

Douglas County Food Policy Council

Monday, July 18, 2022

6:00pm to 9:00pm

Baker Wetlands Discovery Center

1365 N 1250 Rd., Lawrence

and Zoom



- I. **Administrative Items: 6:00-6:20pm**
 - Determine quorum of members, agenda approval
 - Approval of April and June meeting minutes
 - Member and leadership updates
 - Consider action on a Letter of Support request from Kaw Valley Meats for USDA food system infrastructure grant
 - Consider FPC representative to Climate Action Plan community Steering Committee
 - One spot remaining in approved budget for attendance at the Urban Food Systems Symposium, September 26-28 in Kansas City
 - Shout outs
- II. **Public Comment:** *Welcome to the monthly business meeting of the Food Policy Council. Please use the Public Comment period to share your food system interests, questions, and work with the Council. Due to limited meeting time, please refrain from interjecting comment or questions during the business portions of the meeting. However, Council leadership or members will be happy to continue discussion with you after the meeting: dcfpc@douglascountyks.org.*
- III. **Dinner & Storytelling Activity: 6:30-7:00pm**
- IV. **Visioning Exercise with Equity Advisors: 7:00-7:40pm**
 - Review of DCFPC organizational structure
 - Visioning for equity and inclusion values
- V. **Review Meeting Procedures document and Member Roles draft: 7:40-8:05pm**
- VI. **Map Remaining Opportunities/Priorities for 2022: 8:05-8:45pm**
 - Dashboard launch, working group priorities, other
- VII. **Debrief: 8:45-8:55pm**
- VIII. **Member Updates: 8:55-9:00pm**
- IX. **Adjourn**

Next Meeting: August 15, 2022 - 1006 New Hampshire, Lawrence and Zoom @ 6:30pm

Douglas County Food Policy Council

Monday, April 18, 2022

6:30pm to 8:30pm

Dreher Building, 2110 Harper St., Lawrence
and Zoom



In attendance: Tamara Cash, Sherrie Cleavinger, Dietrich Earnhart, Cody Haynes, Ashley Hornberger, Margit Kaltenekker, Elizabeth Keever, Tyler Lindquist, Emily Lysen

Absent: Maggie Bornholdt, Sarah Chenoweth, Laura McCulloch

Staff: Kim Criner Ritchie, Jamie Hofling

Guests: Jacqueline Smith, Central Grazing

I. Administrative Items: 6:30-6:40pm

- Determine quorum of members, agenda approval
 - i. *Motion to approve with correction of date from March 21 to April 18, second by Emily. Motion passes.*
- Approval of March 21 meeting minutes
 - i. *Motion to approve by Dietrich, second by Ashley. Motion passes.*
- Shout outs
 - i. *Shout Out to Emily on a successful Lawrence Farmers' Market launch on April 9 despite possibility of parade conflict.*

II. Public Comment: 6:40-6:45pm

III. Equity Advisors Laura and Cody Lead Interactive Learning Session: 6:45-7:20pm

- Introduction
- Breakout discussions
- Report out

IV. Presentation from Central Grazing Company: 7:20-7:55pm

- Learn about their proposal to invest American Recovery Plan Act funds in the establishment of a Douglas County processing facility
 - i. *Proposed facility would:*
 1. *Prioritize Douglas County small to mid-size producers;*
 - a. *CG projects capacity at 50% CG, 50% community: sheep, cattle, hogs*
 2. *Be USDA-certified, of which there are only two facilities in KS;*
 3. *Employee 20-30 new employees, in addition to existing 12-13 at CG;*
 4. *Include a mobile cut-and-wrap facility;*
 - a. *CG in talks with Peaslee Tech about training program*
 - b. *Sherrie: Could be opportunity for pathway from Animal Science curriculum at US-497*

- Apply prior equity learning to consideration of their proposal
- Consider submitting a letter of support from the FPC
 - i. *Motion to approve by Margit, second by Sherrie. Four members abstained. Motion passes.*

