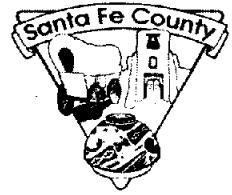




# Agenda



Santa Fe City and County, Advisory Council on Food Policy  
June 28, 2018, 9AM-11AM

**Kitchen Angels Conference room, 3221 Siler Road, Santa Fe, NM, 87507**

CITY CLERK'S OFFICE

DATE 6/11/18 TIME 1:39 PM  
 PREPARED BY Sue Perry  
 REVIEWED BY [Signature]  
 5 minutes

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA, June 28, 2018  
Prioritization and Agenda Order-

D. APPROVAL OF MINUTES – May 24, 2018

E. COMMUNICATIONS FROM THE FLOOR-

5 minutes

F. PRESENTATIONS: Aspen Solutions Evaluation process

40 minutes

G. Staff Communications

5 minutes

H. INITIATIVES AND ACTIONS

45 minutes

## 2. Policy Committees

- a. Food Production and Land Use Committee
  - i. Meeting updates
  - ii. Erin Ortigoza' Agrigate documentatry
- b. Food Plan Committee
  - i. Pam/Rebecca/Kierstan update: Mayor's Transition Advisory Committee for Sustainability
  - ii. Pam/Rebecca: follow up from Food Plan Committee meeting with Councilor Villarreal.
- c. Education and Outreach
  - i. Meeting updates.
  - ii. Council Commitment for monthly topics and communications – update.
- d. State & National Issues
  - i. State Legislature updates
  - ii. Farm Bill update-effects on state and Federal level
  - iii. National Issues
- e. Governance Committee
  - i. Updated member matrix and dates

3. Executive Committee

10 minutes

4. Items from the Chair

5 minutes

J. ITEMS FROM THE COUNCIL

5 minutes

K. ADJOURNMENT

*Persons with disabilities in need of accommodation contact the City Clerk's office at 955-6520, five (5) working days prior to meeting day.*

**SUMMARY OF ACTION  
SANTA FE CITY AND COUNTY ADVISORY COUNCIL ON FOOD POLICY  
KITCHEN ANGELS CONFERENCE ROOM  
3221 SILER ROAD  
THURSDAY, JUNE 28, 2018, 9:00 AM**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
CALL TO ORDER		1
ROLL CALL	THERE WAS NO QUORUM	1
APPROVAL OF AGENDA	UNABLE TO TAKE ACTION	1-2
APPROVAL OF MINUTES	UNABLE TO TAKE ACTION	2
COMMUNICATIONS FROM THE FLOOR	NONE	2
PRESENTATIONS ASPEN SOLUTIONS EVALUATION PROCESS	INFORMATION/DISCUSSION	2-3
STAFF COMMUNICATIONS	INFORMATION/DISCUSSION	3-4
<b><u>INITIATIVES AND ACTIONS</u></b>		
FOOD PRODUCTION AND LAND USE COMMITTEE	INFORMATION/DISCUSSION	4
FOOD PLAN COMMITTEE	INFORMATION/DISCUSSION	4-6
EDUCATION AND OUTREACH	INFORMATION/DISCUSSION	6
STATE AND NATIONAL ISSUES	INFORMATION/DISCUSSION	6-7
GOVERNANCE COMMITTEE	INFORMATION/DISCUSSION	7

<b>EXECUTIVE COMMITTEE</b>	<b>NONE</b>	<b>7</b>
<b>ITEMS FROM THE CHAIR</b>	<b>NONE</b>	<b>7</b>
<b>ITEMS FROM THE COUNCIL</b>	<b>NONE</b>	<b>7</b>
<b>ADJOURNMENT</b>	<b>ADJOURNED</b>	<b>7</b>

**SANTA FE CITY AND COUNTY ADVISORY COUNCIL ON FOOD POLICY  
KITCHEN ANGELS CONFERENCE ROOM  
3221 SILER ROAD  
THURSDAY, JUNE 28, 2018, 9:00 AM**

**1. CALL TO ORDER**

The meeting of the Santa Fe City and County Advisory Council on Food Policy was called to order by Sherry Hooper, Acting Chair, at 9:07 am on Thursday, June 28, 2018, at the Kitchen Angels Conference Room, 3221 Siler Road, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Sherry Hooper, Acting Chair  
Rebecca Baran-Rees  
Patricia Boies  
Tony McCarty  
Tracy Enright  
Gino Rinaldi

