

# (January 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: January 25, 4pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOE0bmUrNGVFZjIldz09>

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### 4:00 - 4:05 **Welcome**

- Roll call
- Agenda considerations – open public

### 4:05 – 4:30 **Deputy Executive Chimera**

### 4:30 – 5:10 **Officer Updates**

- 2023 Visioning Session - led by Joe

### 5:10 – 5:35 **Committee / Working Group Reports**

### 5:35 – 5:45 **Unfinished Business**

- Approval/Acceptance of Dec. Meeting Minutes
- FPC Fellowship updates - Rob

### 5:45- 5:50 **New Business**

### 5:50 – 6:00 **Agenda Considerations and Adjourn.**

## (Jan. 2023) Meeting Minutes

|   |   |
|---|---|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Sarah Gatti, Rob Free, Sarah Herbst, Joe Kurtz, Derek Nichols, Pat Watson, Della Miller, Danielle Rovillo, Shelia Bass, Jim Strusienski, Elias Martinez, Lisa Neff, Thomas Baines</p> <p><i>Not in attendance: Antonina Simeti, Brandyn Berry, Mayda Pozantides, Xylina Ulloa, Sashti Balasundaram</i></p> <p><b>Guest(s):</b> Lisa Chimera, Marla Guarino, Adamaah Grayse</p> |
| <p><b>Date/Time:</b> Jan. 25, 2023 at 4pm</p>   | <p><b>Location:</b> Zoom</p>  |

| Motion Log   |                |                          |                                    |
|--|----------------|--------------------------|------------------------------------|
| <b>Motion:</b>   | <b>Passed:</b> | <b>How to Implement:</b> | <b>Brought to motion/seconded:</b> |
| Sarah H. motion to approve Dec. 2022 meeting recording/minutes | Passed         |                          | Della Seconded                     |
| Joe made motion to adjourn                                     | Passed         |                          | Sarah H. Seconded by               |

(Jan. 2023)

| Action Log                       |  |                          |           |                 |
|----------------------------------|--|--------------------------|-----------|-----------------|
| Who:                             | Action:  | Carry-over action: (Y/N) | Due Date: | Date Completed: |
| EC and Action Planning Committee | 2023 Visioning to satisfy Lisa C. <a href="#">LINK</a> | N                        |           |                 |
| Procurement working group        | Need description for the Procurement Group             | N                        |           |                 |

4:00 - 4:10 **Welcome**

Deputy County Executive Director Lisa Chimera welcomed by Joe K.

Lisa shared pre-read material as a reference to impact assessments and structure. Lisa encouraged the FPC to focus on structure and filling open positions on council in the near term. Lisa shared that the current CCSI Fellow posting is under revision as additional enhancements are being added to the job description. Focus of the enhancements is to ensure alignment across various departments in Erie County, while focus will continue to be on meeting needs outlined in the FAP. The fellow will interface with other position(s) supporting LiveWell Erie. Expanded position to be shared with Rob/Antonina still, as of our meeting, it is still in Draft Form. Encourage the FPC to look at the collective impact model - including in pre-read materials. Lisa shared she is looking to address 'Immediate Needs' as of what we learned post-2022 Winter storm. Immediate opportunity to prepare residents - ex. Create a list related to food, non-perishable food options to have on-stock, food tools, suggestions for when a resident is without access to potable / clean water, how you can feed babies when you can't access baby formula. Rhetorical question raised to FPC, can the FPC create a resource/toolkit related to emergency food preparations (winter, summer, etc.).

Question asked “where” does Lisa see the FPC structurally going, where do you envision the FPC will be housed - under what County Department/Office? Lisa suggested that our first focus would be to understand structure, before making any suggestion on what “department” it is housed under. Currently housed under the Board of Health. However she shared there are several other options such as but not limited to the Department of Environment. & Planning, Senior Services, Office of Health Equity, Senior Services. The housing of the FPC is still TBD. FPC should think about where the “work” will get done?

Lisa shared that the FPC Fellow will be instrumental in connecting the FPC with the many different departments in Erie County and then the FPC should view it's role in aiding in the dissemination of information and resources (knowledge/skills) back to the community. Lisa was asked to share a bit more about the decision to *Pause* the Fellow application process. Lisa shared the motivation was to align the LiveWell Erie and the FPC Fellow needs. Crucial for linkage of the Fellow job posting with the Erie County Agriculture and Farm Land Protection Plan and Senior Services responsibilities. Lisa shared that there are crucial data analytic needs this fellowship role will be expected to satisfy and this data should help drive our decisions and priorities (ex. GIS capabilities). Source: LiveWell Erie - [LINK](#)

Lisa was asked to clarify the job description changes, and she reiterated the synergies between the various departments but it at its core will be responsible for executing on the work of the FPC as outlined in the FAP.

Lisa was asked about her interest in reviewing structure (internal by-laws). Structure focus was really on the workload management, open positions to fill and participation. By-laws do address participation and that is something that the FPC should decide on as a group how to influence. There is a great deal of work to accomplish in the FAP so she suggested our attention to Structure be on engagement. A full-time position is well understood as an important element of the FPC sustainability long-term. Closing remarks outlined the criticality of the FPC to measure our progress against our 2023 goals and that Lisa is in full support of the FPC and the actions outlined in the FAP.

Rob shared the history on the kick-off pre-2022 blizzard we were working with CCSI on the Fellow. Once the FPC passed the motion to move officially under the County, Lisa as our biggest sponsor, felt there was an opportunity to alter the job description as she alluded to earlier to ensure alignment with the various departments/offices as a big opportunity.

Derek asked about the interview process with CCSI. With the updates to the job description (specifically with GIS) what does that mean for existing candidates? Are current candidates still qualified? We

believe the process will start all over again but as Lisa shared the job description is still in Draft Form. It is unclear on the organizational structure of how the new job will be broken down as it relates to time spent with FPC versus county roles and responsibilities. Both Derek and Sheila raised concern that the workload of adding on the LiveWell Erie along with the GIS and other general data requirements, without having a formal work agreement may jeopardize the ability of this fellow to provide full-time support to FPC as originally envisioned by the FPC members.

Sarah G. and Danielle confirmed they were aware of the finalization of the job posting, but not clear on the exact roles and responsibilities. Job description to be shared via email. Rob and Danielle raised the comment that the first round of interviews resulted in a candidate getting the offer, however the candidate verbally declined the offer - behind scenes with CCSI. However, information is a moot point in that the County paused the job description process to enhance the description to include additional qualification. Therefore the process will begin over, being led by CCSI. Della raised the concern that we want to make sure that the FPC should continue to have a voice in the Fellowship application/interview/selection process.

