

SAN FRANCISCO FOOD SECURITY TASK FORCE (FSTF) STRATEGIC PLAN IMPLEMENTATION WORK GROUP MEETING

Wednesday, December 4, 2019 at 10:30 a.m. - 12:00 p.m.
1650 Mission Street, 5th Floor, Golden Gate Room; San Francisco, CA 94103

FSTF Members present: Anne Quaintance (Meals on Wheels of SF); Ave Lambert (Farming Hope); Chester Williams (Community Living Campaign); Kim Madsen (POH); Meg Davidson (SFM Foodbank); Michelle Kim (DCYF); Rita Mouton-Patterson (Hospitality House); Sarah Chan (DAS)

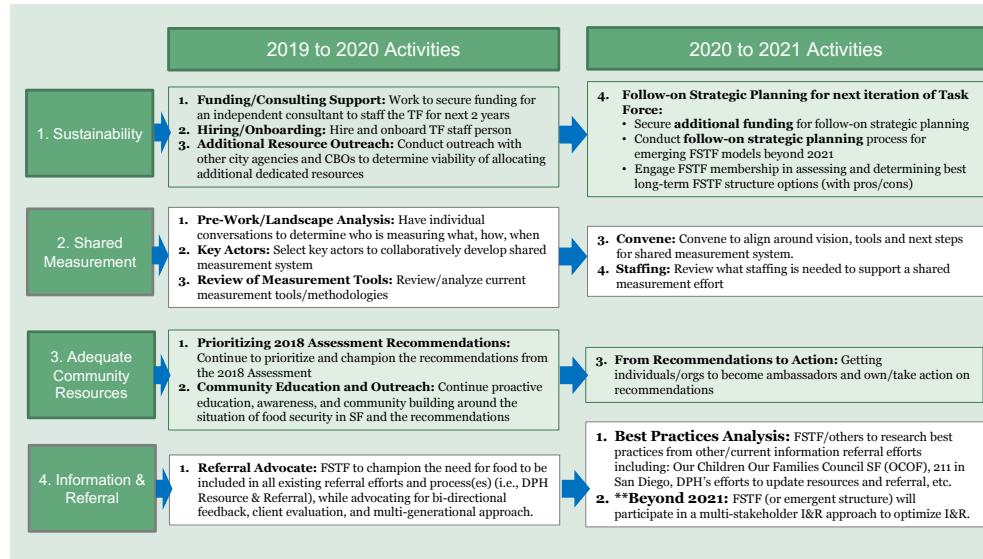
Also present: Liliana Sandoval (SFM Foodbank); Tina Gonzales (SFM Foodbank); Jose Jimenez (SFHIP); Lauren Small (Leah’s Pantry); Alex Mitra (St. Mary’s Medical Center, SFHIP); Jim Illig (Kaiser Permanente, SFHIP); Suzanne Manneh (DPH); Emma Steinberg (Alameda All In); Amor Santiago (APA Family Support Services); Tiffany Tu (DCYF); Jodi Stookey (DPH); Kate Weiland (Sutter California Pacific Medical Center, SFHIP)

Minutes

Agenda Item	Discussion	Action Item
1. Call to order	Anne Quaintance called the meeting to order at 10:35	None
2. Welcome, meeting objectives, and introductions	Anne welcomed everyone, Emily talked through objectives and everyone introduced themselves	None
3. Review Food Security Task Force 2019-2021 Strategic Plan and priorities	Emily presented on the FSTF 2019-2021 Strategic Plan and priorities. She made the following points: <ul style="list-style-type: none"> • The strategic plan extends past the work of the FSTF and tackles questions of what it will take to have a food secure San Francisco • Foundational and engagement work, carried out in 2018, included on online survey, 24 stakeholder interviews, a focus group, research on collective impact best practices, and two half-day working group meetings. • The strategic plan includes four strategic priorities: <ol style="list-style-type: none"> 1. Sustainability 2. Shared Measurement 	None

- 3. Adequate Community Resources
- 4. Information and Referrals

- The first two of the four strategic priorities are Task Force driven. The others are multi-stakeholder driven.
- Detail on next steps/activities for each priority in 2019-2020 and 2020-2021 can be found in the 2019-2021 Strategic Plan and the presentation given at the kickoff meeting.



- The Activities from strategic plan were added to a DRAFT planning worksheet for use in these work group meetings.
- The focus today will be on strategic priorities 3 and 4.

