



**Detroit Food Policy Council Meeting**

**Tuesday, September 9, 2014**

**5:30 p.m. to 7:30 p.m.**

**Matrix Human Services**

**MINUTES**

1) Welcome and Roll Call

In attendance: Suzette Olaker, Jerry Ann Hebron, Marilyn NeferRa Barber, Sandra Turner-Handy, Ashley Atkinson, Phil Jones, Dan Carmody, Betti Wiggins, Tepfirah Rusdan, Mimi Pledl,

2) Opening Remarks, Review of Meeting Protocol and Agenda

Suzette reviewed the meeting protocol

3) Remarks from our host

Sandra Ramocan welcomed DFPC to The Center. Matrix Human Services was started by the League of Catholic Women and provides social services ranging from early childhood to senior programs. Matrix has several sites across the city, but this is the only center of its type. The Center provides shared space for mission partners that share Matrix's goals for the community. Over 125 partners share the space to provide services to the community. The Center provides a safe place in the community.

4) Review and Acceptance of the June and August Meeting Minutes

The minutes are like a transcript, and they could be more of a summary.

Discussion: as they are now they provide a lot of information for people who were not present.

Is there a suggestion that we modify the minutes? Is there a way to indicate an action? **Since June we have been putting items that are action items or decision in bold. We will continue to present the minutes in this manner.**

June minutes accepted.

August minutes accepted.

5) Summit – Phil Jones

We need to start developing what we are looking for in next year's summit. We need to start looking for an event planner soon. Kibibi and Phil will set a schedule of meeting dates and look at the feedback from last year. Do we have a perspective date? We could start that process now or do it electronically. We could look at dates that are conflicts that we should avoid. It was the first week of April this year, did that work? We need to avoid the school break. April is better for

schools because of the weather, and we need to avoid school breaks. We also need to focus not only on DPS schools, but also reach out to some charter schools. **We discussed an event planner, is that something we will do this year? Yes. We will send out some dates so people can participate in the summit planning committee.**

The executive committee talked about this being the 5 year anniversary of the summit, and we want to work with the Detroit Food and Fitness Collaborative to develop that theme. Kibibi will make sure to include DeWayne in information about the summit.

Q: Is it possible to start including people outside of Detroit in order to grow the effectiveness of the summit? For example some of the good food charter folks, or people from flint.

Discussion: We could have a food policy council track and invite people from other food policy councils. There are some people nationally who are interested in attending.

A: We have to have council participation to make this happen, people need to participate in meetings and respond to requests that are sent out.

Q: We need staff to do some of these things.

A: We have not been able to fill all the staff positions that we planned to have.

A: As a council we have to look at our finances and look at if we can get more staff resources to grow our efforts. Those are some real challenges, but we still need to push forward with what we have. With current membership people are being asked to do more, and we will hear more about plans to establish additional committees which will require folks to participate more.

Q: Even the committees we form need staff people.

A: The hiring committee is going to make some recommendations for increasing staff capacity later.

There are a lot of food events s throughout the year, we need to think about how we position ours as different from others. Suggestion: form a program committee to hand this off to a staff person.

**Action steps related to summit: propose dates, develop RFP for planner, committee for programing. This will happen by Wednesday. The request for the planning committee will also go out to the public.**

Q: Who will determine the criteria for the community to be on the committee?

A: We have been producing the summit for four years already, and we have a mailing list.

Discussion: There must be some people who have some talents and fresh ideas who will contribute to the summit. We could partner with some existing organizations to include them in the planning.

When we put out the posting we could include the level of commitment that will be required and what the incentives are.

We have been doing many of these things for the previous summits, but we need council members to participate in the planning.

Sandra: last year felt she was not asked to join the committee and feared asking to join the planning.

A: The planning committee has been in the habit of needing to get things done without assistance from other council members.

Q: What is the level of engagement?

A: A couple of meetings per week, answering emails promptly, and making some phone calls. We need to make sure we have follow up from the summit program also.

#### 6) News from the Field: Operation Above Ground

Devita Davison of FoodLab presented a discussion about Operation Above Ground. She expressed her thanks for the invitation to make a presentation.

At Food Lab every year there is an annual membership summit where we decide what topic the group will get behind and try to catalyze some change. There is a lot of entrepreneurial spirit in Detroit, but a lot of it is underground. People are providing goods and services underground, especially food, because of the barriers of regulation and how difficult it is for people who have not had access to resources available to businesses. Operation Above Ground took a long time to conduct a study. Wanted to figure out why it's difficult to be licensed.