Guest shared her experience as a Fellow with CCSI under the host organization GrassRoots Garden, making suggestions to get in writing the % of time the FPC needs from the fellow and have this worked out with the County. Also shared 6-8 hours per week in the first month the Fellow per CCSI will have requirements as part of the CCSI and ongoing training regarding HR practices like harassment. The Fellow will have requirements with the Public Health Department, CCSI, LiveWell Erie, and FPC. There was a recent announcement that the NY Public Health department has currently 70 fellows and got permission to add additional 30 fellows for WNY. Maybe the FPC gets their own Fellow.

The Department of Health is and has been the host organization of this fellow. There is no delineation of how many devoted hours the FPC gets, this should be vetted with Lisa. FPC discussed our desire for the hours to be above 55% and then as a tertiary responsibility to support other liaison activities. Initial ask of this Fellow was for day-to-day support, should make sure we address this with Lisa and confirm we have at least 55% of time and/or request FPC separate fellow.

2023 Visioning Session: [LINK](#) capturing FPC members desired 2023 priority actions from all members to be voted on off-line.

Application for Mentor is Live. Ask for all FPC members to share. Mentor LINK:

<https://www3.erie.gov/fpc/>

Outreach discussed the desire to explore alternative website options to avoid bottleneck with administration requirements set forth on the County website. Sarah G. is current County contact and willing to accept Weekly Digest updates for the Erie County Website. Question is more on the ability to add a Link (ex. Wiki site) to the Erie County site that is then a sort of resources list, Elias and Sarah G. to connect off-line to further discuss outreach website - redirection of website topic for more efficient updates management (Tabled).

Governance update - Priority on filling open seats (recruitment) and Operating principles (aka By Laws) updates. Need description from the Procurement Group to be added to the By Laws.

Recording [Link](#)

# (February 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: February 22, 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEd0bmUrNGVFZjIHdz09>

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### 4:00 - 4:05 **Welcome**

- Roll call
- Agenda considerations – open public
- Approval/Acceptance of Meeting Minutes

### 4:05 – 4:30 **Officer Updates**

- Fellow Updates
- Resource pamphlet - welcoming additions and suggestions
- Call for volunteers for LiveWell ERIE for childrens and older adults working groups
  - [Link](#)

### 4:30 – 5:30 **Committee / Working Group Reports**

- By Laws

### 4:40 – 5:05 **Unfinished Business**

- 2023 Visioning Survey

### 5:30- 5:35 **New Business**

### 5:35 – 6:00 **Agenda Considerations and Adjourn.**

- Round Robin Share - All members

(Feb. 2023) Meeting Minutes

|   |   |
|---|---|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Sashti Balasundaram, Rob Free, Sarah Herbst, Joe Kurtz, Derek Nichols, Danielle Rovillo, Elias Martinez, Lisa Neff, Mayda Pozantides, Antonina Simeti, Della Miller, Thomas Baines</p> <p><i>Not in attendance: Brandyn Berry, Xylina Ulloa, Sarah Gatti, Pat Watson, Jim Strusienski, Shelia Bass</i></p> <p><b>Guest(s):</b> Marla Guarino, Jank Jiang</p> |
| <p><b>Date/Time:</b> Feb. 22, 2023 at 4pm</p>   | <p><b>Location:</b> Zoom</p>  |

| Motion Log  |                |   |                                    |
|---|----------------|---|------------------------------------|
| <b>Motion:</b>  | <b>Passed:</b> | <b>How to Implement:</b>                        | <b>Brought to motion/seconded:</b> |
| Lisa motion to approve Jan. 2023 meeting recording/minutes  | Passed         |   | Danielle Seconded                  |
| Ms. Della made a motion to have Marla Guarino to be the BNMC representative on the council to replace Beth M. | Passed         | Welcome package to be shared via email with her | Danielle Seconded by               |
| Sarah made a motion to support the LOS from the APC to the GrassRoots Gardens Vacant Land Communication       | Passed         |   | Mayda Seconded                     |



(Feb. 2023)

| Action Log |  |                          |           |                 |
|------------|--|--------------------------|-----------|-----------------|
| Who:       | Action:  | Carry-over action: (Y/N) | Due Date: | Date Completed: |
| All Member | Call for FPC Volunteers to join a Children or Elder commit with LiveWell Erie - Email Antonina if you are interested and will get your contact over to Lisa C. | Y                        |           |                 |
|            |  |                          |           |                 |

4:00 - 4:10 **Welcome**

**Officer updates:**

Fellow job description updated, as of this week the revised job posting ready and open to recruit and looking to have news on the interview process.

Weekly (Thursday) calls with Rob, Antonina and Lisa take place, starting in Feb. 2023. Aim to keep communication flowing between council and Lisa. Focus on the last conversation with Lisa was around measurable tasks for FPC.

Lisa has requested to have FPC members volunteer on the LiveWell Erie Children and Senior working groups. Derek is interested in the Children group and Della is interested in the Elder as an advisory council member.

In response to the blizzard and other emergency needs, Lisa is looking for support for an emergency pamphlet. When an emergency hits - look to your pantry, what can you consume that is safe and what resources should you have in that pantry. Danielle and Della to lead the emergency pamphlet and will share with full council to solicit support/edits/builds as the draft is ready. Looking to distribute the draft for the March meeting. Mayda raised the suggestion that there should be an emergency response = chain of command of how to help. We could turn over the emergency pamphlet with a list of recommendations (memo to create a process and process recommendations).

### **Committee Update:**

Governance Committee: Recommendation to extend offer to Marla as Beth M. replace on the FPC, she accepted. Meeting scheduling process is underway to tackle the below three tasks:

- Review drafted attendance policy (see proposed language [HERE](#) and current draft of bylaws/operating principles [HERE](#)); present results to full council for adoption
- Discuss and initiate recruitment of all above open seats and create timeline; work with Youth Working Group to fill youth seats
- Rural recruitment

Suggestion to engage Kathy P. again to ensure we have city representation. Also having representation from 14215 zip code (other zip code) that can be engaged with the council as they have been heavily impacted). Who is the right person to get in touch with at the City to get a replacement. This is going to be a focus for March.

### Action Planning Committee:

- [Public Land for Public Benefit](#) (vote passed)
  - Grassroots Gardens presented at our March 2022 meeting and asked for a letter of support from the FPC. This is that letter of support which is now ready to send to the Buffalo Common Council.
- [FRESH Communities Act](#)
  - The NYS bill, sponsored by Tim Kennedy, will provide financial assistance to businesses, municipalities, not-for-profits, and local development corporations in order to attract and retain food retail establishments in underserved areas.
  - This bill is currently on the Senate floor calendar.

