



**Detroit Food Policy Council Meeting
Tuesday, November 11, 2014
5:30 p.m. to 7:30 p.m.
Eastern Market
Minutes**

1) Welcome and Roll Call

Jerry Ann Hebron, Marilyn NeferRan Barber, Mimi Pledl, Willie Spivey, Roxanne Moore, DeWayne Wells, Ashley Atkinson, Myrtle Thompson Curtis (phone), Sandra Turner-Handy (phone), Phil Jones, Kami Pothukuchi, Suzette Olaker, Dan Carmody, Kathryn Underwood

2) Remarks from the Chair, Review of Meeting Protocol

Suzette Olaker joined the meeting on the phone while traveling to the meeting. Jerry chairs the meeting. Jerry reviews meeting protocol. Meetings are open to the public, members and guests sign in, members receive board packs and guests receive agendas, guests participate during the public comment period.

3) Review and Acceptance of the September Meeting Minutes

Minutes accepted with corrections

4) Elections

We currently have 12 seats that are either open for nominations this year or vacant because a member has resigned:

Nutrition and Well Being

Wholesale Food Distributors

Colleges and Universities

Retail Food Stores

Emergency Food Providers

K-12 Schools

Six community at large seats, one designated for a youth members and one designated for institutional food.

We did not receive nominations for two of the seats: Retail Food Stores and Emergency Food Providers; and we did not receive our council member's resignation in time to accept nominations for the Community At Large seat for Institutional Food. The nominating committee recommends that we continue to seek nominations for these sectors and hold a special election in May to give the nominating committee time to seek candidates for these seats.

The nominating committee discussed the nominations we received. The nominating committee recommends electing the following new council members

Nutrition and Well Being: Suzette Olaker (reelect)

Wholesale Food Distributors: Anika Grose
Colleges and Universities: Eileen Haraminac
K-12 Schools: Marisol Teachworth
Community At Large: Willie Spivey (reelect)
Community At Large: Jelani Barber
Community At Large: Colin Packard (one year remaining in term)
Community At Large Youth: Tyler Chapman

The nominating committee also discussed the issue of attendance of council members according to our bylaws. The bylaws indicate that no member will miss three meetings in a six month period. As we contacted members about their attendance it also became apparent that not all members received information about the attendance requirement when they joined the Food Policy Council. In the case of members who were not informed of the attendance requirement when they joined the board the nominating committee will meet again to discuss how to address the attendance of these members and make a recommendation for how to proceed. The nominating committee and the executive committee worked to develop a procedure to implement the attendance requirement moving forward

- Track council member attendance
- Inform council members when they have missed two meetings and inform them that if they miss another meeting within a certain period they will be in violation of the bylaws.
- When members have missed three meetings inform them by a phone call and letter that they will no longer be serving on the Food Policy Council.

The nominating committee recommends reminding members of the attendance requirement at each meeting, and giving an orientation to new member to explain all the rules and practices of the board. The executive committee discussed the orientation/council retreat in greater detail, and we will discuss the details of this orientation later in the meeting.

Our nominating committee consists of Ashley, Dan, NeferRa and Betti. Three of these four members will be leaving the council after today's meeting and we need people to serve on this committee.

The recommendations of the nominating committee are accepted.

Q: How long are the terms?

A: All the terms are three years except for the community at large term filled by Colin Packford that has only one year left.

Q: Should we hold the special election before May?

A: We need to have nominating committee filled first, and we need time for new members to have a chance to participate.

We will ask for new members for the nominating committee at December meeting, and make a determination of a timeline for the special election when they meet.

5) Economic Impact Study

a. Presentation

DeWayne introduced Meredith Freeman

Report complete and online, Kibibi sent the link to the report to board members. Meredith will deliver a hard copy to DFPC. Meredith thanked everyone who provided feedback. The report was

conducted as a result of the need for data collection to answer questions about economic activity in the food system.

Purpose of report: assess current state of the food system of Detroit; gather and analyze data; make recommendations to address challenges and opportunities.

Why is food important: social, political, economic, and environmental

What is food system: study uses a linear model; it includes people, processes and products. Waste was left out of the study because there were not enough resources to gather data related to waste.

Report has 3 layers: looks at numbers for Detroit, the 3 county region, and the 7 county Metropolitan Statistical Area (MSA)

Expenditure – \$3.2 billion in Detroit, \$5.9 billion in the region

Jobs – 36,000 jobs in Detroit, 59,000 in region; the food jobs represents the 3rd largest sector in the region and \$1 billion in earnings

Revenue - \$4 billion for Detroit, \$19 billion for MSA; if the food system was localized in Wayne County it would be the 2nd largest sector

The study also looks at economic impact by sector for manufacturing, food service, wholesale, retail and real estate

Comparative analysis by city: Detroit has fewer jobs/1000 people and lower revenue/1000 people

Localization: rate of localization is 42% overall (3 county region). Localization rates are low for production, manufacturing, and processing; moderate for wholesale, grocery, and restaurants; and high for packaging and distribution and food service.