Goals:

1. 100% of food Lab members know how to get licensed in Detroit. Forms and process are not available online, or in languages other than English
2. Map out current licensing process for the Institute for Population Health (IPH), and the state.
3. Make recommendations for how to improve the process
4. Push for a fairer fee structure for different business models. It costs much more to get licensed in Detroit than in other cities in the metro area.

FoodLab learned that it is important to partner with other organizations. They met with MDARD Economic Development department. They tried to meet with IPH, but the meetings were contentious. After the first two meetings IPH informed them that if they met with them again they would have to charge \$150 consultation fee. Devita created a presentation and report. They surveyed members to find out if they were licensed, how the process was for them, and why they were not licensed. They developed small policy groups to work on specific business models: food trucks, shared use kitchens, and pop-up. They did research to find best practices from other cities. They did discovery to find out how they went about navigating the licensing process and designed a map using a graphic.

They mobilized and engaged elected and appointed officials. They talked with Jamie Clover Adams, director of MDARD; Deputy Director of Department of Health and Wellness Promotion, Deborah Whiting who manages contract for IPH. They provided information about the challenges for their members, and shared an interaction report which documented all interactions with IPH in attempts to get licensed. They documented examples of bribery and

extortion. They developed a guide for food trucks and shared use kitchens. They developed a policy recommendation report that they have shared with City Council Members Cataneda-Lopez and Tate. Food Lab is not a policy organization, but they are interested in partnering with Fair Food Network for advocacy in the following areas:

1. Ask IPH to look at reports and add their logo
2. How to move the zoning for food trucks
3. Develop best practices around shared use kitchens from MDARD and share them with local health departments
4. Public audit for IPH in food business licensing
5. Public relations training for IPH employees
6. Monthly meetings with IPH
7. Etho-cultural diverse communities
8. Public documentation of pricing, and pricing consistent with other counties.

Food Lab has not been in contact with DPS about the licensing process.

Betti: feels we have not made headway, and feels ineffective.

Devita: The takeaway message is that in order to solve a problem the people who are most impacted by the problem have to lead the process. The members of Food Lab led the process.

Discussion: Betti is mistaken that we are leading this process, when it is Food Lab leading it, and there is a different process for small businesses than for larger institutions.

Ashley: This work is not done yet. Can we share information with DPS and ask for advice and guidance.

Sandra: She [Devia] also needs to speak to Mimi.

Jerry: at the community level we run into the problem of the door being slammed in our face because we are not the norm.

Dan: we work with Betti to try to make some of her kitchens shared use, but there is an additional cost in using kitchens in schools. There are other barriers to using school kitchens also.

**Proposal: The Executive Committee and staff will meet with Devita and Jess to develop a partnership for policy advocacy.**

#### 7) Coordinator Search Update

Hiring committee met last evening: Ashley, Phil, DeWayne, NeferRa, Jerry. 16 applicants responded to the post for the Coordinator. The job posting did not adequately describe the needs of the organization and as a result, by and large, the applicants were not qualified. We are looking for an executive director, someone with financial management and fund development skills. **We would like up to 90 days to edit and re-post the job description with Kibibi acting as Interim Coordinator during this time with support of fund development contractor and temporary administrative assistant.** In addition to giving us more time to adequately staff the

organization, it would give Kibibi the opportunity to develop her skills and determine if she is interested in the position. **Group supports the recommendation to re-title the position to Executive Director and hire a fund development contractor and temporary administrative assistant. We need to write job descriptions including salaries for all three positions immediately so that they are ready for the next executive committee meeting. We also need to review financials to determine if staffing plan is within approved budget. If not, salary ranges/budget revisions need to be approved by full board.** Jerry will be sending communication to all applicants with update and invitation to reapply.

8) Strategic Plan Report and Activity: Economic Impact Study

Update on City government relations: We have meetings scheduled with City Council Members Saunteel Jenkins and Raquel Castaneda-Lopez. Kibibi will make phone calls to the council members who have not responded to our meeting request over the next week. a brief discussion guide for our meetings with City Council members is attached. **Please send suggestions to Kibibi for the discussion guide outside of today's meeting.** Kibibi will meet with Bryan Barnhill from the Mayor's office tomorrow morning to discuss our request for an appointee to the council.

Economic Impact Study

Kibibi anticipated having a copy of the economic impact study ahead of today's meeting in order to discuss our strategy for conducting a policy scan. Unfortunately it was not released ahead of today's meeting. **Kibibi will share the economic impact study with council members and we will discuss this item at the October meeting.**

Q: What is the purpose to the policy scan?

A: Scan of the document to identify what areas the policy council would like to work on among the things recommended,

9) Coordinator's Report

The call for nominations has been sent out to the members of the DFPC, posted on our website and sent out to our email list. Nominations will be accepted until October 3rd. Attached is the nominating form. We have received two nominations.

