



## Sustainable Food Policy Board

## MEETING MINUTES January 19, 2016

The Sustainable Food Policy Board (SFPB) convened on Tuesday, January 19, 2016 at the Street Jones Building, 1000 East 11<sup>th</sup> St, 4<sup>th</sup> Floor, Room 400A, Austin Texas, 78702

### **Board Members in Attendance:**

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

### **Absent Board Members:**

Dustin Fedako, Dominique Bowman

### **Staff in Attendance:**

Edwin Marty, Office of Sustainability  
Amanda Rohlich, Office of Sustainability

### **CALL TO ORDER:**

Chair Kathy Green called the meeting to order at 6:07

### **1) CITIZEN COMMUNICATION**

Each speaker signed up prior to the meeting being called to order will be called in order of sign-up and will be allowed three minutes to speak about items not posted on the agenda

Jeremiah Jarvis – resident of Bastrop County commended Board and staff on work done on food issues over previous year.

Rhonda Rutledge – Executive Director of Sustainable Food Center. Ms. Rutledge participates on Farmland Access and Preservation working group and in support of recommendation on agenda. She commented that working group meetings are held at different locations across town in an effort to encourage participation of different people across Austin. Ms. Rutledge also mentioned that Julie Zimmerman of Agrilife share with her that 75% of the farmland in and around Austin is already purchased for development and commented that this is a critical issue for the board to attend to.

### **2) STAFF BRIEFING –**

- a) Trish Wesevich – Capital Kitchens. Report on impact of HHSD Change of Ownership Inspection process. According to Ms. Wesevich, the inspection process seems to have changed in the past year. Every client is now held responsible for all pieces of equipment within shared kitchen. Ms. Wesevich has had a shared kitchen for four years and has about twenty food service permit

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holders who use her kitchen. She and five other users of the kitchen have organized some requests for assistance for the board which include:

- i) Separately designate Commercial Share-Use kitchens in the inspection process by creating a Food Establishment Inspection Report specifically for their industry.
  - ii) Request the Health Department clearly define Central Preparation Facility requirements for Mobile Food Vendors by collaborating with the shared-use kitchen owners
  - iii) Ensure that the Change of Ownership inspection process for new Food Enterprise Permits is not an opportunity to back door re-inspect a facility and collect additional fees
- b) Question from Board:
- i) Carla Jenkins: Have fee structures changed? Ms. Wesevich: Yes, in the last year fee schedule has gone up to \$456 + \$177 (change of ownership inspection/initial inspection), initial inspection after 30 days of operation. Three inspectors seem to be leading this type of inspection.
  - ii) Sharon Mays: How do they respond to allegation that they are making policy on the fly? Ms. Wesevich: Has met with supervisor, placates both inspectors and her. Sharon Mays: In her experience, each inspector acts on their own accord with their own criteria.
  - iii) Erin Lentz: Walk us through what is relevant on Change of ownership inspection report. Ms. Wesevich: Special form for Change of Ownership inspection. Looking for clarity on what is included in inspection. Concerns should be directed to food business individually. Restrictions and limits on how many food service permits can work out of kitchen (grease trap, refrigeration capacity).
  - iv) Felipe Camacho: Does an inspector's report catalyze inspections from other departments? Ms. Wesevich: Sometimes they request help from other departments on matters that they are not experts on.
  - v) Kathy Green: There seems to be a recurring topic of food safety being brought up at board meetings, perhaps need working group.

### **3) APPROVAL OF MINUTES OF DECEMBER 14<sup>TH</sup> AND JANUARY 5<sup>TH</sup>, 2016 MEETING**

- a) Board Member Carla Jenkins moved to approve minutes from December 14<sup>th</sup>, 2015. Erin Lentz seconded motions. All were in favor with none opposing.
- b) Board Member Jake Carter moved to approve minutes from January 5<sup>th</sup>, 2016. Adrienne Haschke seconded motion. All were in favor with none opposing.

### **4) DISCUSS AND TAKE APPROPRIATE ACTION**

- a) Working Group Briefings and Recommendations

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i) Farmland Preservation Working Group Recommendation Proposal

(1) Creation of a Regional Community-Based Food System Study

Adrienne Haschke reported out that the group has incorporated feedback from October Board meeting into recommendation. Additional parties have been brought to table, including Capital Area Council of Governments. Adrienne Haschke walked board members through justification and recommendation line by line.

(2) Group discussed suggested edits. Adrienne Haschke will make edits.

(3) Carla Jenkins motioned to approve this proposed recommendation for the Creation of Regional Community-Based Food System Study pending edits discussed by the board. Jessica Gaffney seconded motion. All board members voted in favor with none opposing.

Alexandra Evans left the dais at 7:30 p.m..

**4) DISCUSS AND TAKE APPROPRIATE ACTION**

a) 2016 Strategic Planning

i) Strategic Planning Working Group presents proposed Purpose Statement, Goals and Working Groups

(1) Discuss, edit, and approve

(a) Board goals seem more internal (Board operations) than 2015 goals which seem more external. Proposed working groups—discussion of word “Access” in Farmland Preservation and Access. Jessica Gaffney suggested to move promotion of the SFPB working groups to higher priority.

ii) Working Group Breakouts

(1) Each approved Working Group develops What, How, Who, Deliverables

(a) Farmland Preservation – Lead Adrienne Haschke, Felipe Camacho, Carla Jenkins, Errol Schweizer

(b) Codes and Ordinance— Lead Sharon Mays, Jake Carter

(c) Food Safety and Innovation – No lead, Carla Jenkins, Sharon Mays. Includes issues around regulatory infrastructure.

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- (d) Healthy Food Security and Access – Lead Kathy Green, Jessica Gaffney, Errol Schweizer, Carla Jenkins, Erin Lentz
  - (e) Budget and Policy – Lead Kathy Green, Jessica Gaffney, Jake Carter
  - (f) Board member must be point person for working groups though citizen can be chair of the working group
- (2) Adrienne Haschke motioned to put forward new structure, goals, purpose. Erin Lentz seconded motion. All were in favor with none opposing.

## 5) REVIEW OF BOARD MEMBER ASSIGNMENTS

- a) Adrienne Haschke to make edits to Recommendation Proposal and send final version to staff for posting
- b) Working group leads will confirm meeting dates, times and locations and relay information to staff liaison, Edwin Marty for posting to Austin Food Notes

## 6) FUTURE AGENDA ITEMS

- a) COA Economic Development Merchant's Association presentation
- b) Temporary event permit pricing
- d) Advocacy training
- c) Megan Cermak – Health Equity Council debrief; postponed until March

Sharon Mays left dais at 8:01 p.m.

## 7) ADJOURNMENT

Meeting was adjourned at 8:05 p.m.

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