



Sustainable Food Policy Board

MEETING MINUTES Monday, October 12, 2015

Board Members in Attendance:

Alexandra Evans, Sharon Mays, Jessica Gaffney, Carla Jenkins, Adrienne Haschke, Jake Carter, Felipe Camacho, Errol Schweizer, Kathy Green, Dustin Fedako

Absent Board Members:

Dominique Bowman, Erin Lentz

Staff in Attendance:

Amanda Rohlich, Edwin Marty, Meredith Gray

CALL TO ORDER

Board Chair Kathy Green called the meeting to order at 6:03 pm.

1. CITIZEN COMMUNICATION: GENERAL

Speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda. -- None

2. STAFF BRIEFINGS

- a) Austin ISD Nutrition Service Director, Anneliese Tanner: Introducing herself to the board. She is new to the district; approaching the 90 day mark. She has a financial advisor background, attended New York University and pursued a Masters in food studies with a focus on food systems. Her focus is on food policy, specifically city food policy. She views city food system plans as tools to create equity. After finishing her Masters, she worked in Round Rock ISD as the food service director and also worked in Comfort, Luling, Palacios ISD. Ms. Tanner recently accepted a position with Austin ISD to serve as Food Services Director. AISD food services works in three areas: hunger relief, sustainability, nutrition education with three focus areas: grow participation (funded by meals they serve), labor management (over staffed because serving less meals), and operational excellence. (Below are notes taken from her presentation which can be found in the back-up materials).

Increased participation:

Programs:

- Breakfast in the classroom (BIC) - six campuses went BIC and participation in the breakfast program increased by 37%.
- Child and Adult Care Food Program (CACFP): If 50% or more of students are eligible for free and reduced (f/r) lunch, the school is eligible to serve dinner
- Catering

Menu Innovation:

- Daily vegetarian options—currently available in high schools, looking to expand to elementary and middle schools.
- Farm to School -- Seasonal favorite; what farmers can menu predictably (volume and timeframe needed)
- Local a la cartes; has to meet nutrition guidelines—goal to be 100% local on chips and snacks; phasing out Ozarka bringing in rainwater from Bastrop and Dripping Springs
- Food Truck; launching at Anderson: Nacho Average Food Truck
- Global flavors; bring in more cultural options (Arabic, Vietnamese)
- Student input-- work with culinary program at Travis and Crockett

Marketing

- Brand development; getting word out about what they do
- Presentation standards; rolling out a menu app
- Chef event
- Regular communications

Labor Management

Staffing, training and recognition

Operational Excellence

Operations

- Campus goals
- Site visits
- Online production records
- Equipment replacement schedules

Purchasing

- Developing clean label standards: already no MSG, artificial sweeteners; what's next?
- % local—don't know amount that is currently local (tortillas, milk); putting together that inventory and then a corresponding goal
- Scratch cooking
- Inventory management
- Sustainable disposables – longer term plan as budget allows; reusable trays in all elementary schools and some MS

Finance

- Plans to accept credit cards
- Itemized register screens—which will help inventory tracking
- Free and reduced application processing; majority done by hand inputting information
- Rigorous receiving

b) Questions from Board Members:

Errol Schweizer: How do you define local? Ms. Tanner: State of Texas. Dustin Fedako: How would a local vendor start conversation with AISD of getting product in schools? Ms. Tanner: Per district protocol, anything under \$50k per year flexible. If over \$50k, have to put out RFP, go before Board. Not allowed to use local as a qualifier. The district strategic plan does outline a preference for local. Reach out to buyer Misty Watson if interested. Alexandra Evans: How does the food truck work? Ms. Tanner: It's an AISD food truck serving their food which is carnitas and barbacoa street tacos that are all scratch made. They are currently piloting at Anderson and may roll out to one or more per campus based on success. Carla Jenkins: Culinary curriculum—can you tell us more about? Do they work in a kitchen? Ms. Tanner: Yes. Alexandra Evans: Other schools may not have program but still teach classes. Felipe Camacho: Is the food truck cash only or for F/R lunch as well. Ms. Tanner: Yes, every meal is reimbursable. Alexandra Evans: What about salad bars? Ms. Tanner: There are 7 salad bars portioned out made to order due to food safety, will roll out to additional schools as budget/interest allows. Errol Schweizer: Does AISD have an organic strategy? Ms. Tanner: Long term plan to have the clean label standards get us there. Errol Schweizer: What about GMO contaminations? Ms. Tanner: Not that far along. Adrienne Haschke: Are you familiar with geographic preference to include local vendor preference in evaluation criteria. Ms. Tanner: Had some confusion as to how this may apply, question of \$3k. Tanner to look into it. Staff member Edwin Marty: Nice to have a recommendation from Ms. Tanner as to how SFPB can support her work. Ms. Tanner: Be a BIC supporter. Carla Jenkins: What do they eat in the classroom? Ms. Tanner: All packaged products, more protein than students get from home, more protein than other districts (ex. burrito, yogurt, muffin, egg sausage biscuit). Campus and classroom have flexibility on how they do BIC (ex. during roll call, etc.)

3. APPROVAL OF MINUTES FROM SEPTEMBER MEETING

- a) Board Member Alexandra Evans motions to approve the meeting minutes from 9/14/15
- b) Board Member Jake Carter seconds the motion to approve
- c) All are in favor of approving with minor corrections; none opposed

4. OLD BUSINESS

a) Board Infrastructure & Protocol:

1) Vote on Joint Sustainability Committee (JSC) Representative

- a. Staff liaison Edwin Marty: JSC created with new City Council to provide feedback on how to implement Community Climate Plan and will include eleven (11) members from other Boards and Commissions. JSC will likely meet quarterly with breakout meeting for working groups. First meeting will be held in December
- b. Questions: Chair Kathy Green: Is this Committee temporary or ongoing? Edwin Marty: Intended to be ongoing. Kathy Green: Who is interested? Jake Carter and Adrienne Haschke raised hands to express interest in position. Alexandra Evans: Will JSC will give updates to SFPB? Edwin Marty: Yes.

- c. Candidates left room for vote. Adrienne Haschke was nominated by a vote of 6 to 2.
 - 2) Boards and Commissions Task Force Information Update
 - a. New by-laws: Need to draft new by-laws, attempt to formalize and standardize. Able to make amendments, but will have to go in front of City Council for approval. Edwin Marty to email the comparative document. Board to read and make recommendations of edits. Opportunity for board to revise request for 1 to 1 city council representation and also change name (remove “Sustainable”). Ten appointments (one from each district), two appointments from county judge, four appointments (one from each commissioner) for a total of 16 members—this would be a much larger board.
 - b. Strategic planning: Should we bring in facilitator? Yes. Bring Food. What time would they need to start? 4:30 – 8 pm December 14th. Confirm in Nov. meeting.
 - 3) Review Board Members’ meetings with City and County Officials
 - a. Carla Jenkins: Accompanied Edwin Marty to visit County Commissioner, Gerald Daugherty, to give updates on Board’s work. Received a warm reception, especially with regards to farmland presentation—County has recently bought land adjacent to Onion Creek and recognize that it is good farmland. He mentioned that he is open to working with SFPB. Adriane Haschke to follow-up with meeting.
- b) Board Recommendations Follow-up
 - 1) Supplemental Nutrition Assistance Program Outreach/ Incentives
On-going allocation. \$400k one-time, SNAP outreach on-going
 - 2) Local and Healthy Food Procurement
Edwin—working on understanding purchasing process, 1-on1 webinar with Center for Good Food Purchasing started out of LA Food Policy Council, AISD, UT. What are we procuring—technical assistance to get to that point we can set goals, track against those goals, celebrate success.
 - 3) Urban Farm Ordinance, City Council Memo
Move out of draft form. Working on similar tool for Community Garden regulations--how to refine and improve process. Currently takes \$10,000-\$15,000 to start a community garden and 6-12 months. How can SFPB make recommendations to increase funding to community gardens?