**There was not a quorum present.**

**MEMBERS ABSENT**

David Sundberg, Co Chair, Excused  
Sue Perry, Co-Chair, Excused  
Kierstan Pickens, Excused  
Emigdio Ballon, Excused  
Erin Ortigoza, Excused  
Mark Winne, Excused  
Caroline Flores

**OTHERS PRESENT**

Pam Roy, Food To Table  
Helen Henry, Food To Table  
Natalie Skogerboe, Owner and Director of Aspen Solutions  
Arianna Trott, Aspen Solutions  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES  
MAY 24, 2018**

**5. COMMUNICATIONS FROM THE FLOOR**

None.

**6. PRESENTATIONS  
ASPEN SOLUTIONS EVALUATION PROCESS**

Ms. Ray introduced Natalie Skogerboe and Arianna Trott with Aspen Solutions. They are contracted with the City to assist City Contractees with reporting and tools for reporting to the City. They have designed tools for the Food Policy Council within the Food Plan of accomplishments of the Food Council.

Ms. Skogerboe said we are working with the City to help grantees align with the results based accountability program started by the City. They are assisting grantees with performance measures, measuring and reporting.

Aspen Solutions gave a power point presentation which is incorporated into these minutes as Exhibit "1".

Ms. Baran-Rees asked to add regulatory to the measure about policies and resolutions. She also suggested adding advocacy efforts to the measures.

Ms. Baran-Rees asked that when the Council begins sending out surveys a separate survey be formulated for each type of group contacted.

Ms. Henry asked if it was possible to send an electronic thank you after people complete the survey.

Ms. Trott said she is not sure that can be done with Goggle Forms, but she will check on adding a last page to the survey that is a thank you.

Ms. Skogerboe handed out a report of Internal Collaborative Functioning which is the compilation of survey results from the Council. She reviewed the report. This is for the Council's use in moving forward.

Ms. Enright asked if the external communications can be around what we are actually doing rather than focusing on the Food Plan. That may be more easily understood by the general public. We need to have more about the issues represented.

Mr. Rinaldi said the City is requiring more outcomes. It is not business as usual anymore. There were significant cuts in the amounts they funded this year.

Ms. Baran-Rees asked do we have any clear thoughts around civic engagement from communities not getting access around having a voice and how can we advocate for that and work together on that. This is a focus of the Community Foundation.

Chair Hooper said that is a big focus for us as well. To reach out to people and help them use their voice.

Ms. Boies said it is a worthy topic to have as an agenda item in the future for a discussion.

Ms. Roy said we have questioned ourselves as a group on how we do outreach. It always needs to be looked at.

Ms. Baran-Rees said supporting new community leaders in these areas could be a wonderful thing to report on.

Ms. Roy said what we have not quite captured is how the best benefit folks can be involved and what our role is in that as a Food Policy Council itself.

Ms. Roy said thank you both very much.

## **7. STAFF COMMUNICATIONS**

Ms. Roy said she wanted to give a shout out to Sherry and Gary Fairbrother for their commentary in Sunday's paper about the Supplement Nutrition Program and the Farm Bill. It was a great example of how important it is to get the word out in our communities and how timing is everything. Also a shout out to Sherry and others about the summer feeding programs.

Ms. Boies said the Teen Court provides funding within the County tied into the health action plan, one of which is healthy food consumption for youth.

Chair Hooper said we receive that funding and are able to purchase fresh foods and vegetables for meals here. We are also working with Book Kids in the summer program.

Ms. Enright said she had a "walk with a Councilor" recently during the Santa Fe Walks program with Councilor Abeyta. He spoke very highly about the Boys and Girls Club program that they partner on with the Food Depot.

Ms. Roy said the kitchen at Kaune Elementary School will be able to help you with meals soon. We just completed the joint venture agreements. They are retrofitting the kitchen and will hire a chef and have job training as well and work with the culinary program at the Community College. We hope that the kids in the programs will have hot

meals by October.

## **8. INITIATIVES AND ACTIONS**

### **A. FOOD PRODUCTION AND LAND USE COMMITTEE**

Ms. Ray said the Food Production and Land Use Committee report is in the meeting packet. She reviewed the report.

