

## Food Security Task Force (FSTF) Strategic Plan Implementation Work Group Charter<sup>1</sup>

### Work Group Goal:

Implement the four strategic priorities identified in the *Food Security Task Force (FSTF) 2019 to 2021 Strategic Plan* (Appendix A) by June 2021:

1. Sustainability (*of the FSTF*)
2. Shared Measurement
3. Adequate Community Resources
4. Information & Referral (I&R)

**Work Group Chair:** Anne Quaintance

**Work Group Facilitator:** Emily Leys

### Core Team:

1. FSTF members (Appendix B)
2. Key advocates and stakeholders not on the FSTF (Appendix C)

### Key Stakeholders:

1. San Francisco residents who are food insecure or at risk of food insecurity
2. FSTF (*reporting to them*)
3. Government agencies, San Francisco Unified School District, community-based organizations who are advocating for food security in San Francisco (*partnering with them*)
4. Public, private and non-profit social services entities interacting with residents who are food insecure or at risk of food insecurity (*partnering with them*)
5. San Francisco Board of Supervisors, San Francisco Health Commission, and Mayor (*reporting to them*)

### Background

**Vision:** A food secure San Francisco in which all people at all times are able to obtain and consume enough nutritious food to support an active, healthy lifestyle.

### Values:

- Equity: We focus on eliminating inequities in food insecurity and on ensuring that the promise of a food secure San Francisco extends to all of our residents.

<sup>1</sup> **This San Francisco Food Security Task Force (FSTF) Strategic Plan Implementation Work Group Charter will be a dynamic, evolving document** and will serve the purpose of ensuring that this workgroup is supporting the FSTF vision of “A food secure San Francisco in which all people at all times are able to obtain and consume enough nutritious food to support an active, healthy lifestyle.”

- Community partnership: We work bi-directionally with communities experiencing food insecurity to amplify their voices, share information, and collaborate on solutions.

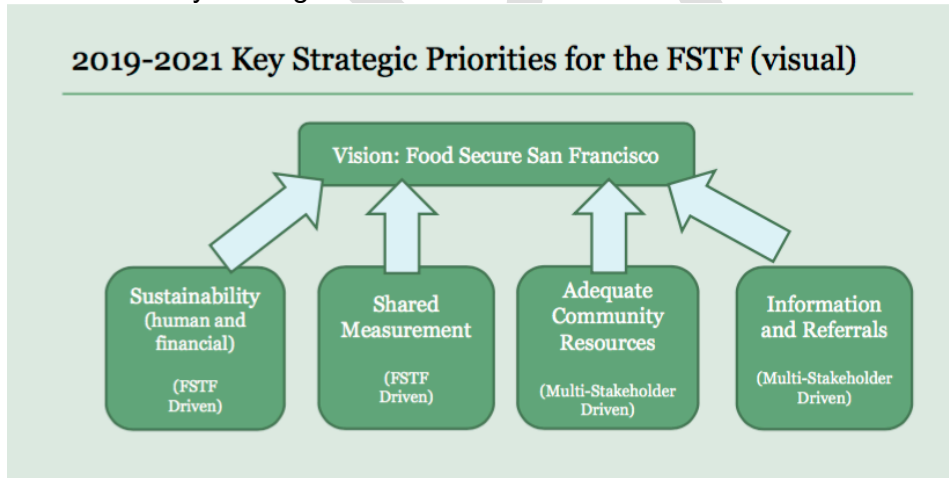
**Background Documents:**

1. The Food Security Task Force Strategic Plan 2019-2021  
[https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/FSTF\\_Strategic\\_Plan.pdf](https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/FSTF_Strategic_Plan.pdf)
2. The 2018 Assessment of Food Security in San Francisco, developed by the San Francisco Food Security Task Force, provides a comprehensive assessment of food security issues, challenges/gaps, successes and recommendations. <https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/FSTF-2018-Assessment-Of-FoodSecurity.pdf>
3. Process and findings of the foundational research done as part of the Food Security Task Force Strategic Plan 2019-2021  
[https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/4\\_29\\_19\\_FSTF\\_Strategic\\_Plan\\_Final.pdf](https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/4_29_19_FSTF_Strategic_Plan_Final.pdf)
4. The SF Food Security Task Force FY 2019-2020 Work Plan provides details on how the FSTF implementation of the strategic plan fits into the broader FSTF work plan. (need link)

