

Detroit Food Policy Council – June 14, 2011

5:30 – 7:00 pm

In attendance: Patrick Crouch, Phil Jones, Ashley Atkinson, Kami Pothukuchi, Kathryn Underwood, Charity Hicks, Dan Carmody, DeWayne Wells, Malik Yakini, Nefer Ra Barber, Sharon Qunicy, Cheryl Simon

Guests: Roxanne Moore, Tepfirah Rushdan, Gloria Rivera, Paula Cathcart, Lynna Kauchek, Lila Cabill , Adrienne, Suzette Okafer, Diana Copeland, Monica White

Minutes

- Minutes reviewed and approved with corrections.

DFPC Coordinator Report (see report)

- Powering Up the Local Food System Summit drew than 350 people attend over the two days. Of the 350 registered participants, 275 were Detroiters including youth from Nsoroma Institute and Timbuktu Academy.
- The W. K. Kellogg Foundation has approved a three year, \$390,000 grant to the Detroit Food Policy Council. We have submitted the signed grant agreement and expect the first year's payment of \$150,000 to arrive shortly. The W.K. Kellogg Foundation will host a two day meeting with Michigan grantees on August 23 and 24 in Traverse City.
- Shana McDavis-Conway, Co-Director, Bill Emerson National Hunger Fellows Program was in Detroit on May 17 to conduct a site visit in follow up to the Detroit Food Policy Council's application. Our application has passed the initial screening and we have submitted the additional application materials, including letters of support, updated work plan and budget. Placement decisions will be made by June 24. In anticipation of hosting a fellow in the Fall, we are looking for housing options that are centrally located.
- The DFPC submitted an application for a \$4,000 grant from the Detroit Urban Research Center's Small Planning Grants Program to provide support for hiring an individual to coordinate the 2011 Annual Report on the Detroit Food System. Thanks to Bill Ridella, City of Detroit, Department of Health and Wellness, for making us aware of this opportunity.
- I attended the May 31st field hearing held by Senator Debbie Stabenow in Lansing, Michigan. I had an opportunity to meet several of Sen. Stabenow's staff, deliver the letter and Annual Report on the Detroit Food System and meet others from around the state who are interested in the bill.

- I attended the first day of the DHLC held on June 6 and 7 in Lansing. Cheryl Danley hosted a luncheon prior to start of the conference for about 25 individuals from around Michigan who are involved in an existing or planned food policy council. I also attended the training session on Food Policy Councils hosted by national expert Mark Winne.
- One of the goals for 2011 is to hold a planning retreat for the DFPC in order to further discuss the values of the council as well as set priorities and develop action plans that will drive us toward reaching our goals. We will discuss this item at tomorrow's Executive Committee.
- A nominating Committee meeting will be scheduled in the next month to begin the process of identifying candidates for Council terms that begin in November as well as to fill open seats. The Nominating Committee is Ashley Atkinson, Anntinette McCain and Olga Stella.
- I have been tracking media and other web based hits through Google Alerts. We need to begin developing communications strategy and plan including a identifying who we want to reach and how we will reach them. An RFP to assist with website development and logo refinement is being developed. An outreach strategy will be developed that builds on the Summit success and focuses on developing relationships using traditional and high tech ways of engaging people.
- With a basic accounting system up and running and the receipt of the Kellogg grant, we will be need to implement a grant tracking system. We also need to develop written policies and procedures. DFPC's fiscal year ends June 30. I will be working with the ExCo on the development of a budget for next year.
- Our 501 c 3 application must be filed no later than August 25th per the conditions of our grant from the Kellogg Foundation.

Treasurer's Report (see report)

A financial report on the Summit was submitted. . We have projected expenses of \$37,913.55 and projected revenue of \$37,980, for a balance of +\$66.45. DeWayne and Cheryl will work on developing a budget for the fiscal year that begins July 1. We will also begin looking at accounting/ bookkeeping services.

Request for Opening of Grievance Process re: Program Manager

Charity Hicks wants to file grievance

Phil, recognized that Charity's friends are present to support her and asked that all reserve judgement.

