

<p><b>Roles:</b></p> <p><b>Chair:</b> Allison Dehonney  <b>Vice Chair:</b> Antonina Simeti  <b>Recording Secretary:</b> Sarah Herbst  <b>Corresponding Secretary:</b> Beth Machnica  <b>Treasurer:</b> Vacant</p>	<p><b>Meeting Attendees:</b> 1. Allison Dehonney, 2. Antonina Simeti, 3. Beth Machnica, 4. Cheryl Thayer, 5. <del>Dan Szeve</del>, 6. <del>Dave D'Amato</del>, 7. Della Miller, 8. Elias Reden, 9. <del>Kathy Peterson</del>, 10. Kelly Asher, 11. Lisa French, 12. Lucia Leone, 13. <del>Matt Kauffman</del>, 14. <del>Patricia Watson</del>, 15. Rob Free, 16. Sarah Herbst</p> <p><b>Guest(s):</b> Dan Castle – replacing Julie Berry</p>
<p><b>Date/Time:</b> Aug. 28<sup>th</sup>, 2019 4:00 - 6:05pm</p>	<p><b>Location:</b> Innovation Center 640 Ellicott Street Room: 4<sup>th</sup> floor</p>

### Motion Log

Details on What we have Decided	Motion Passed: Y/N	How to Implement	Brought to Motion/Seconded
Motion to accept	N		
Motion to adjourn	Y		

### Action Log

Who	Action	Carry-over action: Y/N	Due Date	Date Completed
Allison & Sarah	Write letter to Ciminelli	N	June 26 <sup>th</sup>	8/5/19
ALL	Youth Recruitment – Agenda item	Y	June 26 <sup>th</sup> & ongoing	ASAP
Matt	Responses to Commissioner/BOH drafted	Y	June 26th	TBD
Rob	Facilitate submission of the Urban Farm answers to BOH/Commissioner	Y	TBD	TBD
Kelly A	Pledge to be disseminated publicly via County Health Department - work on Press Release	Y	ASAP	TBD
Lisa	Share draft Governance Committee description with full council	Y	ASAP	7/9/19
Strategic Working Group	Further Define Community Engagement Goals and put it into something actionable	Y	July 24-31	TBD
All Members	Finalize Community Engagement Goals, be prepared to discuss goals/visions/strategies/training/etc.	Y	July 31	TBD

Beth	HYPE one-pager overview of how it will feed into FPC (how would we operationalize – how would it look)	Y	TBD	TBD
Executive Comm.	Facilitate Conversation on Communication: FPC Email & Cornell BOX vs. Google Drive – Aug. Meeting	Y	Sept.	TBD
Allision	Contact Joe to expanded/extended timeline to account for additional Community Engagement (is it okay if money would be spent outside of the contract) need to confirm.	N	Sept.	TBD
Beth	1.To approve the proposed Governance Committee structure so the committee can begin working. 2. To vote on the single nomination for Treasurer.	N	ASAP	8/6/19
Allison & Sarah	Allison and Sarah to work on response to Dave	N	Sept.	TBD
Cheryl	Cheryl to have a candidate conversation with Pat he is the new president of Farmland Protection Bureau	N	Sept.	TBD
Allison	Write a letter in response to youth comment of value of FPC participation	N	TBD	TBD

**Relevant Notes:**

- Public comments: N/A
- Executive Member Updates: N/A
- Urban Production Working Group Update: N/A
- Strategic Planning Committee:
  - Amy Gave overview of the work – full presentation and raw data exist and are found on BOX
    - Interview results summary available, contact Amy
      - April Visioning workshop: 6 sides of cube (those helped to frame out the local food research)
      - During May/June/July: strategic working group reviewed 7 plans, actions identified related to ‘food work’ close to 350 actions were identify. Currently the committee is clustering and editing the list now and trying to make a refined more digestible list of action items. This activity is due Aug. 19<sup>th</sup>
  - Aug. full council meeting slot will be utilized by council as a working meeting to do the following but not limited list of tasks: assessment of the work thus far, edit and identify gaps, take a first pass of prioritize those actions (50-25 action items)
  - Open conversation:
    - Allison asked for clarification on the outstanding interviews: Amy’s response was 4-6 more interviews are held for local food action planning process, i.e. community action / engagement as per contract requirement.