Suzette Olaker, Jerry Anne Hebron, Sandra Turner-Handy, DeWayne Wells and I attended a meeting with our Kellogg Foundation program officer, Linda Jo Doctor at the Kellogg Foundation on August 29. We discussed the alignment between the Detroit Food Policy Council and the Detroit Food and Fitness Collaborative. Kellogg and its board want to see greater alignment between the two organizations. We also discussed evaluation and ways Kellogg is determining how to evaluate positive change in the food security and the food system, with input from their grantees. We updated Linda Jo on our fundraising strategy and the status of our fundraising efforts to date. She offered some strategies to assist us in raising funds, and will assist us in making some contacts for additional fundraising. We will be meeting with Wendy Jackson of the Kresge Foundation on September 23. An update and request for a meeting was sent to Sue

Weckerly at the Erb Foundation. Sue will meet with us when she returns from maternity leave at the end of September. We have decided to postpone our fundraising events, Just Brunch and a Soul Food Stories event with LaDonna Redmond. We will reschedule these events after the staff transition is complete. As discussed at our August meeting Jerry Ann will chair a temporary committee to develop a “Friends” or membership program to raise funds.

The Greening of Detroit served as the grantee for the W.K. Kellogg Foundation’s grant to the DFPC that ended in March, 2014. We have transitioned to our own payroll management, and we selected CoStaff Services to provide human resources and payroll services. They are managing our payroll and human services as of August 30. They are planning a site visit to assist us in putting together our HR handbook, we do not have a date for this visit yet. We are also in the process of securing general liability and directors and officers insurance.

Gloria Rivera, from the Great Lakes Bioneers, and the Detroit Food Policy Council will be co-presenting a webinar on food policy councils to the National Bioneers. The webinar is schedule for Sept. 17th.

Kibibi is serving on the planning committee for the Black Urban Farmer’s and Gardener’s conference scheduled for October 17-19 in Detroit. Registration for the conference is now open. The Conference will be held in Detroit at Western International High School October 17-19. The Registration for the conference is \$40 before September 29, \$45 after September 29, \$30 for youth 13-17, \$24 for youth 5-12. The conference is now accepting proposals for workshops, due September 22, and offering exhibit space and ad space in the program book. I propose that we sponsor two attendees at the conference, one council member and myself.

**Decision: Support the BUGs conference by sending Kibibi and 2-3 council members. We will send information to all council members and ask people to respond.**

Michigan Good Food Summit is scheduled for October 28th at the Lansing Center. We have transitioned Kibibi onto the planning committee. Registration is now open, the registration fee is \$10 for the Reception on October 27, \$30 for the Summit on October 28 until October 12; \$15 and \$40 respectively after October 12. The summit is offering exhibit space and ad space in the program book. On Monday, October 27 there will be a network gathering of food policy councils in Michigan at the Lansing Center. Myra Lee and I participated in the previous meeting held July 30. I have received a complimentary registration to attend both days of the Good Food Summit, but will have to pay for travel and lodging to attend the conference.

Discussion: DFPC will send 2-3 council members to Summit

Q: Can we sponsor community members to go to conferences instead of just council members?

A: We would make a donation to the conference for scholarships.

**Proposal: cover travel and lodging costs for representatives, Kibibi and Myra; and offer two scholarships for Detroiters to attend the summit. Concensus reached.**

Q: Is there a budget for conferences that we need to consult before we decide?

A: We have line items for education and attending conferences for staff and board members.

Q: will we also cover travel expenses for community members who attend through this scholarship?

A: the summit is providing a free shuttle from Detroit and several other cities.

10) Reports from Governmental Representatives -

- a. Department of Health and Wellness Promotion – Dr. Velonda Thompson not present
- b. Legislative Branch Report – Kathryn Underwood not present
- c. Executive Branch Report

11) Next Meeting – October 14, 2014 @ Eastern Market

12) Public Comments

In our meeting with Linda Jo she made a suggestion that we form a relationship with Detroit Future City around Urban Agriculture. Sandra is on the steering committee and will set up a meeting. As we move forward we will keep in mind stringing new partnerships and working on new relationships.

Thank you Anne Ginne for helping to coordinate our meeting with The Matrix Center

13) Announcements

Member Roxanne Moore had gave birth to her daughter on Saturday, her name is Dollia Isabell. Baby Dollia is still in the hospital for Jaundice but is otherwise doing well, and Roxanne expects to be going home soon.

Land forum II September 16, at Don Bosco Center

14) Adjournment