Ms. Ray said one thing that came out of the Mayor's Working Group was learning about the Santa Fe Green Chamber project on import replacement. The idea that Matt Brown and Glen Schiffbauer discussed is how to get more local foods into things like restaurants and hotels and businesses. Here we are in parallel with that. Glenn came to our committee meeting and shared what they doing. They are just getting started. They have a bit of money for NMSU to do some research. They did find the greatest needs to be meat, eggs and tortillas. Those are the first things they want to work on. There is a conversation around what does that look like. It fits well in our conversations here and with our pilot idea of getting local beef into schools. Now there is a processing facility reopened in Roswell for beef and poultry. They were really interested in that plant being available. It is one of few in New Mexico that is USDA certified. The new owners are very interested. They are using only one-fifth of their production capability there now. Eggs will be tougher. There are some producers in Mora County who supply restaurants. Tortillas we can figure out. He is interested in partnering with us in any way he can.

Ms. Roy said Erin was not able to be here today and asked if we can show her film on at the next meeting.

### **B. FOOD PLAN COMMITTEE**

Ms. Baran-Rees said we have been talking about the components of food economy research that we want to craft and package for the Mayor and Chief of Staff so they can see opportunities for their leadership and to report direct next steps. The big area is local procurement for senior centers and after school programs and to look at other places the City where they might be purchasing food. This would be for the purpose of modeling and being demonstrative and for the City to showcase what it looks like to institute buying local. We are working on a Resolution to set a base line.

Mr. Rinaldi asked when you do that type of policy does it help with the vendors to begin to say if there is this requirement maybe we need to look at ways to provide that request. We deal with the larger companies because they are on the State Vendor List. They don't buy local in those companies. It may be worth moving into a policy on that.

Ms. Baran-Rees said we have to be mindful of supply availability.

Chair Hooper asked do those large companies offer opportunities to locally grown.

Ms. Roy said no, not yet. We have worked with them. Benny Keith and Sysco have tried that. They do work with a few local companies. The good news is at the Federal level there is nothing that says we can't buy local with Federal funding. We figured out how to cut a little portion out for local. Theresa Casados with the County is working on pilot program to use a small portion of her budget to buy local.

Mr. Rinaldi said he would be interested to see how Theresa does that with staff.

Ms. Roy said we could see where we may be able to think that through a bit with Gino and his Food Service Director.

Mr. Rinaldi said it is not difficult, it is the additional time it will take.

Ms. Roy said there is a potential opportunity with Senator Stephanics and her bill on senior centers.

Ms. Enright said she introduced a bill for local produce for senior centers last year.

Ms. Roy said yes, it was for \$500,000. It was introduced late and did not make it through the system. We are anticipating she will be interested in introducing it again. We are going to meet with her and work on the structure of the bill and support for her on it.

Ms. Roy said it would be helpful to learn from Gino and Theresa about processes that would be helpful.

Mr. McCarty asked is ArgiGate working on building the capacity of farmers.

Ms. Boies said she thinks that is a component. She will talk to Erin.

Mr. McCarty said supplies of produced being plowed under is a concern.

Ms. Boies said that is one of the main points of the Sustainability Report.

Ms. Roy said she will send the report from the Mayor's Working Group, Sustainability, out to Policy Council members. She, Gino and Rebecca were there. Rebecca was on the Working Group.

Ms. Baran-Rees said one of the recommendations was a buy local campaign. They are requesting support for a Resolution to do local procurement. It mirrors what we are working on. The Sustainability Working Group also had water and wastewater



and transportation so there were many issues in addition to food. Free bus transportation was in this recommendation as well.

Ms. Roy said she asked for a presentation from the Sustainability group for August and also for Glenn to come to our meeting to discuss his project.

Mr. Rinaldi said a memo from the Mayor went out to Division Director staff asking them to have their departments look at the recommendations and give feedback.

### **C. EDUCATION AND OUTREACH**

Mr. McCarty said our Social Media Policy is in your packet today. He has seen some wonderful posts and shared some.

Ms. Enright said if you have anything you want included please send it to her or give her a heads up.

Mr. McCarty said the Richard Eeds Show is working well.

### **D. STATE AND NATIONAL ISSUES**

Ms. Roy said the State organization is starting to ramp up to present at the Economic and Rural Committee in October or November and we will be pairing up on water issues in November or December. We can pull the Stephanics bill into that.

