

**Food and Nutrition Commission
Meeting Minutes**

May 1, 2017

Hallie Q. Brown Community Center, 270 N Kent St., St. Paul, MN 55102

The purpose of the Saint Paul-Ramsey County Food and Nutrition Commission is to provide long-range planning and associated recommendations for policy, systems and environmental change at neighborhood, city and county levels with the aim of increasing access to healthy food.

Members Present/Representation

Nadja Berneche | County District 5 (co-chair)
Karen Fangman | County District 1 (co-chair)
Lebohng Moore | City of St. Paul
Amanda Karls | City of St. Paul
Rebecca Mino | City of St. Paul
Metric Giles | City of St. Paul
John Parker-Der Boghossian | City of St. Paul
Elizabeth Zalanga | County District 3
Diane Dodge | County District 4

SPRCPH Staff

Carissa Glatt | SHIP Grant Coordinator, Staff Liaison
Kaila Schoenberger | Intern
Franny Clary-Leiferman | Health Educator
William Moore | Health Educator

Guests

Julie Seiber | Community member
Terese Hill | Community member
Alex Groten | Community member
Amber Ries | Nursing student
Joe Mendyka | City of St. Paul
Judy Carvalho | Community member

The meeting was called to order at 5:35 pm. Jon Palmer, executive director of Hallie Q. Brown welcomed everyone and presented a brief history of Hallie Q. Brown. We also welcomed our new member, John.

Agenda Item #1: Co-Chair nomination

Karen Fangman (County District 1) interested in becoming co-chair.

- Nomination – Amanda Karls
- Second – Diane Dodge and Lebo Moore
- None opposed
- Karen was approved as co-chair

Action Items: none

Agenda Item #2: Member survey

- Members were asked to take a brief survey about the Food and Nutrition Commission.
- Kaila presented the results of the survey.
- Summary
 - People are engaged and dedicated to the FNC and the goal of improving food access in Ramsey County and St. Paul.
 - As a whole, members want more direction and focus, including specific projects and action items.
- Review the survey here:
 - <https://docs.google.com/presentation/d/1hkjQbObcYAC8-31XfySI894mAayL2RLUo9D2WihlwpE/edit?usp=sharing>
- Revisit in 6 months to assess any changes within the FNC.

Action Items: November, revisit member survey to gauge change

Agenda Item #3: Review of community engagement efforts

Recap

- At the last meeting, we discussed contacting community organizations to learn about the community needs.
- Members and non-members signed up to contact specific organizations.
- Sign-up sheet:
 - https://docs.google.com/document/d/1XebLd39-M1ckqzWHE67T_exuGTFP76imilm6slJyE4A/edit?usp=sharing

Discussion

- People shared the main takeaways from their conversations with community organizations.
- Group-wide summary is available to review in a google document.
 - <https://docs.google.com/document/d/1CqtfmIQ9vL-zCkow-ixCP82PtPRELAX-oM5Tt802HkE/edit?usp=sharing>
- Add individual organization summaries (bullet-point format) to the google document. This is important to maintain documentation to refer to when setting goals and action items.

Action Items:

- Write individual organization summary in bullet-point format and add to the google document.
 - <https://docs.google.com/document/d/1CqtfmIQ9vL-zCkow-ixCP82PtPRELAX-oM5Tt802HkE/edit?usp=sharing>

Agenda Item #4: Goal setting

Discussion

- Group discussion to think about the FNC, what is within our parameters, and the goals we want to accomplish.
- We have a charge to provide recommendations to the City of St. Paul and Ramsey County in how they can improve the food environment.
- We need to create SMART (specific, measurable, actionable, realistic, and timely) goals to move the FNC forward.
- Review google document with summary of goals
 - https://docs.google.com/document/d/1Q8gt_-ga5_nk_4zHcoaV-oreRrWD21j_MW0KcBfg-fE/edit?usp=sharing
- Members will vote at next meeting to set formal short-term goals and processes

Administrative items

- During the conversation, several suggestions were brought up to facilitate organization and success within the FNC.
 - Increase communication between the FNC and city/county. Assign member to give updates to city/county after each meeting.
 - Include action updates from the past month in the agenda and minutes.
 - Assign specific projects/tasks to people.
 - Make a shared calendar that members/non-members can add events to attend.
 - Have more strategic communications.

Action Items:

- Review summary of goals
 - https://docs.google.com/document/d/1Q8gt_-ga5_nk_4zHcoaV-oreRrWD21j_MW0KcBfg-fE/edit?usp=sharing

Agenda Item #5: Housekeeping

- Pronouns on nameplates and intros
 - In the future, preferred pronouns (he/him, she/her, they/them) will be on nameplates and said during introductions.
 - This is more inclusive to all and allows each person to identify themselves without others making assumptions.
 - Please send preferred pronouns to Carissa.
- Member appointment
 - Need 2 members from the city
 - City of St. Paul application link: <https://www.stpaul.gov/departments/mayors-office/committees-boards-and-commissions/boards-and-commissions-listing-and>
 - Need 2 members from the county (Districts 6 and 7)
 - County District 6 and 7 application link: <https://www.ramseycounty.us/your-government/volunteer/advisory-boards-committees>

Action Items:

- Send preferred pronouns (he/him, she/her, they/them) to Carissa
- Send member application to people you think would be a great asset to the commission

Agenda Item #5: Updates and Announcements

- Market Bucks support
 - Carissa will send out letter to support Market Bucks to legislative contacts, on behalf of the FNC
 - Each member and non-member can individually contact their representatives via this link: http://salsa4.salsalabs.com/o/51574/p/dia/action4/common/public/?action_KEY=21840
- Solid waste master plan
 - Carissa and Elizabeth (on the committee) are talking with the committee about the nutrition status in Ramsey County and how it relates to solid waste.
 - Hope to have committee present to FNC next month.
- Handout from Karen
 - Pillars of the FNC, for internal use
- Food Code
 - Amanda gave a brief overview of the food code update

Action Items:

- Support Market Bucks
 - http://salsa4.salsalabs.com/o/51574/p/dia/action4/common/public/?action_KEY=21840

Minutes taken by: Kaila Schoenberger

Motion to adjourn (7:36 pm) passed by affirmation of the committee.

Next Meeting

- Date: Monday, June 5th
- Time: 5:30 – 7:30 pm
- Location: Dayton’s Bluff Recreation Center, 800 Conway St., St. Paul, MN 55106