



GENERAL MEETING MINUTES

February 5th, 2014

3:00 p.m. – 5:00 p.m.

One Parkway Building, 1515 Arch St., Room 18-022

Philadelphia, PA

ITEM	ACTION TAKEN	PAGE
A. WELCOME	Called to order at 3:00 p.m.	2
PART 1: COUNCIL BUSINESS/PROCESS		
B. ROLL CALL	QUORUM MET	2
C. SUB-COMMITTEE UPDATES		
1. Anti-Hunger	Discussed	3
2. Zero Waste	Discussed	3
3. Governance and Membership	Discussed	3-4
4. Local Food Procurement	Discussed	4
5. Vacant Land	Discussed	4-5
6. Communications and Outreach	Discussed	5
PART 2: FOOD POLICY STRATEGY/ISSUES		
D. POWERCORPS PHL PRESENTATION Julia Hillengas	Presented	5-6
E. WORKFORCE DEVELOPMENT SUB-COMMITTEE	Discussed	6
F. REPORT TO MAYOR NUTTER	Discussed	6
G. ADJOURNMENT	Discussed	6

A. WELCOME

Co-chair Sarah Wu called the general meeting of the Philadelphia Food Policy Advisory Council (FPAC) to order at 3:00pm. Meeting attendees went around the table and introduced themselves and their affiliations. Some of the members and participants were unable to attend due to the ice storm.

B. ROLL CALL

Roll call indicated a quorum was present to conduct official business.

Members Present

Patricia Blakely
Amy Laura Cahn
Laquanda Dobson
Nic Esposito
Alison Hastings

Ann Karlen
Jessica McAtamney
Greg McKinley
Lisa Mosca
Anthony Ortiz

Bob Pierson
Viery Ricketts-Thomas
Nicky Uy

Ex-officio Members Present

Sarah Wu, Mayor's Office of Sustainability (Co-chair)

Members Absent

Glenn Bergman
John Byrnes
Diane Cornman-Levy
Esteban Kelly

Leanne Krueger-Braneky
Shiriki Kumanyika
Jaime McKnight
Angela Perez

Patricia Smith
Julie Zaebst

Others Present

Julia Hillengas
Rosemarie Caward
Bryan Fenstermaker
Erica Feldman
Katrice Cheaton

Jacinda Tran
Mukethe Kawinzi
Tia McDonald
Patty Day
Linda Knapp

Avery Martin
Tiffany Wong
Karen Wagner
Fabricio Rodriguez
Anthony Ortiz

FPAC Staff Present

Hannah Chatterjee, FPAC Coordinator

C. SUB-COMMITTEE UPDATES

A representative from each sub-committee gave a brief update.

1. Anti-Hunger Sub-committee

Hannah Chatterjee gave the sub-committee update. At the last Anti-Hunger sub-committee meeting, the focus was the creation and content of the food resources toolkit. Sub-committee members are reaching out for expertise on graphic design to help with the creation of the toolkit, and collecting databases on different kinds of food resources (from soup kitchens to food pantries to farmers markets) from partner organizations. If anyone would like to contribute to the toolkit, please email chair Steveanna Wynn. The sub-committee hopes to host a Spanish language town hall in the same style as the town hall in November in the near future. For more information on the sub-committee or to attend a meeting, please contact chair [Steveanna Wynn](#).

2. Zero Waste Sub-committee

Linda Knapp gave the sub-committee update. Sub-committee members continue to work on the white paper about food waste recovery, composting and recycling. They are slated to finish the report at the end of the summer. The Commercial Recycling Coordinator came to the last meeting to discuss his role within the Streets Department, and possible participation in the Zero Waste sub-committee. To clarify, the sub-committee is working towards the “zero waste” goal of 90% waste diversion.

Sub-committee members are working on identifying the areas where growth needs to occur in terms of food waste recovery and composting. Even though related regulations regarding recycling, food recovery and composting were voted on in 1994, those practices are not being implemented. Sub-committee members have therefore agreed that enforcement and education are the next steps.