- The APC will draft a letter in support of the legislation, with some recommendations on how the bill could be strengthened. Some potential concerns include the definition of “underserved” and the requirement that businesses by participating in the NYS Grown and Certified program participate. The APC will hash out these details and draft a cohesive response to be shared at the March FPC meeting. [LINK](#) to track Bill.

GBUG: April 22nd hosting a community soil safety/health event, looking to have soil testing on-site with some other additional giveaways. March 7th is their deadline to finalize the event. Event space is TBD as the services are solidified: MAP, Farmer Pirates, Groundwork Market Garden, TBD other one.

- Suggestion to reach out District 1 Howard Johnson as he has voiced interest on this topic

Youth: Still soliciting members to be mentors, and still recruiting youth members until mid-March. All members are welcomed to share the youth recruitment form [here](#).

Outreach: Met and will catch-up next month. Connect with Pat if any members would like a FPC tote bag.

Procurement: BPI event hosted at Rich’s in June and there is potential for food overlap. Sarah H. will revert back next month with any potential overlap to food.

### **Unfinished Business**

Solidify 2023-2024 Agenda for progress measurement and supporters / general stakeholder to see our impact and demonstrate our specific priorities. Historical overview of the SMART goal process. [Link](#) to summary. Need to shrink the list down to a few

# (March 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: March 29, 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEd0bmUrNGVFZjlHdz09>

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### 4:00 - 4:05 **Welcome**

- Roll call
- Agenda considerations – open public
- Approval/Acceptance of February's Meeting Minutes

### 4:05 – 4:30 **Officer Updates**

- Fellow Updates

### 4:30 – 5:00 **Committee / Working Group Reports**

- Governance
- GBUG
- Outreach
- Action Planning Committee
- Youth
- Procurement
- Emergency Food

### 5:00 – 5:45 **Unfinished Business**

- 2023 Visioning Agenda (**LINK**)- (vote)
  - Next steps: Assign priority leaders
    - Eg. Emergency Working Group

### 5:45 - 5:55 **New Business**

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

## (March 2023) Meeting Minutes

|   |   |
|---|---|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Lisa Neff, Marla Guarino, Jim Strusienski, Derek Nichols, Sarah Herbst, Antonina Simeti, Sarah Gatti, Joe Kurtz, Danielle Rovillo, Sheila Bass, Della Miller, Sashti Balasundaram, Pat Watson, Elias Martinez</p> <p><i>Not in attendance: Thomas Baines, Brandyn Berry, Xylina Ulloa, Mayda Pozantides</i></p> <p><b>Guest(s):</b> Cooper Rohan</p> |
| <p><b>Date/Time:</b> March 29, 2023 at 4pm</p>  | <p><b>Location:</b> Zoom</p>  |

| Motion Log  |                |                                      |                                    |
|---|----------------|--------------------------------------|------------------------------------|
| <b>Motion:</b>  | <b>Passed:</b> | <b>How to Implement:</b>             | <b>Brought to motion/seconded:</b> |
| Derek motion to approve Feb. 2023 meeting recording/minutes | Passed         |                                      | Della seconded                     |
| Joe made a motion to adopt the 2023                         | Not passed     | Virtual vote no later than April 5th | Lisa Seconed                       |
|   |                |                                      |                                    |

(March 2023)

| Action Log                |   |                          |             |                 |
|---------------------------|---|--------------------------|-------------|-----------------|
| Who:                      | Action:   | Carry-over action: (Y/N) | Due Date:   | Date Completed: |
| Governance committee      | Action to solicit rural farmers via contact Dave Walczak from Edan Valley Farmers - but first understand the system process to aid rural farmers and the recruitment process. How to empower rural farmers to confidently raise their issues and represented the challenges of Rural Farming. |                          | April / May |                 |
| ALL Members               | Soliciting FPC members to support soil testing on April 22nd  |                          |             |                 |
| Procurement working group | Explore hosting event with focus on rural farmers (recruitment, issues, institutional procurement)  |                          |             |                 |

**4:05 Welcome**

Agenda considerations - Joe asked to add to agenda participation in NYS Food Policy Council Conference

**4:16 Officer Updates**

Fellow updates (Danielle) - a candidate was selected and approved, candidate pulled out his application with CCSI. Next steps are that we have the opportunity to review other candidates or we can look at new candidates. Recruitment will be managed by CCSI, and the EC will connect off-line with CCSI/County to see what are next steps.

#### 4:22 Committee / Working Group Reports

- Governance - Reviewed Attendance Policy (close to final version) and revamping the Operating Principles. These drafts will be shared back to the full council in April. Recruitment process also under revisions, with the intention to move forward with recruitment process to fill open seats (i.e. Rural Farmer). Rural farmers have been a challenge to keep engaged. How can we think about recruitment? Can we select someone who could represent the community and rural based issues? Could we attract rural farmers via the institutional procurement lens as a way to raise their issues and resources to support the institutional procurement lens? Dave Walczak - Edan valley growers, could we reach out to him? If Dave is unable to, can he help recruit someone else? Challenge raised - how do we better engage the rural community and agenda setting (Empower new members). Governance Committee to intentionally review Rural Farmers recruitment, and find the best path forward to engage this committee and solicit representation on the council (Outreach strategy for Rural Farmers participation on the FPC). Dave could be a great starting point. Suggestion that he could help us engage with the rural community.
- GBUG - Community soil health day April 22nd, soliciting FPC members to support. 10am to 1pm Saturday April 22 at Farmer Pirates and West Charter Buffalo. Additionally, April 8th GBUG will provide a community soil health presentation to Providence Farm group. Journey's end could be a way to get support for translation. Exploring if there is opportunity to spend some of our Outreach dollars from United Way Grant to support translation services. Connection to Howard Johnson - with soil safety, but unfortunately he hasn't gotten back from Mayda & Antonina on the upcoming Soil Safety training.
- Outreach - [Framework](#) to advance work was dependent on the Coordinator role being filled but the council will send current draft framework to full council to solicit input in lieu of the candidate turning down the current FPC Coordinator offer thru CCSI. Framework is a Social Media plan. Survey to collect FPC member affiliation to grow our FPC reach - [Link](#). Outreach will be participating in event March 30, with support from Daniella, Della, Shelia.
- Action Planning Committee - Submitted letters of support for Double Up Bucks and Grass Roots Garden Vacant Lot [Link](#). Food is Medicine, Fresh community acts will be shared with the full council for review. Climate Action - comment [link](#). FPC response to the Climate Action [Link](#).
- Youth - Thus far have interviewed 2 possible mentors - their role is to facilitate work not to prescribe work. These 2 candidates are not affiliated with the FPC currently.