Ms. Baran-Rees asked is there a policy on who becomes a registered lobbyist.

Ms. Roy said it depends on how much time you spend on advocating for issues and how much time you spend on specific legislation. We have no official policy on that.

Ms. Roy said she registers because she works there day in and day out. Is it advocacy or is it a job that is paid to do lobbying.

Ms. Baran-Rees said for her organization she has to register if she wants to testify at a committee hearing.

Ms. Roy asked should we do something for a policy here.

Ms. Baran-Rees said not necessarily. If we foresee intensive work happening we just need to make sure all of us have taken care of what we have to do at our jobs.

Ms. Enright said you can still do things as an individual. Registering does insulate you from a lot of things.

Ms. Roy said the Farm Bill report is in your packet. She reviewed the report. The House passed a bad bill last week. The Senate is now working on it.

Ms. Enright asked if Pam could formulate a simple statement for people to use to engage with their delegations.

Ms. Roy said she will get something out to her and to all the Policy Council members with 4 or 5 key points.

**E. GOVERNANCE COMMITTEE**

Chair Hooper said the matrix has been updated and was sent out to members.

**9. EXECUTIVE COMMITTEE**

No Report.

**10. ITEMS FROM THE CHAIR**

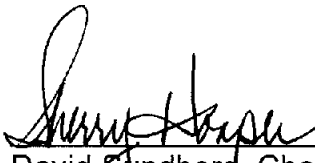
None.

**11. ITEMS FROM THE COUNCIL**

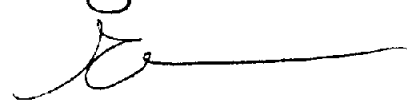
None.