The next meeting has not yet been scheduled. Please contact chair [Linda Knapp](#) if you are interested in attending.

3. Governance and Membership Sub-committee

Alison Hastings gave the sub-committee update. Sub-committee members were not able to meet last month, and will possibly host a call this month instead. The Governance and Membership just finished up the first New Member Orientation for the FPAC prior to the general meeting. The Orientation went very well, and was helpful for new members in understanding their role in policy advising. For new appointed members, the Ethics Board training will be held on March 5th.

The sub-committee is continuing to work on a conflict-of-interest policy and will report back to the Council after meeting with the Ethics Board to determine whether or not the FPAC needs an internal policy.

The sub-committee would like to remind all attendees that the sub-committee accepts FPAC nomination forms all year-round. The FPAC is below its minimum appointed member level, there are currently 25 appointed members and the minimum is 27. The Chair asked all sub-committees to please add an item to future agendas on submitting nomination forms to fpac@phila.gov. The sub-committee asks for 5 nomination forms from each sub-committee by the next formal nomination round in June.

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Finally, the sub-committee would like to remind all appointed members about the FPAC attendance policy. Two unexcused absences will result in a conversation about whether serving on the FPAC is still the best fit for the appointed member in question. Three unexcused absences will result in a de-facto resignation.

The discussion turned towards the question of grants for the FPAC. An appointed member wanted to know who should apply for grants for the FPAC, and therefore which organization should manage the grant. The concern is that there may be a conflict of interest for the organization applying for the grant on behalf of the FPAC. The chair said the sub-committee will look into that specific question.

The next meeting date has not yet been determined. Please email chair [Alison Hastings](#) if you are interested in attending.

4. Local Food Procurement Sub-committee

Amanda Wagner gave the sub-committee update. The sub-committee last met in January to discuss best practices surrounding local food contracts in schools, and to determine what the City is currently purchasing that may be replaced by local items. The sub-committee is discussing a possible pilot program with the Youth Studies Center, whose Chef is very interested in participating. The sub-committee aims to conduct vendor outreach interviews to determine which local food vendors (or distributors) are interested in contracting with the City, and what their current barriers are.

One attendee asked whether the sub-committee is considering work practices when conducting outreach to potential vendors. The sub-committee responded that it hasn't been discussed lately but that they will add that to their list of questions for the vendors.

The discussion turned to the eventual Request For Proposal (RFP). The LAX airport contract was sponsored by unions and has a massive budget behind it. It may be possible to use the criteria from LAC to make a case for local food procurement in the City. The sub-committee will also be able to mandate the percentage of what must be local, and the definition of "local food." However, that can be very tricky, and the sub-committee is working on determining the appropriate definition for local food.

The time and date of the next meeting was announced. If you are interested in attending, please email chair [Amanda Wagner](#).

5. Vacant Land Sub-committee

Amy Laura Cahn gave the sub-committee update. The Land Bank Bill has passed with feedback and testimony from the FPAC. The Bill includes specific intentions around urban agriculture and green spaces. The next steps are to create a permanent Board, obtain funding, and conduct land transfer into the bank. Then the Board will work on regulations and strategic planning,

The sub-committee continues to work on the vacant land inventory project modeled after other cities that have completed similar analyses. The inventory will document characteristics of vacant and underutilized public and private land to help end-users determine whether a lot is suitable for a range of urban agriculture activities. The sub-committee has a new partner, Code for Philly, a group

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of code developers that volunteer their time to work on projects that benefit the City and community. The team of developers will use existing datasets to create Phase I of the land inventory, which involves pulling all of the data together into one layered map.

The sub-committee is also working with Parks and Recreation to offer feedback on the new urban agriculture program. The sub-committee is in full support of the program receiving funding.

A “State of Vacant Land” town hall is planned for Spring 2014, which will provide attendees with the scope of urban agriculture policy in the City, and programming and opportunities for residents to get involved.

Finally, the FPAC is getting interest from Merck Family Fund, a potential funder, for vacant land-related projects. The sub-committee’s question now is where should the money go? Governance and Membership will look into that question.