V. Impact Report Update: 7:55-8:05pm

VI. Reminder to submit optional internal questions for the Syracuse study: 8:05-8:15pm

VII. Consider approving a budget for business purpose refreshments throughout the year: 8:15-8:20pm

- *Tabled due to time.*

VIII. Member Updates: 8:20-8:30pm

IX. Adjourn

- *Motion to adjourn by Margit, second by Ashley. Motion passes.*

Next Meeting: May 16, 2022, TBD and Zoom @ 6:30pm.`

Douglas County Food Policy Council

Monday, June 13, 2022

6:30pm to 8:30pm

1006 New Hampshire St., Lawrence
and Zoom



In attendance: Maggie Bornholdt, Tamara Cash, Sherrie Cleavinger, Cody Haynes, Ashley Hornberger, Margit Kaltenekker, Elizabeth Kever, Tyler Lindquist, Emily Lysen, Erin Melton

Absent: Dietrich Earnhart, Laura McCulloch

Staff: Umut Bayramoglu, Kim Criner Ritchie, Jamie Hofling

Guests: Eileen Horn, Food System Consultant

I. **Administrative Items:** 6:30-6:50pm

- Determine quorum of members, agenda approval
 - i. *Motion to approve agenda with correction of early bird cost in item IV to \$375 by Elizabeth, second by Tamara. Nine votes in favor. Motion passes.*
- No May minutes for approval
- July meeting: mini-retreat 6pm-9pm at Baker Wetlands Discovery Center
 - i. Consider approving a budget for business purpose refreshments and rentals
 - 1. *Motion to approve up to \$500 for public meeting refreshments and rentals by Elizabeth, second by Margit. Nine votes in favor. Motion passes.*
- Shout outs

II. **Public Comment:** *Welcome to the monthly business meeting of the Food Policy Council. Please use the Public Comment period to share your food system interests, questions, and work with the Council. Due to limited meeting time, please refrain from interjecting comment or questions during the business portions of the meeting. However, Council leadership or members will be happy to continue discussion with you after the meeting: dcfpc@douglascountyks.org.*

III. **Impact Dashboard Update with guest Eileen Horn, Food System Consultant:** 6:50-7:50pm

- Preview of indicators for Goals 3 & 4
- Review revised timeline and role for FPC

IV. **Budget Requests:** 7:50-8:15pm

- Consider approving a budget for Council member attendance at the Urban Food Systems Symposium: September 26-28 in Kansas City
 - i. Cost estimates: Registration = \$375 (ends 6/15) and \$425/person; Mileage ~ \$100 for 2 days round trip/vehicle
 - ii. *Motion to approve up to \$1475 for 3 registrations plus mileage by Cody, second by Ashley. Nine in favor. Motion passes.*
- Consider approving a budget for photography to illustrate storytelling components of the dashboard

i. Quote pending from Aundrea Walker

1. *Quoted \$1500 for 10 stories with possibility of more than one subject for select topics.*
2. *Motion to approve up to \$1500 for dashboard photography by Margit, second by Ashley. Eight in favor, 1 abstention. Motion passes.*

V. Member Updates: 8:15-8:25pm

VI. Staff Report: 8:25-8:30pm

VII. Adjourn

➤ *Meeting adjourned in absence of quorum.*

Next Meeting: July 18, 2022, Baker Wetlands Discovery Center at 1365 N 1250 Rd., Lawrence