- Procurement working group - Training completed last year, but maybe this working group could come back together with focus on Rural Farmers (recruitment & institutional procurement)

#### 5:14 **Unfinished Business**

- FPC 2023-2024 Agenda <https://docs.google.com/document/d/1X3CUzYBh-RF7ssGqS036VQ9kx3nzi1B7PXbT7m3yl8/edit>
- POP Doc: [https://docs.google.com/document/d/1zlu0k8qL8m\\_sC5R0Tielbs8daeLT4WakX64VDiv-Fn/edit](https://docs.google.com/document/d/1zlu0k8qL8m_sC5R0Tielbs8daeLT4WakX64VDiv-Fn/edit)
  - Next steps: Assign priority leaders
    - Eg. Emergency Working Group
  - Virtual vote will take place on the April 5th.

#### 5:45 - 5:55 **New Business**

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



## (April 2023) Agenda

### Food Policy Council of Buffalo and Erie County Agenda

When: April 26, 2023 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEEd0bmUrNGVFZjIHdz09>

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#### 4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [March month's] Meeting Minutes
- Agenda considerations – open public

#### 4:10 – 5:10 **Officer Updates**

- Intern updates and next steps
- [Priorities](#) passed - Round-Robin
  - Accountability & Progress Tracker - IDEAS
  - Call for action & Identify owners of the priorities
    - Emergency Food Working Group - Thought Starters
    - WNY Food as Medicine Coalition
      - Call to action: is any member currently planning to meet with council members / city partners etc. to advocate for necessary gov't actions?
    - Public Land for Public Benefit Policy
      - Call to action: is any member slated to conduct an 'education session' with any stakeholders on Public Land for Public Benefit?
    - SNAP Incentive Expansion
    - NYS Department of Urban Agricultural Development and Policies
    - Embedding Racial, Gender, and Queer Equity to the Food Policy Council
    - Youth Food Action Agenda

**5:10 – 5:11 Unfinished Business**

- N/A

**5:11 – 5:50 Committee / Working Group Reports**

- Governance
- GBUG
- Outreach
- Action Planning Committee
- Youth
- Emergency Food
- Procurement

**5:50 – 5:55 New Business**

- Reimbursement Process Overview

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

## (April 2023) Meeting Minutes

|   |  |
|---|--|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Lisa Neff, Marla Guarino, Jim Strusienski, Derek Nichols, Sarah Herbst, Antonina Simeti, Danielle Rovillo, Sheila Bass, Pat Watson, Elias Martinez, Rob Free, Thomas Baines, Joe Kurtz, Sarah Gatti</p> <p><i>Not in attendance: Della Miller, Brandyn Berry, Kathy Perterson,</i></p> <p><b>Guest(s):</b> Cooper Rohan, Mallory Hohl</p> |
| <p><b>Date/Time:</b> April 26, 2023 at 4pm</p>  | <p><b>Location:</b> Zoom</p>   |

| Motion Log  |                |                          |                                    |
|---|----------------|--------------------------|------------------------------------|
| <b>Motion:</b>  | <b>Passed:</b> | <b>How to Implement:</b> | <b>Brought to motion/seconded:</b> |
| Lisa motion to approve March 2023 meeting recording/minutes | Passed         |                          | Rob seconded                       |
| Sarah H. made a motion to adopt the 2023 priorities         | Passed         |                          | Joe Seconded                       |

|                              |        |  |              |
|------------------------------|--------|--|--------------|
| Lisa motion to Close meeting | Passed |  | Rob seconded |
|------------------------------|--------|--|--------------|

(April 2023)

| Action Log    |  |                          |              |                 |
|---------------|--|--------------------------|--------------|-----------------|
| Who:          | Action:  | Carry-over action: (Y/N) | Due Date:    | Date Completed: |
| EC and County | Draft created by EC with full council input on 'pitch' of FPC structure going forward - ideas of revised relationship with the county = to be submitted to Lisa Chimera. |                          | Early Summer |                 |
| FPC           | Create a working group to support the Food is Medicine Coalition   |                          |              |                 |
| Mallory       | Share additional information when the State provided free soil safety testing kits are available   |                          |              |                 |



|                      |  |  |                          |  |
|----------------------|--|--|--------------------------|--|
| EC                   | Invite Tim Chen the new GGWNY Executive Director to the FPC future meeting   |  |                          |  |
| All members          | Support Double up bucks: general awareness and/or identification of new sites to host Double up bucks  |  |                          |  |
| Governance Committee | Will review embedding racial, gender and queer equity to the food policy council - for past membership and future governance/recruitment)      |  |                          |  |
| Governance           | Kick off recruitment in Sept. and interview in Nov. with on-board in Dec. - come back to the full council with proposal on recruitment process |  | May full council meeting |  |
| GBUG                 | Provide high-level education to FPC on soil safety - focus on heavy metals and safe ranges   |  | TBD                      |  |
| Procurement          | Explore support of rural farmers and supporting their needs - will see if there are ideas/needs for this year                                  |  |                          |  |

Agenda considerations - If times allow, add Double Up Food Bucks presentation from Cooper Rohan to advocate for new sites & new advocates.

#### 4:21 **Officer Updates**

Fellow updates & FPC member resignation (Xylia Ulloa submitted resignation).

Pat made a suggestion that as members leave, they remain engaged through - outreach (spreading the word about the FPC) and continued participation in Working Groups. Communication from resigned members to committees they are engaged on.

Danielle shared that a fellow was hired (Lianne Novak), starts on May 8th with CCSI and will work with County for on-boarding, from the UB Food Lab. Once confirmation is completed, Danielle will be inviting the fellow to a future meeting. Aim to have a fellow join the May EC meeting to discuss a work plan.

Updates from Antonina and Rob, with regards to weekly meetings taking place with Dep. Lisa Chimera. Lisa's main interest is to understand the FPC priorities (i.e. Agenda template and Priority Tracker that passed during the on-line vote last week). Dept. Lisa Chimera welcomes the EC (Antonina and Rob) to present in the summer to the county legislators. First meeting slated for the County Health and Human Services committee in early summer (June). Aim of the presentation is to share the FPC 2023-2024 priorities and specific actions. Also present ideas on the revised relationship with the county. FPC to submit to Lisa Chimera our draft ideas of a new future state embedded into the county. Action Item: Write a proposal for Dept. Lisa, outlines ways of working with the county, specific on how the FPC will provide guidance to the county on topics related to FPC mission. There are a 3 existing models today we will explore:

1. Environmental management council is an advocacy advisory panel that creates an annual report. To clarify, FPC is not looking to change our structure, but rather find out ways to engage/advocate with the county.
2. The Woman coalition is another example we are exploring existing models that fall under the county.
3. County's Green team: ensures the county is working on sustainability and the priorities are then integrated into the county. It is an existing framework that helps to implement the county's sustainability team and is looking to see if this could be a model adopted for food topics.