6. Communications and Outreach Sub-committee

Hannah Chatterjee gave the sub-committee update. The sub-committee has been working on outreach materials and strategies for the FPAC. One of the sub-committee members created a list of potential community partners where the FPAC could present. To do so, the sub-committee created a flyer to distribute at events, and a Prezi for all community presentations.

The chair displayed the flyer draft for feedback. The Council decided on the following:

- There should be a box that explains what food policy is, and the work the FPAC does (perhaps a 5th box with the verb “ADVISE” and a list of recent recommendations)
- It should be made clear that the sub-headings are sub-committees of the FPAC
- Social media should be added
- Mission should be added if there is space
- If the flyer can be used as a template for the FPAC website, there can be simple click-throughs for visitors to find out more

The chair presented the Prezi for feedback. The Council decided on the following:

- Should be made clear that the sub-committees have appointed as well as other members and that anyone can serve on a sub-committee
- There should be a slide entitled “What is Policy?” (missing piece between the goals and challenges bubbles)
- It should be made clear that the FPAC bring together many different stakeholders within City government and beyond it (should be added to composition bubble)

Finally, in preparation for community presentations by FPAC members, the Council thought it would be helpful to have a list of talking points/ notes for the Prezi to help them present effectively.

D. POWERCORPS PHL PRESENTATION, JULIA HILLEGAS

PowerCorps is an initiative of the Mayor’s Office of Civic Engagement and Volunteer Service and supported by the SERVE Philadelphia VISTA Corps. It is funded through a federal grant with collaboration between the Mayor and the Governor to tackle environmental issues, sustainability, and public safety. The program launched last September.

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The PowerCorps members are essentially an urban green corps. 50 individuals between the ages of 18 and 26 serve for 6 months and work with the Department of Parks and Recreation and the Philadelphia Water Department on projects that improve green infrastructure in the City. Many of the projects complement the Office of Sustainability's Greenworks Initiative. Through their term of service, PowerCorps members develop technical skills, as well as soft skills to help them with job placement and post-secondary education. The corps members are recruited from 5 non-profit agencies, including RISE, E3, YouthBuild, and Foster Care Youth.

If your organization is interested in their services, get in touch with Nic Esposito. They have projects slated to work on during typical office hours, but are often seeking other projects after 4:30pm to complete make-up hours. Several attendees who have worked with them voiced great appreciation for the PowerCorps members and their hard work.

E. WORKFORCE DEVELOPMENT SUB-COMMITTEE DISCUSSION

The discussion following Julia Hillengas' presentation turned to the possibility of reconvening the Workforce Development sub-committee to support PowerCorps job placement into environmental stewardship and food business organizations. The Council concluded that it can play the role of job opportunity connector for food jobs. Job opportunities can be sent out through the FPAC newsletter, and posted on the FPAC blog.

F. REPORT TO MAYOR NUTTER

The FPAC put out policy recommendations two years ago in the Greenworks Plan. The co-chairs wanted to know how the FPAC should go about providing recommendations this year. Council members decided that they liked being in the Greenworks Plan because it provides context, but that they also want to produce a separate FPAC report that tells the Mayor what they have done, what they are doing, and where they are going.

Content for the Greenworks report must be completed by the end of April, so the sub-committees should be prepared to submit an abbreviated list of recommendations by then. The final FPAC report should be finalized by the end of July. The FPAC leadership will determine the format for the sub-committees.

G. OTHER BUSINESS AND ANNOUNCEMENTS

Philly Farm and Food Fest is taking place on Sunday, April 13th at the Convention Center, and it is seeking exhibitors. The FPAC will table alongside the MOS, and attendees are encouraged to spread the word to their networks.

Attention appointed members, if ever the media approaches you for a comment relevant to the FPAC, please don't forget to mention your affiliation so that we can get FPAC in print.

Join the Philadelphia Department of Public Health at the Culinary Voice Competition on February 12th!

H. ADJOURNMENT

Meeting was adjourned at 5:00pm.

Submitted by:

Hannah Chatterjee, FPAC Coordinator

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