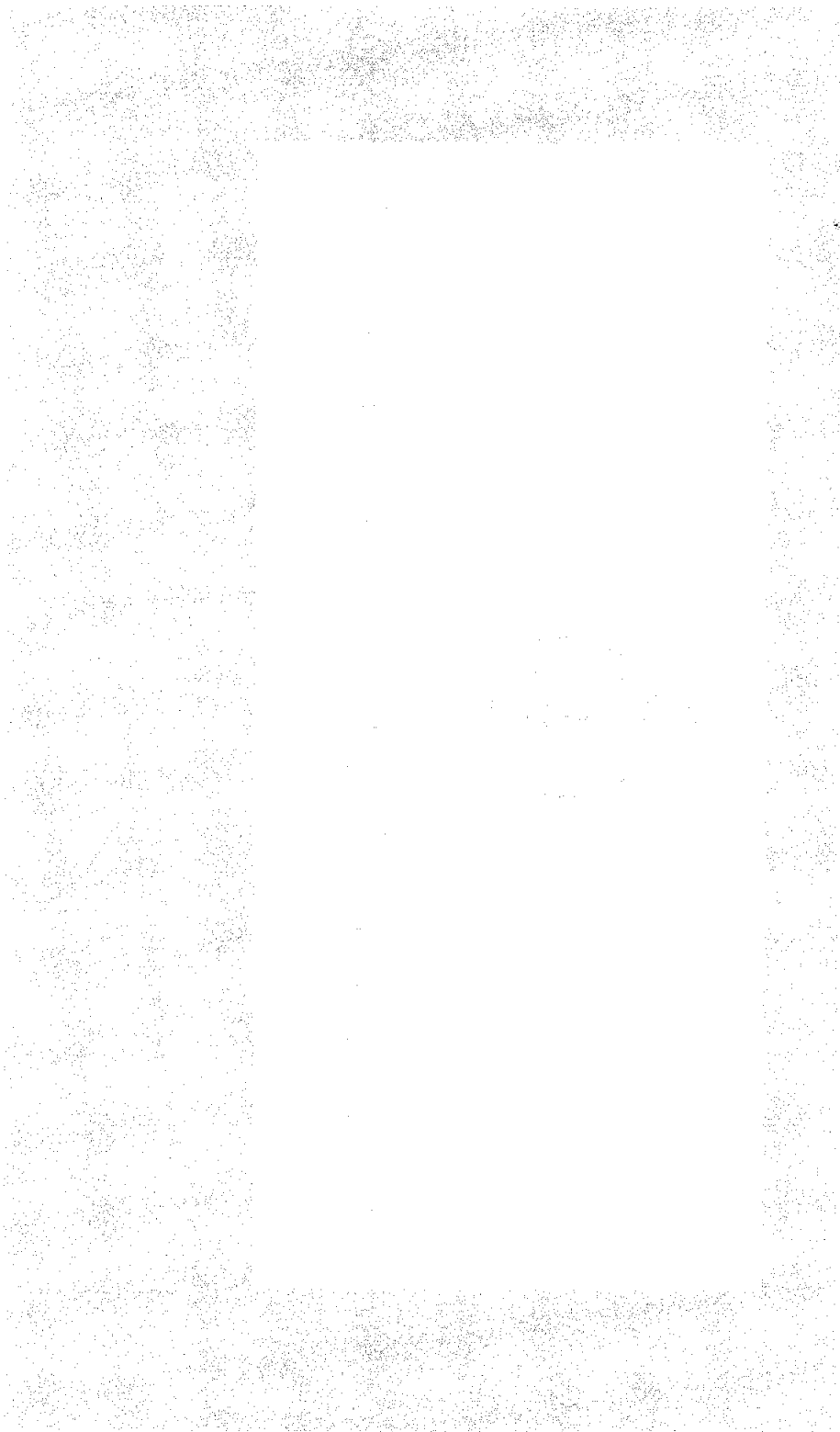
**12. ADJOURNMENT**

There being no further business before the Council the meeting adjourned at 11:02 am.

  
David Sundberg, Chair

for David Sundberg

  
Elizabeth Martin, Stenographer



Natalie Skogerboe, MPA  
Arianna Trott, MA

Food P. Exhibit "1"

## **Level 1**

- # of Food Policy Council Members
- # Collaborating partners
- # food policy council meetings
- # of students served
- # of seniors served

## **Level 2**

- Strength of partnership among Food Policy Council

### **Level 3**

# of policies / resolutions enacted RE food access

### **Level 4**

#/% senior centers offering fresh produce

% of city/county food budget spent on local food procurement

% of school food budget spent on local food procurement

# 2018 Food Plan Accomplishments Survey



Link to survey: [Link to survey](#)



## **Outcomes: Beyond Reporting**

Goals & Objectives and Evaluation  
Maintain and Seek Funding  
Guide for Communicating



## 2018 Food Plan Accomplishments

2018-2019 SF Food Policy Council (FPC) Report Card  
The FPC Report Card is a tool for the public to track the progress of the FPC's recommendations. The FPC was created in 2015 to provide a public forum for discussing food policy issues and to develop recommendations for the City of San Francisco. The FPC's recommendations are included in the City's Food Policy Ordinance (FPO) and are updated annually. The FPC's 2018-2019 Report Card is available at: <https://www.sfdph.org/dph/foodpolicy/2018-2019-report-card.aspx>

### Are you... (Select all that apply) :

- ☐ A member of the SF Food Policy Council
- ☐ A board member
- ☐ A member of the SF Food Policy Council
- ☐ I work for a government agency
- ☐ I work for a non-profit organization
- ☐ Other

Your Agency/Organization/Business Name :

Your Name :

Your Phone Number :

Your E-mail Address :

Check the "You would like to be added to the SF Food Policy Council mailing list"

NEXT





## 2018 Food Plan Accomplishments

### Getting Food

Getting Food (please choose all that apply)