EC will continue to work with Lisa Chimera on the process of embedding in the county structure.

[Matrix](#) - exercise completed, round robin reflection on what current members are doing in your work and/or future state actions that would advance these priorities. Capturing feedback on how committees/council can help member advance work.

Reimbursement process - ensure to save all receipts and submit all at once. This will support the invoice process to make sure only 1 touchpoint to foundation to cut check back for reimbursement of funds.

#### 5:30 Committee updates

- Governance - Recruitment process and plan to alter cycle as we currently have 2 recruitment cycles. Tasked to come back with a recruitment plan. Bi-laws plans. June 1st and Sept. 1st is the current slotted recruitment structure. Will come back to the full council with proposed recruitment structure.
- GBUG - hosted first soil health education with over 100 attendees on Earth Day. Screened over a dozen samples for lead (Pb) - finding varying ranges. USDA conservation services conducted Lead screening for free. Outreach opportunity to educate WNY community on the Lead and other Heavy Metals contamination - thus can we preparing education material for community members to learn on healthy soil, testing best practices, contamination remediation (hence the creation of the GBUG and Farmers Pledge). Meeting with the Community Foundation - can they help support LEAD and Heavy Metal Screening more broadly.
- Outreach - Listserv updates - ensure to reply to sender but do not send reply all. Google group is open listserv. Google group information/instructions: [LINK](#)
- Action Planning Committee:
  - APC resubmitted a Letter of Support for Lucia Leone's USDA grant application. Rapid response protocol used due to the grant deadline (end of April). Link [here](#).
  - FRESH Act letter drafted. APC holding off on sending until the State budget process wraps up. We will share formally with the full Council closer to then.
- Youth: Met to develop a youth application and update the survey to ensure compliance with county IT policy/process. Will work to create a possible youth structure in partnership Joe and Nina from MAP with support from the MAP youths.
- Emergency Food: Working group to be kick-offed and more to follow.
- Procurement: use this working group to engage with rural farmers to understand opportunities to sell



FOOD POLICY  
COUNCIL  
of Buffalo & Erie County



# (May 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: May 31, 2023 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEd0bmUrNGVFZjIiHdz09>

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### 4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [April month's] Meeting Minutes
- Welcome Food Policy Council Public Health Fellow Lianne Novak
- Agenda considerations – open public
  - Good Food Buffalo Coalition/Good Food Bill NY (Joe Kurtz)

### 4:10 – 4:30 **Officer Updates**

- [Priorities](#) discussion
  - Accountability & Progress [Tracker](#)
  - Review actions and owners of the priorities
- Summer meeting schedule
  - Proposed August social in lieu of formal FPC meeting

### 4:30 – 4:40 **Unfinished Business**

- N/A

### 4:40 – 5:40 **Committee / Working Group Reports**

- Governance
- GBUG
- Outreach
- Action Planning Committee
- Youth
- Emergency Food
- Procurement

### 5:40 – 5:55 **New Business**

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

## (May 2023) Meeting Minutes

|   |   |
|---|---|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeți<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Lisa Neff, Joe Kurtz, Sarah Gatti, Rob Free, Danielle Rovillo, Derek Nichols, Pat Watson, Elias Martinez, Della Miller, Jim Strusienski, Mayda Pozantides, Thomas Banes, Marla Guarino</p> <p><i>Not in attendance: Antonina Simeți, Sarah Herbst, Kathy Pererson, Shelia Bass, Brandyn Berry Sashti Balasundaram</i></p> <p><b>Guest(s):</b> Cooper Rohan, Lianne Novak</p> |
| <p><b>Date/Time:</b> May 31, 2023 at 4pm</p>  | <p><b>Location:</b> Zoom</p>  |

| Motion Log  |                |                          |                                    |
|---|----------------|--------------------------|------------------------------------|
| <b>Motion:</b>  | <b>Passed:</b> | <b>How to Implement:</b> | <b>Brought to motion/seconded:</b> |
| Mayda motion to approve April 2023 meeting recording/minutes with edits | Passed         |                          | Ms. Della seconded                 |
| Marla motion to Close meeting   | Passed         |                          | Derek seconded                     |

(May 2023)

| Action Log     |  |                          |           |                 |
|----------------|--|--------------------------|-----------|-----------------|
| Who:           | Action:  | Carry-over action: (Y/N) | Due Date: | Date Completed: |
| All committees | Invite Lianne to committee meetings to support |                          |           |                 |

**4:08 Welcome & Introductions**

- Joe Kurtz served as the Acting Chair today with Antonina Simeti being excused.
- All members and guests introduced themselves.
- Open considerations:
  - Cooper Rohan, Field & Fork Network - Erie County is going to be doing a media campaign about Double Up sites. Map is available on the website (<https://doubleupnys.com/find-a-location/>) to view all participating sites. August Double Up Food Bucks Awareness Week, more information pending.
  - Joe Kurtz, Good Food Bill - Bill may be passing in the Senate tomorrow (June 1st); duplicated in the Assembly. Local level, the coalition is looking to engage with institutions, especially schools about implementing.
- Approval of April minutes
- EDIT REQUIRED - Who made the motion to approve the priorities and who seconded? The minutes still have "BLANK" listed.

**4:23 Officer Updates**

- [Priorities](#) discussion
  - Accountability & Progress [Tracker](#) - notes taken in the tracker, review actions and owners of the priorities in the document link
    - Emergency Food Working Group:
      - Derek shared in chat: <https://healthyfoodpolicyproject.org/municipal-policies-to-support-food-access-during-emergencies>
    - Youth:
      - Derek shared in chat: <https://www3.erie.gov/fpc/form/fpc-youth-app>
  - Joe made a recommendation (Joe) to do a matrix update at each meeting. Derek, all working groups have a role in providing monthly reports. Lisa noted that perhaps it is a standing agenda item to make any updates as needed.
- Summer meeting schedule
  - Proposed August social in lieu of formal FPC meeting - August 30th, push back to 5pm for a social, location TBD

