San Francisco Department of Public Health  
Barbara Garcia  
Director of Health

SAN FRANCISCO FOOD SECURITY TASK FORCE (FSTF)

Wednesday, December 6, 2017 at 1:30 p.m. - 3:30 p.m. (REVISED)
25 Van Ness, Room 330A; San Francisco, CA 94102

Members present: Anne Quaintance (MOW); Chester Williams (Community Living Campaign); Geoffrey Grier (SF Recovery Theatre/Green Mobile Kitchen); Hillary Seligman (UCSF/SFDPH); Jeffrey Smith (Green Mobile Kitchen); Linda Lau (DAAS); Michelle Kim (DCYF); Paula Jones (SFDPH); Priti Rane (SFDPH); Ryan Thayer (TNDC); Tiffany Tu (DCYF)
Also present: Daniele Hamilton, Robin Knox, Natalia Solano, Michelle Coola, Kim Marco, Lauren Muckley, Cissie Bonnie, Amanda Lesky, Charles Shen, Khadijah Grant, Veronica Sheppard, Sofia Newtron, and Gavin Morrow-Hall

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Next Steps</th>
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<tr>
<td>1. Call to order</td>
<td>Anne called the meeting to order at 1:33</td>
<td>None</td>
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<td>2. Welcome and introductions</td>
<td>Anne welcomed everyone and all members and guest introduced themselves</td>
<td>None</td>
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<td>3. Approval of minutes from November 1, 2017, Anne Quaintance (Meals on Wheels SF) [Discussion Item and Possible Action Item]</td>
<td>A motion to approve minutes was made by Hillary and seconded by Priti. The motion carried without dissent</td>
<td>None</td>
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<td></td>
<td>a. Public comment</td>
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| 4. Presentation of SF Marin Food Bank new food sourcing policy, Molly Burke and Angela Wirch (SF Marin Food Bank) [Discussion and Possible Action Item] | Molly Burke and Angela Wirch of the SF Marin Food Bank gave a presentation of the SF/M Food Bank The Food Bank has a food sourcing policy that has formalized best practices and provides a basis for clear and consistent decision making SF/M food banks menus:  
• Are rooted in USDA’s Dietary Guidelines for Americans  
• Aim to provide variety among five food groups  
• Are respectful of participant experiences  
  • Culturally appropriate  
  • Access to cooking facilities Nutritional needs for seniors, children  
• Maximize our resources  
• Acknowledge everything in moderation | Offering more diverse culturally appropriate food options for clients Reducing the amount of spoilage in food delivery |
| | a. Public comment | |
### 5. FSTF Assessment – Recommendations and next steps,
Anne Quaintance (Meals on Wheels SF)  
[Discussion and Possible Action Item]  
  a. Public comment

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<th>See attached</th>
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### 6. FSTF Open Seats – voting on Vice Chair position,
Anne Quaintance (Meals on Wheels SF)  
[Discussion and Possible Action Item]  
  a. Public comment

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<th>Anne nominated Paula Jones to serve as vice chair. The nomination was seconded by Chester. The nomination passed unanimously.</th>
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### 7. Review FSTF work plan, Anne Quaintance (Meals on Wheels SF)  
[Discussion and Possible Action Item]  
  a. Public comment

| Anne presented the following timeline for completion of the SFTF Report  
  - Review final 2018 policy recommendations / FSTF meeting Dec. 6  
  - Stakeholder/interviewee content review Dec. 6-15  
    - Example: Food Bank reviews first draft of food pantry content written by Blain/Jeff  
  - Data review meeting December 15th 9-12pm  
    (location: Fox Plaza, Room 910 9 am)  
  - Revisions with Blain, Anne and Paula Dec. 18-22  
  - Individual topics integrated into full report Dec. 22-29  
  - Report content emailed to FSTF for review Dec. 29  
  - Review and discuss report draft / FSTF meeting Jan. 3  
  - Edits and suggestions incorporated into draft Jan. 3-10  
  - Graphic design and proofreading Jan. 10-17  
  - Final review and comments solicited from Task Force Jan. 17-24  
  - Assessment ready to distribute by end of January  
  - Project Update  
  - Interviews with subject matter experts have been completed  
  - Paula and Anne will incorporate the input from the recommendations into a new draft and disseminate to Task Force members for further discussion. A vote on the final recommendations will take place at the January 3rd FSTF meeting. |
- "Mini" reports have been created for 50% of content
- **Goal for today:** Task Force to provide final review of 2018 recommendations
- **Next steps:** Jeff (copywriter) will work with interviewees to review content and create a second draft

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<th>8. Project area updates [Discussion Item and Possible Action Item] - CalFresh – (CalFresh) - Seniors and Adults with Disabilities—Linda Lau (DAAS) - Children and Families – Michelle Kim (DCYF); Priti Rane (DPH); Orla O’Keeffe (SFUSD) - Healthy Food Voucher – Hilary Seligman (UCSF) - Data &amp; Measurement – Paula Jones (DPH) - Communications – Anne Quaintance (MOWSF) - State Legislation and Budget – Becky Gershon (SFMFB) - Governance – Paula Jones (SFDPH) - Other a. Public comment *</th>
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<td>9. Items for next meetings meeting: [Discussion Item and Possible Action Item] a. Public comment</td>
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<td>10. Public comment</td>
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<td>11. Adjournment</td>
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