



**Sustainable Food Policy Board  
APPROVED**

**JULY MEETING MINUTES  
Monday, July 23, 2012**

The Sustainable Food Policy Board (SFPB) convened on Monday, July 23, 2012, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

**Board Members in Attendance:**

Ronda Rutledge – Vice Chair	Paige Hill	Kathy Green
Michele Murphy-Smith	Marla Camp	Katherine Nicely
Mary Teeters	Erin Flynn	Toni Tipton-Martin

**Absent Board Members:**

Adam King	Melanie McAfee	Paula McDermott – Chair
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**Staff in Attendance:**

Marisa Balancier, HHSD	Robert Kingham HHSD	Philip Huang, HHSD
Juanita Jackson, TC-HHS/VS	Ashley Pudnos, HHSD	Jake Stewart, PARD
Kristine Hansen, HHSD		

**CALL TO ORDER**

Vice Chair Ronda Rutledge called the meeting to order at 12:35p.m.

**1. CITIZEN COMMUNICATION**

None

**2. APPROVAL OF MINUTES OF JUNE 25, 2012.**

- Member Paige Hill made motion to accept the minutes.
- Member Toni Tipton-Martin seconded the motion.
- Motion passed 7-0-0.
- Members Katherine Nicely and Erin Flynn not present at vote

**3. STAFF BRIEFING – SUSTAINABLE URBAN AGRICULTURE AND COMMUNITY GARDEN PROGRAM CHECK-IN (JAKE STEWART – PARD)**

- Brief overview of pilot proposal of ways to create access to fresh foods in food deserts geared around SNAP access. Presented research obtained from evaluation site Rosewood and Chicon.
- Newsletter with more in-depth update to come. Should be available by next board meeting.
- PowerPoint presentation not available due to proposal still being in draft phase.

**4. STAFF BRIEFING – COMMUNITY TRANSFORMATION GRANT AND CHRONIC DISEASE PREVENTION RELATED WORK/FINDINGS (PHILIP HUANG) [15 MINUTES]**

- Overview of HHSD’s Chronic Disease Prevention and Control Program and the Community Transformation Grant including funding allocations and charge.
- PowerPoint presentation available as backup doc titled: “A/TCHHSD Briefing: SFPB-Related Activities/Budget” pp.14-16

**5. STAFF BRIEFING – CITY HHSD BUDGET/ACTIVITIES/METRICS RELATED TO FOOD AND NUTRITION (PHILIP HUANG) [20 MINUTES]**

- Overview of HHSD food system programs including descriptions of programs and budget information.
- PowerPoint presentation available as backup doc titled: “A/TCHHSD Briefing: SFPB-Related Activities/Budget” pp.1-13

**6. DISCUSS AND TAKE APPROPRIATE ACTION**

**A. Board Changes: New Member Introduction and Various Council-Appointed Board Member Term Expirations (Ronda Rutledge) [10 minutes]**

- Reviewed names of the 4 board members who term expires 07/31/2012 (Melanie McAfee, Mary Teeters, Toni Tipton-Martin, and Vice Chair Ronda Rutledge).
- Robert Kingham explained hold over provision – The fact that a member of the board who’s term has expired may still participate as member of the board in a hold-over capacity up to 90 days until said member is reappointed or a replacement is found.
- Vice Chair Ronda Rutledge reviewed city’s attendance policy and board informed by Juanita Jackson that the same policy applies to county appointees.
- No Action Taken.

**B. Support for County Budget Request for Temporary Sustainability Food Program Coordinator FTE (Ronda Rutledge) [10 minutes]**

- Member Erin Flynn moved to accept letter to Judge Biscoe and County Commissioners with grammatical changes.
- Member Michele Murphy-Smith seconded the motion.
- Motion passed 8-0-0.
- Member Marla Camp not present at vote.
- Vice Chair Ronda Rutledge will make changes and forward to HHSD staff.

**C. Economic Analysis Recommendation Follow-Up (Ronda Rutledge) [3 minutes]**

- No new information.
- No Action Taken.

- D. Supplemental Nutrition Assistance Recommendation Update (Robert Kingham) [5 minutes]
- HHSD's Kristine Hansen informed board on CDPC program's new group created to find solutions to issues identified by SFPB's SNAP working group including low levels of SNAP enrollment/utilization in Austin/Travis County.
  - No Action Taken.
- E. Supplemental Nutrition Assistance Program Recipient Automatic Eligibility for COA Utility Discount (Robert Kingham) [3 minutes]
- HHSD is looking at this benefit as a way to increase SNAP enrollment. Robert Kingham tracking down City of Austin utility employee who can provide more information.
  - No Action Taken.
- F. Imagine Austin Working Group Final Summary (Michele Murphy-Smith) [10 minutes]
- Brief overview of Imagine Austin Final Report. Full report with all appendices will be posted on website.
  - No Action Taken.
- G. Work Group and Work Plan Tool Updates [20 minutes]
1. Food Access and Wellness – Michele Murphy-Smith
    - a. Food Security Assessment (pending Community Action Network meeting)
    - b. Food Assistance Programs (SNAP, WIC, etc.) – existing working group
    - c. Healthy/Local Food in City/County Venues – existing working group
    - d. City/County Bond Issues – new working group
    - e. Community Engagement/Outreach – new working group
  - Board discussed changes to SFPB planning/tracking tool.
  - No Action Taken.
- \* Member Katherine Nicely left at 2:04p.m.
2. Food Production and Business – Adam Smith
    - a. Food Salvage and Surplus (August report) – existing/ending working group
    - b. Retail Capacity Building – new working group
    - c. Distribution/Processing of Local Meats – new working group
    - d. Water for Sustainable Farming – new working group
  - Board discussed changes to SFPB planning/tracking tool.
  - No Action Taken.

## **7. ANNOUNCEMENTS**

- A. Meeting with Health Department and Farm and Farmers Market Representatives Regarding Permits – August 9<sup>th</sup>
- B. Food day Updates/Activities – Wednesday, October 24<sup>th</sup>.
  - SFPB community meeting scheduled for Sunday, October 21<sup>st</sup>.
- C. Slow Food Gathering with SFPB Rescheduled (September)
- D. Farm and Ranch Freedom Alliance (FARFA) Conference - September 10<sup>th</sup> -11<sup>th</sup>, Bastrop Convention Center

## **8. SUMMARY OF ACTION ITEMS**

- Budget request letter to Judge Biscoe and County Commissioners approved.

## **9. FUTURE AGENDA ITEMS**

- A. Travis County Related Activities/Programs/Work Plans – October
- B. Sustainability Office Briefing – August
- C. Working Group Reports: Food Surplus – August; City/County Venues and Retail Capacity Building - September

## **ADJOURNMENT**

Meeting was adjourned at 2:29p.m.