liaison Edwin Marty will provide Board with an update on Farmers' Market permit fees.

10. ADJOURNMENT

- Board member Ronda Rutledge adjourned the meeting at 7:53 PM.