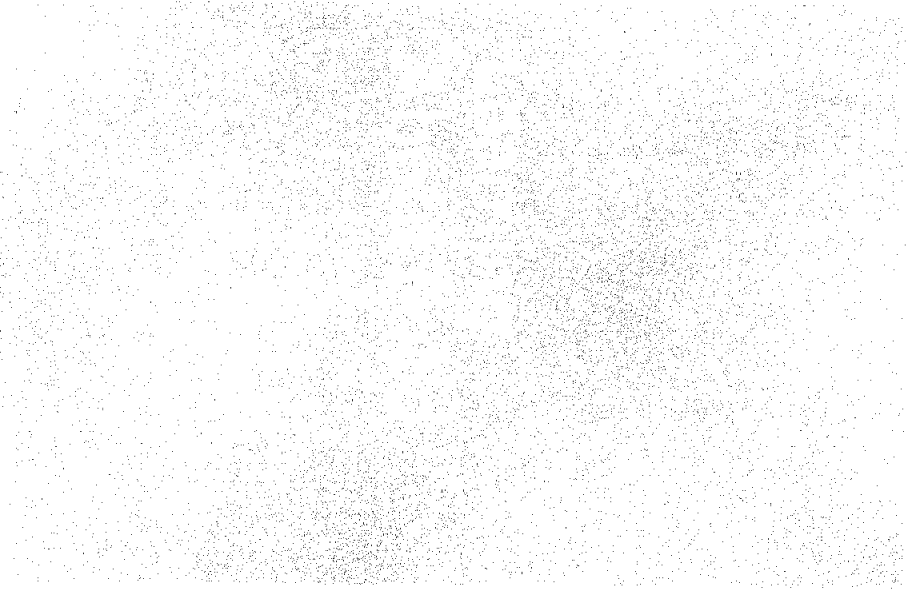
- ☐ Goal 1: Improve residents' ability to access fresh, nutritious food
- ☐ Goal 2: Promote self-reliance, family gardening, and food storage
- ☐ Goal 3: Promote getting local food used in schools
- ☐ Goal 4: Promote sharing food assistance programs
- ☐ Goal 5: Collect local food and support regional food economy

How has your work or your organization's work supported the goal(s) in this area?

How many people have benefited directly (been served) due to your work on this goal? (If known, please list specific goals separately).

Please provide additional comments, examples, and/or a brief story about this work.

BACK  
NEXT



2018 Food Plan Accomplishments

Secure docs.google.com

## 2018 Food Plan Accomplishments

### Learning about Food

Learning about Food (please choose all that apply)

- ☐ Goal 1: Expand opportunities for creative and experiential learning through cooking, nutrition and home economics
- ☐ Goal 2: Promote the development of healthy and safe adult environments
- ☐ Goal 3: Expand and diversify opportunities to access food assistance
- ☐ Goal 4: Align and prioritize wellness policies throughout the Santa Fe region

How has your work or your organization's work supported the goal(s) in this area?

How many people have benefited directly (been served) due to your work on this goal? (If known please list specific goals separately).

Please provide additional comments, examples, and/or a brief story about this work.

BACK

NEXT



## 2018 Food Plan Accomplishments

### Growing Food

Growing Food (please choose all that apply)

- ☐ Goal 1: Increase the impact and efficiency of community gardens
- ☐ Goal 2: Provide grants to gardens at senior centers to increase the availability of fresh and local foods for seniors
- ☐ Goal 3: Increase the number of school gardens aimed at helping youth learn about food farming, sustainability, and local food
- ☐ Goal 4: Conserve water through educational programs in school and public spaces
- ☐ Goal 5: Increase the visibility and presence of local gardens, farms, and markets
- ☐ Goal 6: Develop agricultural incentives and incentive programs to support small farmers and maximize food production and distribution for underserved neighborhoods

How has your work or your organization's work supported the goal(s) in this area?

How many people have benefited directly (been served) due to your work on this goal? (if known please list specific goals separately).

Please provide additional comments, examples, and/or a brief story about this work.

BACK  
NEXT



## 2018 Food Plan Accomplishments

### Overall

What aspects of the SF Food Policy Council's work currently benefit your work the most?

What else could the SF Food Policy Council do to benefit your work?

Are you interested in working more closely with the SF Food Policy Council?

Yes, please contact me with details

Not at this time

What other organizations, agencies, or people do you know of that would benefit from working with the SF Food Policy Council? (Please provide contact information if you have it)

What other comments, ideas, and/or suggestions do you have?



# Paper

# Online

## Internal Collaborative Functioning Scale

The Internal Collaborative Functioning Scale is a 10-item scale to assess and practice qualities and functioning as a group. We will be using this document to identify strengths and areas for improvement. Your responses are anonymous, and all the answers will be compiled to create an overall score for the group.

Indicate how you think the Internal Collaborative Functioning Scale best describes your collaborative number on each scale that is most descriptive of your collaborative.