Discussion: How was localization determined? Based on where products and inputs purchased. Non-chain markets were not vertically integrated and sourced more inputs locally. Chain stores and restaurants may appear to source locally, but they do not.

Recommendations:

- Create go to support organization for the food system
- Food funding syndicate – Michigan Good Food Fund has already been developed with funding from the federal government
- Partner with employers to create vocational training
- Develop small scale food ecosystem
- Create local purchasing legislation
- Invest in technical assistance
- Public infrastructure initiative

b. Discussion

Q: Is there information on how many businesses are small (1-2 people)

A: These businesses aren't included in the study.

Some recommendations are about political will and legislative opportunity:

Local purchasing legislation for public sector and large institutions

Q: we need to think about if there is capacity to meet demand

A: it depends in the product, if it's produce or processed. Capacity and incentives need to happen at same time. Some regulations require percentages of source be local

Workforce job creation: Detroit Food and Fitness Collaborative reaching out to higher education institutions to help with workforce development

There are initiatives already happening and DFPC will take the lead on advancing initiatives around political will.

WS: There I lots of manpower we can access

AA: We recognized the accomplishment of completing the report

Next Steps: DFFC will convene focus groups over the next 60 days and reconvene after New Year. DFFC looks forward to working with DFPC and welcomes all feedback.

Q: Are there examples provided for the recommendations?

A: There are some examples, but more specific examples can be provided

Q: are very small businesses included at all?

A: No, the data available does not include smaller businesses, they may be very informal and fail at a high rate.

Q: The whole report is important. When we talk about next steps are we looking at all recommendations or policy recommendations?

A: We will look at primarily policy, but if there are other recommendation that we have energy around we can address them.

AA: There are shovel ready recommendations related to licensing and permitting process. We also want to revisit city food security policy; there is convergence between update and recommendations

We need to find out who is willing to work on this?

DC: When do we want request back? I can participate to help move this forward

DW will stay involved in DFPCs work on this

MP will participate

The group will read report and report out at December 9 meeting: Dan, DeWayne, Mimi, Phil, Sandra, NeferRa, Jerry

6) Revisit remarks from the chair (item 2)

Suzette arrives and assumes chairing the meeting

In our meeting with Council Member Saunteel Jenkins she asked that a land sale policy be developed. When will people get together to address this issue? Sandra will take the lead on this issue, and Suzette asks Kathryn, Roxanne, NeferRa, and Tee to work on this policy. Carole will be facilitating this group to work on this issue. Other people have also begun working on this issue, and we want to invite them to participate. Contact Sandra or Carole if you want to participate.

Q: did the request come from her personally?

A: yes

Q: do we have a window for this still?

A: yes, there are others on the council who are advocates of this that we will also be meeting with. This will be a talking point in our meeting with Council Member Benson.

Fundraising: Jerry Ann, Phil, DeWayne, Willie, Dan,

Summit: Phil, Suzette, Tyler Chapman, NeferRa

Thank you to people who have served on the council, we have some founding members who are leaving the council and want to give acknowledgement and thanks. I hope to see you soon Dan, DeWayne, NeferRa, Myrtle, Roxane, Kami, Myra,

Welcome to Carole Wrubel intern from Michigan Changing Gears. She will be working on the development of land policy.

Adherence to bylaws: we recognize we are a work in progress.

We will come back with financial documents

7) Land Sale Policy

Sandra: we had some thought that some members of the council are already working on land sale. Sandra has tried contacting others and has talked with Kami. Sandra is gathering information from the land bank and mayor's office around what's going on with transfer of parcels to land bank. Our intern has been attempting to gather information also. Sandra will discuss what she has gathered so far.

Kathryn: there seems to be disconnect between what has been going on and what is going on now. There was a meeting to discuss what has been going on with land sale policy.

Sandra: the conversation with Saunteel Jenkins was that when land is transferred to land bank there was not a policy for how land would be sold. There is confusion about what is going on now with our policy.

Kami: 40,000 parcels were already transferred to the land bank. A group met with the mayor and he indicated a commitment to long term leases. A subsequent conversation with a representative from the mayor's office said he is interested in other kinds of land uses also. Where are we in terms of the land disposition?

Ashley: transfer to land bank is one part of issue. The concern by City Council was documented and the land bank published a response. It's one piece of large puzzle that has been going on for years. We need to figure out how to get everybody on same page to figure out what was going on.

Q: What is our intern working on?