- Community Engagement:
  - Due to limited time and limited resources: committees' suggestion to do more engagement on the backend. Looking to do work and bring people into the process on the back end (post plan development) get buy-in on the prioritization process of action plans.
    - Elise confirmed that the most important part of a process is the implementation process and money should be given to the implementation/engagement portion of the process.
    - Look to include Stakeholder outside the City Proper
  - Some community engagement has been done, already via One Region Forward, and it is important that the FPC put forward action items that are within the FPC "control".
- Still Pending is how & when the FPC will use the two buckets of monies (\$5,000 for community engagement and \$5,000 for Professional Development).
  - Allison to talk to Joe about the expanded/extended timeline to account for additional Community Engagement (is it okay if money would be spent outside of the contract) need to confirm, before the FPC can vote and/or spend money.
- Online public response was suggested: Beth suggested that we target those populations we have not yet connected with via the survey. Who do we get to analyze the data, survey is easy, but the online comment period might produce a lot of content and we don't want to get overwhelmed with data. If we do get overwhelmed that would be a good problem. Interns could potential help with survey and analysis. But this is not currently in the contract with Amy so need to further vet online comment period
- Survey ideas: send 10 to each community center, use unity way to send out 10, 10 from each agency, grocery stores, elder homes, libraries are a great spot in areas that don't have internet etc.
  - Each one of us should be responsible for a sending out the survey's
  - We want these questions (5) to be reflective of our Draft Action Plan
- the fair could be used to connect with different populations and areas, plus a lot of people attend these events – however we are not ready with questions
- need to ask questions: 5 max. and direct questions not open ended
- make sure to keep things at a lower literacy level to ensure all / majority of people can understand
- 'Cheryl' to communicate back to Amy
- Governance Committee Update:
  - Lisa give updates: started with yellow highlighted topics (those are recent changes)
    - No additional edits/suggestions have been shared with Governance Committee
    - No voting as we don't have quorum Only 10 out of 15 members present and only 7 members are eligible to vote
  - Beth will send out vote on "moving forward with the Governance Committee"
    - Beth and Lisa to coordinate on sending out the vote.
    - Full council present agreed that this vote needs to take place
  - Allison/Della made suggestion to change the word from 'lead' to 'coordinate' the succession planning...
  - Food policy council shouldn't do assessments of ourselves, in terms of the statement in the Governance Committee our view is that this review/assessment should be done by an external party
  - Youth recruitment and general recruitment to be added to this groups immediate/priority list

- Ciminelli Letter review and vote (Allison)
  - Cheryl had question/concern/ about the language. We should be addressing the elements of what they have done. Allison feels opposite that the letter should point out the failure of them to follow their own process. FPC was supposed to be involved in the process and we want them to tell us in writing why we were not involved in the process.
  - Start with we know decisions have been made: can you explain the process
    - Lisa suggested that we invite them to our next meeting in Sept.
    - Carbon copy the mayor's office
- Treasurer Update (Allison)
  - Rob has agreed to be Treasure seat
  - Beth to send out the vote with this as well
- Open Council Seats Update (Allison and Farmland Protection Bureau/Elias)
  - Farmland Protection Bureau seat is open
  - Dave Damato is no longer coming back to the council he resigned
  - Suggestion from Michael to send a follow-up letter we don't want to leave him with bad taste
    - Allison and Sarah to work on response to Dave
    - Cheryl to have a candidate conversation with Pat he is the new president of Farmland Protection Bureau

5:55 – 6:00 **Agenda Considerations and Adjourn**

- Youth made comment that they had no benefit of being on the committee
  - Allison to write a letter in response
  - Cheryl suggested that the engagement / role / responsibility of youth engagement on the council should/could be clearer
    - be explicit in the Governance Committee documents about the Youth Role (job description) and included the mentor role partner them with member



Food Policy Council Recording [meeting-20190731 2057-1](#)

Duration: 1 Hour 3 Minutes | Recorded on Wednesday, July 31, 2019, 6:03 pm, Eastern Daylight Time (New York, GMT-04:00)

**Bike Rack:**

- Next meeting Beth & Luca will provide update on Healthy Corner Store initiative

**Meeting Adjured:** 5:45pm