Douglas County Food Policy Council Budget

As of July 2022

Expenditure Category:	Vendor / Detail:	Date:	Amount:
Travel to Food Waste Solutions Summit	ReFED	Up to \$1717 approved 1/31	
Member Registration	ReFED - Dietrich	Statement 3/23/2022	\$ 413.39
Airfare	Delta - Ryan	Statement 3/23/2022	\$ 294.20
Hotel	Ryan Reimbursement	5/5/2022	\$ 308.20
Hotel/M meal	Dietrich Reimbursement		\$ 386.34
ISU Community Food Systems Event	Refund on Registration (purchased 2021)		\$ 80.00
KFAN Advocacy Day at the Capital	Mileage - Emily, Tyler	Up to \$100 approved 2/21	\$ 66.13
FSP Community Coordinator stipends	Robin, Connie, Betty	Up to \$1050 approved 3/21	\$ 450.00
FPC Meeting/Event Food & Rental		Up to \$500 approved 6/13	\$ 425.00
July Retreat	Baker Wetlands /	6/14 /	\$ 75.00
Urban Food Systems Symposium	KSU	Up to \$1475 approved 6/13	\$ 1,100.00
Registration(s)	Tyler	6/14 /	\$ 375.00
Dashboard Narrative Photography	Aundrea Walker	Up to \$1500 approved 6/13	\$ 1,500.00
Total YTD Expended:			\$ 1,543.26
Total Deposits:			\$ 80.00
Total Allocated and Pending:			\$ 3,850.00
Total Budget Requests:			\$ -
Budgeted for 2022:			\$ 6,800.00
Current Balance:			\$ 5,336.74
Balance After Pending & Requests:			\$ 1,566.74

Bylaws of the Douglas County Food Policy Council

Revised and approved February 12, 2019

ARTICLE I. NAME

Section 1.

The name of the organization shall be the Douglas County Food Policy Council. Hereinafter referred to as the FPC or the Council.

ARTICLE II. PURPOSE

The FPC seeks to support a successful, sustainable local food system in Lawrence and Douglas County. To this end, the purpose of the FPC is:

1. To advise elected officials on food-system related policy issues and
2. To provide a community forum for local food system development.

ARTICLE III. GOALS (Areas of Focus and Community Outcomes)

Section 1.

The work of the FPC shall help advance community progress towards the following goals:

1. Agricultural producers, food entrepreneurs, and food sector workers thrive in our regional economy.
2. As our cities grow, we prioritize natural resource conservation and maintain working lands to promote soil health.
3. We build and design our communities to ensure food access, foster health, and eliminate food deserts.
4. Our community fosters an equitable food system.
5. Our community eliminates waste in our local food system.

Section 2.

While pursuing its goals, the FPC should seek to uphold the following principles:

1. Build relationships and understanding across the urban-rural divide
2. Find balance across the goals in Article III, Section 1
3. Respect individual rights while upholding the common good
4. Implement actions and policies based upon community context

ARTICLE IV. DUTIES

Section 1.

The FPC shall advance its work by convening and engaging diverse perspectives. In particular, the FPC shall give attention to two essential considerations:

1. Ensuring balance across the county's urban and rural communities, with attention to the important voice of multiple agricultural producers from various sectors, production systems, and marketing channels of agriculture.

2. Advance equitable representation towards a just and fair food system, where all residents can participate fully, regardless of socioeconomic status, geography, race, ethnicity, gender identity, sex, religion, color, national origin, age, ancestry, familial status, sexual orientation, or immigration status. Equally applying universal interventions may not address the specific needs some populations facing systemic barriers and disadvantage.

Section 2.

The FPC shall identify and address pressing issues, challenges, and policy opportunities related to the local food system. The FPC shall seek to understand and identify the following considerations as a primary means of advancing its work:

1. Local conditions.
2. Models of best practice and their relevance to Lawrence and Douglas County.
3. Possible timeline for implementation.
4. Financial implications and future impacts.
5. Consideration of who in the community will be impacted by potential policy changes, including who will be the most impacted.
6. Possible unintended consequences.

Section 3.

The FPC shall support implementation of the Douglas County Food System Plan (adopted on June 28, 2017 by the Douglas County Board of County Commissioners and on July 11, 2017 by the City of Lawrence Commission), in collaboration with city and county staff and community partners. This may include:

1. Prioritizing initiatives.
2. Clarifying responsibility for work on specific actions.
3. Assessing progress and identifying indicators to track progress.
4. Maintaining community engagement.
5. Ensuring accountability in meeting goals and objectives in the plan.

