



**Sustainable Food Policy Board  
Executive Committee**



**JULY MEETING MINUTES  
Monday, July 16, 2012**

The Executive Committee of the Sustainable Food Policy Board (SFPB) convened on Monday, July 16, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**CALL TO ORDER**

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

**Committee Members in Attendance:**

Paula McDermott, SFPB Chair  
Ronda Rutledge, SFPB Vice Chair  
Adam King, Liaison - absent

Michele Murphy-Smith, Liaison  
Erin Flynn, Liaison - absent

**Staff in Attendance:**

Robert Kingham, HHSD  
Jake Stewart, PARD

Marisa Balancier, HHSD  
Meg Williams, PARD

**1. CITIZEN COMMUNICATION**

Meg Williams

- Jake Stewart introduced PARD intern

**2. APPROVAL OF MINUTES OF JUNE 18, 2012.**

- Liaison Michele Murphy-Smith made motion to accept the minutes.
- Vice Chair Ronda Rutledge seconded the motion.
- Motion passed 3-0-0.

**3. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Health Department Food Permits and Farmers Markets Update (Paula McDermott)**

- In response to a citizen communication at the June full board meeting Paula plans to meet with permitting office about the new requirements of vendors to wrap foods (mainly prepared) at farmers markets.
- Committee agrees that new policy is not consistent with Zero waste or Imagine Austin initiatives.
- No Action Taken.

**B. Economic Analysis Recommendation Follow-up (Paula McDermott)**

- Letter has been sent and Paula is following up with council aides.
- No Action Taken.

C. Annual Report Update (Paula McDermott)

- Updated committee on status of Annual Report.
- No Action Taken.

D. Work Plan Updates and Approval (Michele Murphy-Smith)

- Committee discussed updates made to planning/tracking tool.
- No Action Taken.

E. Working Group Reports

- Food Access and Wellness (Michele Murphy-Smith)
  - Updated committee on status of working group report.
  - No Action Taken
- Food Production and Business (Adam King)
  - Liaison Adam King not present at meeting.
  - No Action Taken

F. Supplemental Nutrition Assistance Program-related recommendations –update (Robert Kingham)

- First meeting scheduled July 17<sup>th</sup> at 1:00p.m.
- No Action Taken.

G. Supplemental Nutrition Assistance Program Recipient Automatic Eligibility for COA Utility Discount

- Committee requested official announcement regarding automatic discount for SNAP recipients when utility rates increase in October.
- Questions posed: How does the discount work? Amount of discount? Can information be provided in utility bills?
- SNAP work group currently in the process of finding out information reports Robert Kingham.
- No Action Taken.

H. Community Outreach Update (Paula McDermott)

- Liaison Michele Murphy-Smith will chair work group.
- No Action Taken

**4. ANNOUNCEMENTS**

**A. Food Day Updates**

## **5. DISCUSS FUTURE AGENDA ITEMS**

### **A. July 23<sup>rd</sup> Meeting**

1. City HHSD Briefings re: SFPB-related Budget/Activities/Metrics (Philip Huang)
2. Sustainable Urban Agriculture and Community Garden
3. Community Transformation Grant and Chronic Disease Prevention Related Work/Findings (Philip Huang)
4. Travis County Budget/Activities/Metrics Briefings
5. Working Group Reports – Food Surplus (moved to August)

### **B. Future Meetings**

1. Travis County Bond Process – Farmland Preservation
2. Sustainable Urban Ag. and Community Gardens Briefing
3. Community Transformation Grant and Chronic Disease Prevention Related Work/Findings
4. County Briefings (including HUD report)
5. Sustainability Office Briefing
6. SFPB Web Presence

## **ADJOURNMENT**

Meeting was adjourned at 1:50p.m.