Patrick and Kathryn support looking at the case in particular and review the process as a whole

Malik stated that all meetings are open. We have to be sensitive about personal information but there is no secretive process

DeWayne asked: Do we have an established grievance process? Malik- no.

Dan: As a group, we the council, empowered the hiring committee and executive committee to conduct the process.

Roxanne Moore asked when the process will begin. Malik: At executive committee meeting tomorrow, which is open to public and takes place at noon at Eastern Market.

Gloria: There needs to be a fair process for grievance in order to be fair for all.

Patrick: What would Charity like to see?

Charity: I have no idea. Feels like work, passion, ability is affronted. Thinks I deserve a fair hearing and the benefit of the doubt.

Phil: The process has to be fair on both sides. We are open to setting up a process but we don't have one because we are being built on the fly. Let's build the process at the proper time and place. Tepfirah, Will the hiring of the program manager commence before grievance process? that needs to be decided at the executive committee.

Adrienne: It would be helpful to have more of an understanding of the process. I am here to offer support to Charity. Paula: There is tension and it might be of value in having a small mediation session with someone who is neutral. Adrienne volunteered to send processes already developed over. Ashley and Lila agree that mediation would help to prevent making the grievance procedure development reactionary. Lila encouraged us to pay attention to cultural competence when developing processes and procedures.

Phil we as a council represent the city and are taking steps to ensure fairness and wants to say personally that he recognizes people here to support charity but this is not an attack on anyone and we are all here to see a better more food secure Detroit.

Malik: We will discuss mediation and grievance policy at executive committee and will also share with those who have signed in today. Patrick requests minutes from executive committee meetings including timeline.

Kami: The process was not perfect and needs to be reviewed.

Lila supports the idea that this is an evolving organization and there is a need for training and part of that training is procedures.

Sharon agrees we need to have a process in place before hiring new employees. Gloria, Adrienne is too close to Charity to be objective and may not be the best mediator.

Suzette: There needs to be some finality before moving forward and it's clear which suggestions will be honored moving forward.

Lila: Inclusion of Charity's documentation is an opportunity to review process from both sides.

Patrick: Charity, Is this starting to sound like something that would suit your needs?

Charity: Yes, if the process is transparent, clear, honest, and public is welcome.

Kathryn: Is mediation typically a public process? We need to be clear about who should participate at which stage.

Sharon – Typically, a mediator reviews information presented by both sides and findings and decision are presented at hearing.

Phil - Executive committee will need to meet to formulate a recommendation for an official position. Council has to have space to discuss and adopt an official position before mediation.

ACTION: DeWayne, Sharon and Gloria, will work together to plan a mediated conversation. Mediator may want to determine which information both parties submit. This will be a conversation not binding arbitration.

Reports from Governmental Representatives

Executive Branch Report - No Report. Lisa Nuskowski is out of the country

Legislative Branch Report – (Kathryn, see written report) Action - Malik will submit request to come before Council Committee of Whole. Once request is submitted Kathryn will help shepherd it through the process. Support for spirit of request by CPC to assist with public engagement without reservation. Action - Cheryl will put request on agenda for next DFPC meeting.

Department of Health and Wellness Promotion – (Sharon, see written report)

Committee Reports

Powering Up the Local Food System Summit: (Phil Jones)

Thank you to Council for efforts in general. Phil will be contacting people about chairing workgroups. Workgroups will meet on Thursdays in July and August from 6-8PM, at MSU and UM Center. He requested that the Work Group leaders submit the materials generated from breakout sessions at the Summit so they can be transcribed. A more comprehensive report and discussion will be held at the July meeting.

Next Meeting

- Tuesday, July 12, 5:30PM at the Eastern Market Corporation.

Announcements

- CFA rally at noon on Thursday June 16, 2011
- Condolences to Lila for loss of brother
- Film at Eastern Market
- Wish one another the best and send each other with that energy.

Meeting Adjourned at 7:30 PM