**5:05 Committee / Working Group Reports**

- Governance (Joe) Multiple seats to fill. Rolling application. Danielle shared that the application should go live soon on the Erie.gov website, includes demographic information to ensure we are meeting our 2023 priorities to have diverse representation. Lianne will coordinate submissions for FPC review.
  - An anonymous survey will be going out to all FPC members to collect current member demographics.
  - Status of procurement working group - will need Antonina's input when she returns.
  - How does media reporting work with the County to be discussed at the next Governance meeting.
- GBUG (Joe)
  - Awarded \$1,500 from NY Soil Health to perform more screening events. Working with a network on a timeline for activities and spending.
  - Mayda was awarded a grant for a citywide CSA. Grant was awarded in February as part of a two-year study. Starting with members of GBUG and hope to engage more farmers.
- Outreach
  - Danielle provided a brief update. Covered during an open agenda to review County policies regarding social media after a paid advertisement attracted some adverse attention. For anyone with admin privileges, please do not delete any posts.
- Action Planning Committee: Sarah G - Will have updates for next month (June)
- Youth: Derek - Youth application is [live](#), and open until July 21st, coordinating a summer meet & greet with the plan to start the program in Fall 2023. Cap off applications at 20. Lianne to assist with Youth Outreach. Lianne to be invited to next Youth Working Group (7th at 1:30pm).
- Emergency Food
- Procurement - TBD on the maintenance of this working group

**5:40 – 5:55 New Business - N/A**

**5:55 – 6:00 Agenda Considerations and Adjourn** - Cooper to be made a standing slot on agenda. Danielle made the comment regarding FaceBook Group, Climate Action Plan post attracted Trolls and IT at county to help mitigate these negative posts. Welcome all members to share the post to help with these negative comments, and share to help mitigate the negative posts.

# (June 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: June 28, 2023 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEEd0bmUrNGVFZjIjHdz09>

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### 4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [May month's] Meeting Minutes
- Agenda considerations – open public
  - Double UP Bucks / Field and Fork Updates

### 4:10 – 4:25 **Officer Updates**

- Clarification on the direction from Llsa to make a one-time document on food safety during winter storm. Working group structure reminder - Working group members determine the frequency of meetings, coordination & dissemination of information (Jordan profile, no policy right away but a long-term policy gap to drive improvement at the county) how do we make the county aware of the gaps with existing resources at the county
- Resurgence Event in August

### 4:25 – 4:40 **Unfinished Business**

- Lianne's update on the existing structures in the county (what do we see that we like, what did you hear in the interviews)
- Existing County proposal on restructure framework to Legislator meeting preparation -
  - Environmental Management Council
  - Commission on Woman
  - Green Team
  - Task Forces in County
  - Legislator Package
- Food is Medicine discussion (Marla)

### 4:40 – 5:40 **Committee / Working Group Reports**

- Governance
  - New member application is live. Applications now accepted on a rolling basis
  - Open Seats
  - Recruitment strategy memo
- GBUG
- Outreach
  - Seasonal newsletter- please send material by July 15
  - Building listserv reach- link going to be added to Linktree and social media campaign coming

- Better promoting the calendar of upcoming events/festivals for the FPC
- Possibility of purchasing some items to be worn at events (e.g., button or sticker)

- Action Planning Committee
- Youth - Kick-off event
  - Youth Application Due July 21st (looking to accept 20 youth)
  - Planning Summer kick off for August
  - Looking for funding for youth stipends (M&T Charitable Giving?)
- Emergency Food
  - Pantry pamphlet was shared with 5,000 Erie County residents at UWBECC Day of Caring
- Procurement

5:40 – 5:55 **New Business**

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

## (June 2023) Meeting Minutes

|   |   |
|---|---|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Antonina Simeti, Lisa Neff, Joe Kurtz, Sarah Gatti, Rob Free, Danielle Rovillo, Derek Nichols, Pat Watson, Thomas Baines, Lianne Novak, Della Miller, Sashti Balasundaram, Sarah Herbst, Sheila Bass</p> <p><i><b>Not in attendance:</b> Marla Guarino (excused);</i></p> <p><b>Guest(s):</b> Laura Wang</p> |
| <p><b>Date/Time:</b> June 28, 2023 at 4pm</p>   | <p><b>Location:</b> Zoom</p>  |

| Motion Log  |                |                          |                                    |
|---|----------------|--------------------------|------------------------------------|
| <b>Motion:</b>  | <b>Passed:</b> | <b>How to Implement:</b> | <b>Brought to motion/seconded:</b> |
| Pat motion to approve May 2023 meeting recording/minutes with edits | Passed         |                          | Sarah H. seconded                  |
| Lisa motion to Close meeting  | Passed         |                          | Sarah H. seconded                  |



(June 2023)

| Action Log  |  |                          |           |                 |
|-------------|--|--------------------------|-----------|-----------------|
| Who:        | Action:  | Carry-over action: (Y/N) | Due Date: | Date Completed: |
| EC          | Sarah H. to send out email to solicit support the lead the emergency food working group: Marla, Mayda, Della, Danielle   |                          | ASAP      |                 |
| All members | <p><b>Public Messaging:</b> When the message of the FPC conflicts with the County, a workflow needs to be worked out. Add to July agenda</p> <p><b>Outreach Link:</b> track outreach activities / opportunities in link below and/or send email to the Committee.</p> <p><a href="https://docs.google.com/spreadsheets/d/15jhNnR7hUiRFQ0rvl_WD_2QVzXTnDI9zsgaLAKmnsx4/edit#gid=0">https://docs.google.com/spreadsheets/d/15jhNnR7hUiRFQ0rvl_WD_2QVzXTnDI9zsgaLAKmnsx4/edit#gid=0</a></p> |                          |           |                 |
| Procurement |  |                          |           |                 |

4:08 **Welcome & Introductions**

- Roll call



- Laura Wang shared Double Up Food Bucks updates. Seasonal sites open on July 1st. Double Up Awareness Week is August 6-12 to focus on signing more folks up for the program. FPC can support these initiatives to raise awareness
- Approval of Minutes

#### 4:23 **Officer Updates**

- Updates from Antonina on the Emergency Working Group - if there is no interest to keep this working group going we can dissolve this working group. Per Lisa's request we satisfied her 'ask', but opened to full council for discussion.
- Antonia provided an update on the work to present to the Common Council future FPC structures to support the future position of FPC under the County Board

#### 4:25 – 4:40 **Unfinished Business**

- Lianne provided an initial overview of key highlights/takeaway from her TaskForce/Advisory group interviews and data collection process to support the future structure.
  - Derek made the suggestion to better understand the group's funding status - does the group have a budget, or additional resources associated with the group? Either from the county or elsewhere.
  - Generally thoughts: aspects of the CSW that are favorable as there is Legislature support directly to this group. Suggestion to better understand how the at large community members are elected to join the group. Aspects of the Env. Mgmt council was favorable in that there is a report created annually to advise county on local concerns, with support from 20 municipalities.
  - Sarah G. made a recommendation that the FPC become an official advisory board to the county. Incorporate the FPC as an official board, less so as an ad hoc arm of the board of health. Could there be a planner for example as the paid employee to facilitate the FPC as an advisory board and support the FPC with day to day support.
    - What would that structure look like - how is this funded, who do we report to, how is it resourced? Would this be a full time position, or would this county staff be part-time and what % of their time do they devote to the FPC advisory (time and resources that are provided).
    - We are not currently doing Advisory work, what does that require in terms of human resources
  - Antonina shared her desire that we have a full-time Executive Director that would lead this work (revisit JohnHopkins report). Can we aim high to be better position to influence / advocate more than we do today and have staff/support
  - Thomas B. voiced his support in-line with Sarah G. comments.
  - Several members made the suggestion that there needs to be a coordinator or ED based on the county's response to the pandemic & Tops shooting .
  - Additional questions came up, how do groups manage conflict of messaging between the committee and County/Kara Kane. Can Lianne ask the interviewee's question on how to manage disagreement with the county and group.
  - Stipend question came up, do any other groups provide stipend to members? Lianne share that most groups were volunteers members only.