**Scope of Work:**

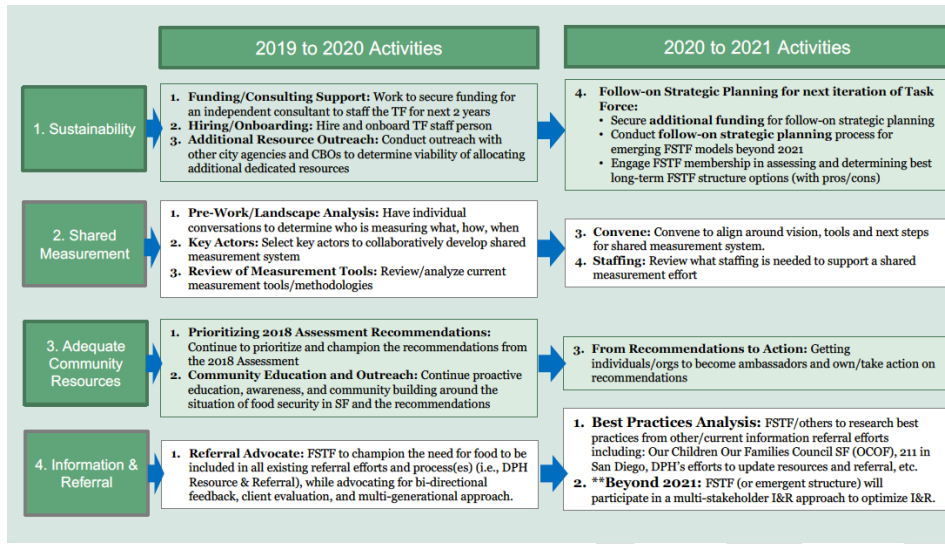
A.) Develop implementation plans for 2 to 4 priorities included in the *Food Security Task Force 2019 to 2021 Strategic Plan* based on the activities included in the strategic plan.

1. 2019-2021 Key Strategic Priorities for the FSTF:



**Scope of Work**

2. 2019 to 2020 Activities and 2020 to 2021 Activities:



B.) Make significant progress in carrying out the implementation plans for 2 to 4 of the Strategic Priorities in the *Food Security Task Force 2019 to 2021 Strategic Plan*.

Reference document: [https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/FSTF\\_Strategic\\_Plan.pdf](https://www.sfdph.org/dph/files/mtgsGrps/FoodSecTaskFrc/docs/FSTF_Strategic_Plan.pdf)

**Measurable objectives:** What will be the deliverable? (example: policy recommendations)

**\*\*THIS SECTION NEEDS WORK to determine the type, level, format, and substance of the objectives\*\***

Priority 1: Develop implementation plan to ensure multisector collaboration toward shared, measurable outcomes continues to eliminate food insecurity in San Francisco.

Priority 2: Implementation plan for priority related to shared measurement is developed.

FSTF makes a recommendation for a shared measurement system for food security in San Francisco and advocates for this recommendation.