A: it would work well if there was a meeting of people involved to work together.

Carole: talked to several people to gather information about what other cities have done and with some legal experts about what transactions have or can look like. She would like to set up a meeting with people involved.

Phil: can we discuss with Scott Benson to ask what the window is and default to our Strategic Plan?

Suggestion: meet with others who are currently working on land sale policies to get updates on the current landscape.

Discussion: it's too complicated of an issue. Take the public land sale report to meeting with Benson. Take the strategic plan also. The most important thing is to give him information on our history.

8) 2014-2015 Operating Budget

DeWayne and Ashley worked to develop a budget.

Q: Is this budget a recommendation from the Executive Committee

A: we are reviewing and giving feedback.

Q: is this projecting a \$65,000 loss?

A: There is \$60K in revenue from Kellogg, and \$8,000 from United Way. On the revenue side there are some things that need to be filled in. This reflects the amount we need to raise.

Q: is the restricted funds reflected in expenses?

A: yes.

We submitted a grant to Kresge for \$75,000 and this with the matching \$75,000 from Kellogg will let us be funded through 2014-2015.

Q: when will we be able to hire additional staff?

A: We will be able to hire one staff member in January and another staff member in April.

Q: what is the process for approving the budget?

A: once we have a commitment and funds in hand we can revisit the budget and make adjustments.

Q: what do we need?

A: Salary projections, P&L report, and the Balance Sheet

Discussion: there should be more money in travel. This amount should go up with the number of employees.

Phil asks the executive committee to clarify points in the budget and make a proposal for a finalized budget.

With contractual services it goes from \$54 to \$15,000.

A: the proposal submitted to Kresge was to hire a contractual person to help with the creation of the update to the Food Security Policy; it is related to the specific project.

Q: what is the value of spending \$75,000 for fundraising?

A: we will hire a fundraising professional with experience in fundraising, and we have a goal of raising \$125K for our match for next year. The fundraiser will work with the Fund development committee to increase our capacity to raise funds.

Q: staff training: what would that involve? There is a lack of policy training for the council members, will there be allotted money for training new members?

A: there is a plan to develop an orientation and training for council members.

It would be good for all of us to have the same training. We could open it up to community members also. That could be a way to invite people in to engage in work.

9) Summit – Phil Jones

We will share all the information on the summit electronically on Google Docs. We need to get people involved in the summit. We will have a weekly check in on Wednesdays. This is our 5th annual summit. The purpose is information, entertainment, and networking. We will grow a little more to make it a bigger event. We have a list of committees: logistics, communications, design, food, finance, youth, fundraising. We need people to sign up on our sign up sheet. There is a list of targets going around and if you have a relationship with targets listed please list your name. If there is anyone missing you can add them at the end. We have council sponsorship targets to generate revenue from the summit. We will solicit sponsorships at different levels and form teams to target sponsors at each level. We need teams for major sponsorship so please sign up on sign up sheet.

Q: asked for clarification on how to fill out the spreadsheet for fundraising

10) Food Security Policy Update

We submitted a proposal to the Kresge Foundation to update the city's Food Security Policy.

11) Coordinator's Report

The report is attached. The sign-up sheet for the Notes from the Field segment of our meeting is going around, please sign up to present a report from your sector at an upcoming meeting. We will hold a council retreat in January. Kibibi will send information about the Shared Measurement Project electronically.

12) Reports from Governmental Representatives

- a. Department of Health and Wellness Promotion – Dr. Velonda Thompson
Velonda has resigned because she is not able to attend meetings on a regular basis. We need to inform the Department of Health and Wellness Promotion of this and request a new representative.
- b. Legislative Branch Report – Kathryn Underwood
Working on animals stuff, next month more structured report with timelines on where it is. Kathryn has been meeting with representatives from MDARD to develop recommendations to the work group for them to respond to. Working with Jess, Devita, and Council Member Casteneda-Lopez on the issue of food trucks. There have been legal challenges with regard to proximity provisions related to food trucks. We are looking at legal and zoning issues around chicken slaughter. Talking with people from the state around slaughter issues. Animal people don't think about how animals pick up what's in the soil. Detroit Collaborative Design Center will help design meetings to invite folks to.
- c. Executive Branch Report

13) Next Meeting – December 9, 2014 @ Eastern Market

14) Public Comments

Renee: thanked everyone for sending kind words.

15) Announcements

Renee: December 4 commercial compost operators training on regulations, waste water and soil. Renee will send an email with the details of the training.

NeferRa: introduce Daryl Jordan, working at EMEAC to follow up on work that has been started by Charity Hicks. Yay new people! Invited new people to attend the meeting and doesn't think they understand what happened tonight. We don't know if he felt welcomed.

16) Adjournment