#### 5:05 **Committee / Working Group Reports**

- Governance Committee:
  - We received 3 applications, but still missing rural farmer applicants. Will do some targeted recruitment.
  - Operating principles discussion regarding the media inquiries (County Media officer - Kara Kane). FPC does have a rapid response protocol, which doesn't go through any vetting beyond the FAP committee.

- Statements that are made on behalf of FPC should go through Kara Kane but the county is working on a workflow on communication.
    - FPC Opinions need to be vetted to Kara Kane, this is communication with Press only.
- GBUG
  - Attended Lead Task Force quarterly meeting and will be supporting initiative by providing urban soil resources
- Outreach
  - Desire to create healthy food alerts and regular newsletter
  - Ask FPC member to send Lianne no later than July 15th list of upcoming events,
    - Welcome topics, but some ideas are Recipes using seasonal crops, and recommendations on a local farm(s) to highlight including FPC member farms
    - Suggestion to link social media posts with the committed and working groups progress
  - All members - Please send newsletter material to [FPC@erie.gov](mailto:FPC@erie.gov).
    - please bring FPC with you/promote events that you attend and bring FPC outreach materials to support outreach efforts
  - Other ideas are to create a QR-code and capture community members that are interested in the FPC to bring them into our network / listserv etc.
  - Della recommended that the FPC have a larger presence at the 2024 Juneteenth
  - Please track upcoming events and events where FPC materials was shared  
[https://docs.google.com/spreadsheets/d/15jhNnR7hUiRFQ0rvi\\_WD\\_2QVzXTnDI9zsgaLAKmnsx4/edit#gid=0](https://docs.google.com/spreadsheets/d/15jhNnR7hUiRFQ0rvi_WD_2QVzXTnDI9zsgaLAKmnsx4/edit#gid=0)
- Action Planning Committee
  - No updates, next meeting second Tue. in July
- Youth
  - Youth application live, looking for 15-20 applications
  - Summer kick-off in Aug. once youth have been identified
  - Looking for application to find funding for youth participation (Stipend with M&T Grant - \$20 per session roughly with 2 session per month)
    - Possibility to do a campaign to get funding to support this youth grant option
- Procurement
  - Send Governance committee the description
- Emergency food
  - Soliciting chair of working group, or dissolve this working group'

#### New Business

- Food is Medicine meeting falls on the FPC regular meeting and the EC will help to facilitate the rescheduling of the FPC Meeting to avoid conflict of schedule.
- Antonina shared her transition plan, would like to keep seat as Chair to aid in the continuity of the FPC council - feel free to email concerns to Joe (V. Chair)
- [2023 Minutes/Agenda - Google Docs](#) source of the meeting minutes, these can be accessed at any time.

# (July 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: July 26, 2023 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEEd0bmUrNGVFZjIiHdz09>

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### 4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [June month's] Meeting Minutes
- Demographics Survey ([please fill it out](#))
- Agenda considerations – open public
  - Double Up Food Bucks / Field & Fork Network Updates

### 4:10 – 4:40 **Officer Updates**

- Resurgence Event in August
- County structures research (Lianna)
- FPC legislative presentation / package updates. Here's a link to the docs Lianne has started - <https://docs.google.com/document/d/1S6ytzYoNbCf3X4LzwEk4ifn2e8QXiiLh/edit>
- Approve media response protocol memo (see draft Lianne emailed on 7/11)

### 4:40 – 4:50 **Unfinished Business**

- Food is Medicine discussion (Marla)

### 4:50 – 5:30 **Committee / Working Group Reports**

- Governance
  - New member application updates (Lianne / Joe)
- GBUG
- Outreach (meeting on 7/20, meeting presentation may include more)
  - Email updates sign-up form
  - Outreach material distribution coordination update
  - Social media content submission process (in the works)
- Action Planning Committee
- Youth - Kick-off event
  - Applications update (applications from youth due July 21)
- Emergency Food
  - Interest but no chair
- Procurement

### 5:30 – 5:35 **New Business**

### 5:35 – 6:00 **Agenda Considerations and Adjourn**

## (July 2023) Meeting Minutes

|   |  |
|---|--|
| <p><b>Roles</b></p> <p><b>Chair:</b> Antonina Simeti<br/> <b>Vice Chair:</b> Joe Kurtz<br/> <b>Recording Secretary:</b> Sarah Herbst<br/> <b>Corresponding Secretary:</b> Lisa Neff<br/> <b>Treasurer:</b> Rob Free</p> | <p><b>Meeting Attendees</b></p> <p>Antonina Simeti, Joe Kurtz, Sarah Gatti, Danielle Rovillo, Derek Nichols, Thomas Baines, Sarah Herbst, Sheila Bass, Marla Guarino, Rob Free</p> <p><b>Not in attendance:</b> <i>Sashti Balasundaram, Kathy Pererson, Jim Strusienski, Elias Martinez Mayda Pozantides, Lisa Neff, Della Miller, Pat Watson, Sashti Balasundaram,</i></p> <p><b>Guest(s):</b> Lianne Novak, Cooper Rohan</p> |
| <p><b>Date/Time:</b> July 26, 2023 at 4pm</p>   | <p><b>Location:</b> Zoom</p>   |

| Motion Log   |                |                                     |                                    |
|--|----------------|-------------------------------------|------------------------------------|
| <b>Motion:</b>   | <b>Passed:</b> | <b>How to Implement:</b>            | <b>Brought to motion/seconded:</b> |
| Unable to make motion as we didn't have quorum motion to approve June 2023 meeting recording/minutes | PENDING        | June minutes will voted on in Sept. | PENDING                            |
|  |                |                                     |                                    |