Priority 3: **TBD**

	<p>Priority 4: Implementation plan for FSTF role in improving food related I&amp;R in SF  <b>Determine objective within work group? Or, reinforce one of the objectives from the strategic plan (below for reference).</b></p> <ul style="list-style-type: none"> <li>From the strategic plan: <b>Referral Advocates:</b> FSTF to champion the need for food to be included in all existing referral efforts and process(es) (i.e., DPH Resource &amp; Referral), while advocating for bi-directional feedback, client evaluation, and multi-generational approach.</li> <li>From the strategic plan: <b>Best Practices Analysis:</b> FSTF/others to research best practices from other/current information referral efforts including: Our Children Our Families Council SF (OCOF) service inventory group, 211 in San Diego, DPH's efforts to update resources and referral around food, etc.</li> </ul> <hr/> <p><b>Success criteria:</b> How/what will the group use to measure success? <i>(example: a needs assessment with key policy recommendations, to be shared with critical policy decision makers)</i></p> <p>TBD, based on measureable objectives (above)</p> <p style="text-align: center;">(1 paragraph max)</p>
<p><b>Structure and Membership</b></p>	<p><b>Work Group Structure and Membership:</b></p> <ol style="list-style-type: none"> <li>Work Group will be chaired by a FSTF member.</li> <li>Work Group will include FSTF members as well as people not on the Task Force</li> <li>Minimum time commitment is a monthly, 1.5 hour meeting.</li> <li>Work Group will report to the FSTF at least once a month.</li> <li>Work Group will meet for 1.5 to 2 hours, in-person on a monthly basis.</li> </ol>
<p><b>Timeline</b></p>	<p><b>Schedule:</b>  Work Group meets on the first Wednesday of every month of 2020 from 11:00am-12:30pm.  <b>May add different schedule/deadlines depending on the priority</b></p> <hr/> <p><b>Schedule milestones:</b> Are there key milestones that will help ensure the effort stays on target?  TBD</p>
<p><b>Resources Needed</b></p>	<p><b>Staffing Needs:</b></p> <ul style="list-style-type: none"> <li>Consultant to facilitate implementation work group (Emily Leys)</li> </ul>

	<ul style="list-style-type: none"> <li>• Other?</li> </ul>
	<p><b>Stakeholders:</b> Who should be at the table? <i>(Ex: identify specific LTCCC members, partner organizations and/or departments, experts, etc.)</i></p> <p>Stakeholders listed above. We could move them here, or eliminate this section.</p>
	<p><b>Other Resources:</b></p> <ul style="list-style-type: none"> <li>• Meeting space - provided by Department of Public Health or other SF city agencies.</li> </ul>

**Appendix A: Food Security Task Force 2019-2021 Strategic Plan**  
*(insert strategic plan document, or PDF slide of 2019-2021 strategic priorities, here)*

**Appendix B: Food Security Task Force Members**

- Margot Antonetty, Department of Homelessness and Supportive Housing
- Jeimil Belamide, Human Services Agency, CalFresh
- Sarah Chan, San Francisco Department of Aging and Adult Services
- Meg Davidson, SF Marin Food Bank
- Geoffrey Grier, SF Recovery Theatre
- Mei Ling Hui, San Francisco Recreation & Parks
- Paula Jones, San Francisco Department of Public Health (**Vice-Chair**)
- Michelle Kim, Department of Children Youth & their Families
- Ave Lambert, CUESA
- Jennifer LeBarre, San Francisco Unified School District
- Kim Madsen, Project Open Hand
- Rita Mouton-Patterson, Hospitality House
- Anne Quaintance, Meals on Wheels (**Chair**)
- Priti Rane, San Francisco Department of Public Health (WIC)
- Raegan Sales, Children’s Council
- Hilary Seligman, UCSF Center for Vulnerable Populations at SF General Hospital
- Chester K. Williams Jr., Community Living Campaign

**Appendix C: List of Key Advocates and Stakeholders on FSTF Strategic Plan Implementation Work Group**

*TBD (inserted list of non-FSTF Members here; some are included below)*

**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)

**Appendix D: Detailed Milestone of Activities**

*(modify as needed based on milestones, timeline and activities)*

		2019	2020											
Activity/Milestone	Key Date	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kick off meeting!	12/4/2019													
TBD														