5. NEW BUSINESS

- a) **Working Group Briefings and Recommendations**
 - 1) Working Group Break-outs
 - a) Codes and Ordinances Working Group
 - i. Discussion and possible action on Code Next Recommendation: Sharon Mays to talk through Recommendations.
 - ii. Board Member Carla Jenkins motions to send recommendation to Code Next pending minor formatting edits and adding meat processing facilities to all transects.
 - iii. Conversation about water rites but not included because it would be in opposition to the Texas state constitution
 - iv. Board Member Jessica Gaffney seconds the motion to send recommendations pending edits
 - v. All are in favor of approving with minor corrections; none opposed
 - b) Farmland Preservation and Access Working Group
 - i. Discussion and possible action on Regional Food System Study Recommendation: Adrienne to provide update. Group wrote language as team, Felipe Camacho and Errol Schweizer were also at the table.
 - ii. Questions: Carla Jenkins: What does CE reference acronyms; can we write out acronyms? Carla Jenkins: Question about source for \$8,297 – recommends citing source. Kathy Green: \$75k split between City and

County? Who is going to pay for what? Adrienne Haschke: The ask is for partial funding of a large study. Errol Schweizer: How did we get to \$75k? Adrienne Haschke: Medium ask for an Admin position plus contracts. The working group asked what would it take to have admin support to bring coalition together. Recommendations from board to allow for more money. Kathy Green: Did working group research any other regional food system studies and how they were funded? Recommendation for working group to provide a clear justification for FTE, explain what role regional planning organizations such as CAPCOG would play. Felipe Camacho: We wanted to purpose a modest amount to decrease the potential for increased scrutiny. Jake Carter: For next budget cycle- can we look at other departments to use as building block? Putting in requests for next budget cycle by March. Sharon Mays: Whereas statements contradictory-- food grown vs traveling? Do we know if food grown here is being shipped elsewhere? Fedako: What will report accomplish?

- iii. Board recommend that Farmland Preservation working group does additional research on funding ask, provide additional back up resources (support document) and bring back next month for review. Need to get in for consideration in next budget cycle by March.

c) Retail Capacity Working Group

- i. Carla Jenkins to update—went around table and gave updates on projects. Neighborhood food buying coops—was that axed? No, but lumped into umbrella initiative for healthy food access.
- ii. Questions: Carla Jenkins: Why didn't we have presentation on what HHSD is taking to council pertaining to food service permitting issues? Carla Jenkins: Could they come to committee?
- iii. Board Member Carla Jenkins makes a motion that Environmental Health Services Department brings all changes in permitting fees to SFPB before they take them to council.
- iv. Jake Carter recommends changing motion to action item that HHSD comes to SFPB to present their process for what goes before Council.
- v. Carla Jenkins withdraws motion.

b) **Review of Board Member Assignments**

- 1) Adrienne Haschke to send Carla Jenkins contact information for Curt Nelson
- 2) Edwin to email the comparative document of by-law amendments. Board to read and make recommendations of edits
- 3) Edwin Marty to secure a facilitator for Strategic Planning meeting in December
- 4) Amanda Rohlich to send CodeNext time line and engagement opportunities
- 5) Edwin Marty to make edits to Code Next Recommendations
- 6) Edwin Marty and Sharon Mays to draft cover letter for Code Next recommendations and distribute
- 7) Adrienne Haschke and Farmland Preservation Working Group to do research on funding ask and provide additional back up resources/support document for Regional Food System study recommendation. Bring back to next month's meeting
- 8) Adriane Haschke to follow-up with meeting with Commissioner Daugherty to discuss farmland preservation
- 9) Edwin to ask HHSD to come present to SFPB about how food safety regulations work and stakeholder engagement process for next meeting

6. FUTURE AGENDA ITEMS

- a. HHSD to come present on how food safety regulations work and stakeholder engagement process for next meeting
- b. Review updated Farmland Regional Food System Study recommendation
- c. Update on the SFPB Healthy Food Access funding request of \$400k
- d. Confirm strategic planning process and meeting

ADJOURNMENT at 8 pm