(June 2023)

| Action Log |  |                          |           |                 |
|------------|--|--------------------------|-----------|-----------------|
| Who:       | Action:  | Carry-over action: (Y/N) | Due Date: | Date Completed: |
| EC         | <p>Sarah H. to send out email to solicit support the lead the emergency food working group: Marla, Mayda, Della, Danielle</p> <p>Update: there is interest to maintain a working group, but no one has been identified to chair.</p> |                          | ASAP      | July 1 2023     |
|            |  |                          |           |                 |

**4:08 Welcome & Introductions**

- Roll call
- Joe would like to add the Buffalo Common Council - ARP funding, FPC previously submitted message - do not cut funding to food access funding

**4:15 Officer Updates**

- Resurgence meeting - assumed to be happening, email to following July meeting (EC & Rob)
- Antoninia will transition out of WNY, therefore Joe will take on Chair role until Dec. when EC transitions to representation.
- Reimbursement Process Folder [FPC Expense Form - Google Docs](#), [FPC Funding Request Procedure - Google Docs](#)
  - Write a letter for what it is for, outline cost, EC approves and we send check for approved amount

**4:25 – 4:40 Unfinished Business**

- Moving forward with FPC structure under Erie County, Lianne conducted desk-top research and interviews with County groups/employees. Joe and Lianne meet with Karen King - Commission on the Status of Women. Will also be meeting with

Lake Erie Watershed Alliance [LINK](#). Purpose of these meetings is to understand their structure, budgets, requirements (annual agenda's), staffing, membership, and how the hierarchy within the County and their ability to influence/advocate within Erie County. Working document found [here](#). Timeline on this, would be driven by ability to be included in the County budget for next year, so this would be due in Sept/Oct. With talks with legislators in Oct./Nov.

- Media response - steps to engage with Media to be shared next month once approved by EC and in-partnership with County (Kara Kane Public Information Officer for the Department of Health)
- Food Is Medicine will be hosted in the Fall. Maria is point contact on FPC and supports the event planning process.
  - NYS 1115 Waiver Recommendations (reached out to Joe/Marla/Lisa) More to learn on when this will be passed. [https://docs.google.com/forms/d/e/1FAIpQLSeQyccFrTTj22VvD\\_vXrCL5Jsjf6WbWkAMVoSfLhaoC4xy-w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeQyccFrTTj22VvD_vXrCL5Jsjf6WbWkAMVoSfLhaoC4xy-w/viewform)
  - 1115 Waiver not passed yet- CMS confirmed it should be passed soon
- Cooper Rohan gave update on the Site Visit: Friday August 11th at Jefferson Top's hosting an event. Everyone is welcome to join the DUFBI launch at Tops on Jefferson, see details below: Date: Friday, August 11th, 2023 Time: 10:00am Venue: Tops Friendly Markets, 1275 Jefferson Ave, Buffalo, NY 14208 Speakers: Representation from the Governor's office TBD, Crystal Peoples-Stokes, Tim Kennedy, invite out to Mayor Brown as well.

## 5:05 Committee / Working Group Reports

- Governance Committee:
  - The FPC has 18 current members and 3 open seat positions. There is presently no representation on the council from the follow stakeholder seats:
    - Rural Farmer
    - Retailer
    - Migrant Workers
    - Emergency Food
    - Lawyer / Food Policy
  - There is no active appointed seat representation from the City of Buffalo on the FPC. The GC will reach out to former seat representative Kathy Peterson to ask who their replacement is and follow-up with the Office of Strategic Planning and Buffalo Common Council to figure out the next steps for appointing a new COB representative.
  - The GC has decided to hold two seats, the Youth & Rural Farmer seats, intentionally open as they have been recognized to be important toward the FPC's mission.
  - The Youth Working Group will determine their representative on the council once they begin meeting in late summer/early fall 2023.
  - The GC has discussed creating a focus group to gain input from past FPC rural farmer representatives and Erie County rural farmers to be more effective in addressing their needs and concerns as a food policy council.
  - 6 current FPC members will be terming off on December 31st, 2023. Those seats are:
    - Low Food Access - Ms. Della Miller
    - Urban Farmer - Elias Martinez
    - Environment - Antonina Simeți
    - Senior Sector - Pat Watson

- Processors/Distributor/Wholesaler - Sarah Herbst
  - Community/Other - Joe Kurtz
    - The GC has reviewed 3 applicants and has decided to accept two of those candidates to fill the Low Food Access and Community/Other seats.
- GBUG
  - Nothing major at this point
- Outreach
  - Newsletter coming first Wed. of Aug. 2023 with support from various FPC members and community support
  - Shelia has request to budget needs for outreach printing material
  - Erie County Fair - we missed sign-up this year, but we are added to the list for next year
  - Reminder to track upcoming outreach events [MAIN LIST - FPC Outreach Activities - Google Sheets](#)
- Action Planning Committee
  - No updates
- Youth
  - Youth have adult support needs but there is a requirement to have background checks which will require \$ support. Budgeting can be issued to the EC. Derek to direct this task to the EC.
  - Can the bisons issue
- Procurement
  - Send Governance committee the description: **Values-Based Procurement as an approach to local food purchasing.**
- Emergency food
  - Soliciting chair of working group, or dissolve this working group

#### New Business

- Application review process: [LINK](#)
- [2023 Minutes/Agenda - Google Docs](#) source of the meeting minutes, these can be accessed at any time.

# (August 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: Resurgence Event 30th 4-6pm

Where: 55 Chicago St, Buffalo, NY 14204

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In-person Event at Resurgence - No meeting



# (September 2023) Agenda

## Food Policy Council of Buffalo and Erie County Agenda

When: Sept. 27th, 2023 4pm - 6pm

Where: <https://us02web.zoom.us/j/89646249246?pwd=UnQ5UzQ3R1YrOEEd0bmUrNGVFZjIHZz09>

---

### 4:00 - 4:10 **Welcome**

- Roll call
- Approval/Acceptance of [June & July's month's] Meeting Minutes
- Demographics Survey ([please fill it out](#))
- Agenda considerations – open public
  - Double Up Food Bucks / Field & Fork Network Updates

### 4:10 – 4:40 **Officer Updates**

- Resurgence Event in August Summary
- County structures research updates (Joe & Lianna)
  - <https://docs.google.com/document/d/1S6ytzYoNbCf3X4LzwEk4ifn2e8QXiiLh/edit>
- Approve media response protocol memo

### 4:40 – 4:50 **Unfinished Business**

- Food is Medicine discussion (Marla)

### 4:50 – 5:30 **Committee / Working Group Reports**

- Governance
  - New member application updates (Lianne / Joe)
- GBUG
- Outreach
- Action Planning Committee
- Youth - Kick-off event
- Emergency Food
  - Interest but no chair
- Procurement

### 5:30 – 5:35 **New Business**

### 5:35 – 6:00 **Agenda Considerations and Adjourn**