Shared Vision	Goals and Objectives	Responsibilities and Roles	Decision Making Procedures	Conflict Management	Leadership	Plans	Relationships / Trust	Internal Communication	External Communication	Evaluation
We do not have a shared vision	Members do not understand goals and objectives	Members are unclear about their roles and responsibilities	We do not have effective decision making procedures	We are able to successfully manage conflict and move forward	Leadership is effective and shared when appropriate	Plans are well developed and followed	Members trust each other	Members communicate with each other	Our external communication is open and timely	We have built evaluation into our activities
1	2	3	4	5	6	7	8	9	10	11



See you soon docs.google.com

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### Instructions

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1	2	3	4	5	6	7	8	9	10	11

## Internal Collaborative Functioning

Survey 11: 2007 Board - Council

2007-2008

The *Internal Collaborative Functioning Scale* is designed to provide a global measure of how workgroups function. The eleven components include: shared vision, goals and objectives, roles and responsibilities, decision making procedures, conflict management, meeting planning, trust in relationships, communication, and evaluation. Research links these areas to highly effective boards and are components that help propel and sustain community change efforts.

One of the driving forces of the SFPEC is partnerships. The goal of the *Internal Collaborative Functioning Scale* is to conduct a quick assessment of the state of the partnerships on the SFPEC and use the results to further enhance the SFPEC areas of strength and set goals to address the areas for improvement. This tool provides only a point-in-time snapshot, as one member indicated on their survey this tool is not ideal for assessing the complexity of a group. The purpose is to assess the current functioning of the council, ideally biannually or annually, in order to strategically focus discussion and set goals for the council. The continued use of this scale will help to improve the effectiveness and collaborative efforts of the SFPEC.

In an effort to establish a baseline for how the SFPEC functions, nine (9) members completed the *Internal Collaborative Functioning Scale* between May 24, 2018 and June 6, 2018. Two (2) surveys were collected in person at the council meeting and seven (7) were collected using an online version of the survey. Individual council members rated each of the eleven components from 1 (lowest) to 7 (highest) based on how they thought the SFPEC normally functions. The average scores are displayed below from lowest to highest.

### SFPEC COLLABORATIVE FUNCTIONING SCALE

Council Management Procedures	6.2
Board as a Group	6.1
Leadership	6.3
Information Gathering Procedures	5.9
Responsibilities and Roles	5.7
Meetings	5.6
Internal Communication	5.5
Shared Vision	5.4
Goals and Objectives	5.1
Decision Making Procedures	4.4
Evaluation	4.1

### SFPEC COLLABORATIVE FUNCTIONING SCALE RATINGS

The SFPEC has a fairly high point-on-scale level of collaborative functioning. No items fell below a four when the ratings were compiled. Across all items, the SFPEC had an average rating of 5.5. However, there were ratings of four, three, and one on individual feedback items. This is an indication that not everyone on the SFPEC is in agreement on the strength of each item. This is an expected outcome when using a scale tool and provides an opportunity to address group and individual concerns about the functioning of the SFPEC.

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Items to lowest ranked below can be as a starting point for future discussion, scores indicate areas for improvement that can be as a starting point to discuss, identify strategies address group and member concerns with continuing to try to help to minimize the range of ratings in the future.

### Internal Collaborative Functioning Scale

Item Management	Lowest	Highest	Rating
Leadership	5	7	6.3
Information Gathering Procedures	4	7	5.9
Shared Vision	4	7	5.4
Goals and Objectives	4	7	5.1
Meetings	4	7	5.6
Internal Communication	4	7	5.5
Decision Making Procedures	4	7	4.4
Evaluation	1	6	4.1

Among the current council members, the leadership seems to be an area rated leadership to be above average, indicating that overall the SFPEC is effective decision making and successful conflict resolution in working council members through responsibilities and roles. These four areas seem to work well and were rated by all. Those areas are important to recognize and focus on to propel the include goals and objectives, external communication and if manner. One member indicated that the road plan and mission statement, which may be a useful starting place for creating a new about what the SFPEC does and what the board has stand the goals and objectives. The SFPEC could continue to bring the goals and objectives that best fits the council's needs. If not indicated is adapting this survey to focus on a critical area of be added to the survey to ensure that the SFPEC has a shared

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Overall – SFFPC is fairly high functioning

### Areas of Strength

- Conflict Management
- Relationships/Trust
- Leadership
- Decision Making Procedures

### Areas for Improvement

- Goals & Objectives
- External Communication
- Evaluation

# **Thank You!**

**Natalie Skogerboe & Arianna Trott**

**n.skogerboe@gmail.com & arianna.trott@gmail.com**

**#505-239-0613**