Note: refer to presentation titled *FSTF SP Implementation Work Group Kickoff Meeting_12.04.2019*

Presentation and discussion points included:

	<ul style="list-style-type: none"> • Priority #1 (P1) on Sustainability includes consideration of the next iteration of FSTF given sunset scheduled for June 2021. Do we want to reauthorize and still be FSTF? • Priority #2 (P2) on Shared Measurement could include creating a shared dashboard on food security for the city. One step is conducting analysis. Who are the actors? How are they measuring? • Priority #3 (P3) on Adequate Community Resources is people or population centered and seeks to insure all people in SF have access to all food resources they need • Priority #4 (P4) on Information and Referrals (I&R) should include the ability to track referrals made and understand whether people got food as a result. <ul style="list-style-type: none"> ○ Plan includes a landscape analysis. What national and/or international models are available that we can leverage? ○ Includes a step of convening to reflect on what’s happening and what’s working. We need to enlist other organizations to be ambassadors. ○ Acknowledges that no referral system includes all of the food resources. The referral systems are not yet seamless. ○ I&R system needs to be able to answer questions like: Where is the cheap food around me? Where can I find where I can use my EBT? 	
<p>4. Establish SP Implementation Work Group structure and ways of working</p>	<p>The following decisions were made about the work group structure and ways of working:</p> <ul style="list-style-type: none"> • Meet on a monthly basis • Meet in-person • Meet on the same day as the FSTF meetings (i.e., the first Wednesday of each month, unless otherwise noted) • Meet for 1.5-2 hours (plan for 11am-1pm) <p>Anne Quaintance, chair of FSTF, asked who would like to nominate themselves or another person to chair this work group. She encouraged everyone to strongly consider it. Nobody made any nominations. Anne said she would chair the</p>	<p>AI: Find a room for monthly workgroup meetings (Suzanne/Emily)</p> <p>AI: Consider working with Anne and Emily to chair this work group (All)</p>

	<p>meetings, but as a facilitator, not as the chair, until there is a chair for this working group. She encouraged everyone to think about it.</p>	
<p>5. Evaluate existing next steps and generate more for strategic priorities</p>	<p>The meeting participants decided to remain in one group to discuss the plan for P4, rather than break into groups to discuss other priorities.</p> <p>A question was posed about whether we will work to create a unique model for San Francisco only or work to create something with a broader geographic focus in mind. The response was that we will work to implement the best thing we can come up with for San Francisco. The state, or others, may try it at their level(s) but we'll focus on SF. Our model will be informed by best practices from other places.</p> <p>It was shared that Kaiser Permanente is working with a group called Unite-Us to roll out a referral system in 2020. However, this system will not be able to partner with government agencies.</p> <p>It was noted that a database will have to handle privacy issues as it will need a feedback loop to know whether a person got free food delivered or whether they were successful in finding food from the referral received. On structuring the database: is it our own database? Will it be an app? How do we want to structure it?</p> <p>A suggestion was made to use coordinated entry (model of measuring/supporting homelessness) as a model for food insecurity. Can this group look at coordinated entry and see what is working and what isn't?</p> <p>The question was raised about whether we would have to work directly with groups who give out referrals.</p> <p>Additional thoughts included:</p> <ul style="list-style-type: none"> • We should learn from DAAS HUB and 211. For 211, a pain point is there are not enough places to refer to. • We also have to evaluate existing systems. How do we want to evaluate them? How do we define? 	<p>AI: Start a list of groups giving referrals and include the name of agency, contact name(s), and whether or not there is a feedback mechanism (Meg, Liliana, and Tina)</p> <p>AI: Share the name and information on groups giving referrals with Meg, Liliana, and Tina (All)</p>

	<ul style="list-style-type: none"> • We need to define “referral” very broadly • We need a feedback loop. Generally, the feedback loop is missing. How do we know if the referral was successful? • 211 goes back to people they referred to find out the outcome <p>It was decided to begin with the first activity in the draft P4 worksheet, which was to create a list of referral processes in the City of San Francisco.</p> <p>Meg, Liliana, and Tina (SFMFB team) took an Action Item (AI) to start a list of groups giving referrals and include the name of agency, contact name(s), and whether or not there is a feedback mechanism.</p> <p><u>Note:</u> refer to presentation titled <i>FSTF SP Implementation Work Group Kickoff Meeting_12.04.2019</i></p>	
6. Public comment	Incorporated above.	None
7. Adjournment	The meeting adjourned at 12:00pm.	None