ARTICLE V. MEMBERS

Section 1.

Members shall be appointed by the Douglas County Commission or Lawrence City Commission for a term of three years.

Section 2.

Terms of service will begin at the start of the first meeting of the calendar year.

Section 3.

In the event of a member's inability to serve or resignation, the County Commission or City Commission shall appoint another person to serve for the remainder of the unexpired term so created. Service of a partial term will not apply when calculating applicable term limits.

Section 4.

Members appointed to serve before the adoption of the new Council joint resolution-ordinance in January and February 2019 shall continue to serve out the remainder of their current term. Term limits

shall apply going forward based upon previous service. In sum, the Council shall have the following staggering of terms upon adoption of these bylaws:

- a) Five positions with terms ending in 2019
- b) Five positions with terms ending in 2020
 - i. Two persons appointed to serve the Food Policy Council in 2019 shall serve shortened 2-year terms to achieve balance among returning members and new positions. These two individuals may serve two full 3-year terms following 2020.
- c) Six positions with terms ending in 2021

Section 5.

No person shall serve more than two consecutive terms as a member.

Section 6.

There shall be sixteen (16) voting members on the FPC, nine (9) appointed by the County Commission and seven (7) appointed by the City Commission, comprised based upon the following guidelines.

- a) County-appointed: **Five (5) members to serve as liaisons** with important food systems partners:
 - i. **One (1) representative of the Douglas County Farm Bureau;**
 - ii. **One (1) representative of a Chamber of Commerce in Douglas County;**
 - iii. **One (1) representative of a non-governmental organization working in the area of agriculture or local food systems;**
 - iv. **One (1) representative of the K-State Research and Extension—Douglas County;**
 - v. **One (1) representative of the Lawrence-Douglas County Health Department or another local public health organization;**
- b) County-appointed: **Four (4) members** bringing relevant local food systems professional or personal experience, as outlined in the Council's bylaws;
- c) City-appointed: **One (1) member also currently appointed to the City of Lawrence Sustainability Advisory Board;**
- d) City-appointed: **Six (6) members** bringing relevant local food systems professional or personal experience, as outlined in the Council's bylaws.

Section 7.

Among all 16 FPC members, professional or personal experience shall satisfy the considerations below, with recognition that individual members may bring relevant experience in more than one of the considerations:

- a) **At least four (4) active agricultural producers from a range of production systems, sectors, and marketing channels** (including but not limited to a producer of animal protein, a producer

of specialty crops, a commodity producer, and/or a producer engaged in direct marketing of products);

- b) **At least four (4) members bringing significant experience related to building a thriving regional food economy** (including but not limited to agricultural producers, food-based entrepreneurs, food retail outlet owners or staff (such as restaurants or grocery stores), economic development professionals, institutional food purchasers, value chain coordinators);
- c) **At least three (3) members bringing significant experience related to agricultural and natural resource conservation, preservation, and resilience** (including but not limited to agricultural producers, water or soil conservationists, agricultural and rural landowner support organization, rural land owners, environmentalists, natural resource scientists, those familiar with zoning and development);
- d) **At least two (2) members bringing significant experience related to healthy food access** (including but not limited to neighborhood residents or leaders, developers, engineers, planners, transit riders and professionals, community gardeners, health professionals, dieticians, neighborhood retailers, institutional food service purchasers, those bringing experience with barriers to healthy food access);
- e) **At least two (2) members with significant experience related to fostering an equitable food system** (including but not limited to community organizing, food security and assistance programs (SNAP, CHAMPPS, Double Up Food Bucks, school and summer meal programs, food banks and pantries), cultural and ethnic food producers or entrepreneurs or leaders, equitable planning and policy, health equity, social justice, and those experiencing current or historical barriers to a fair and just food system);
- f) **At least one (1) member with significant experience related to food waste elimination** (including but not limited to policy-based behavioral change, institutional and retail food service, zero waste events and campaigns, food recovery and donations, on-farm gleaning, solid waste management, composting and vermiculture).

ARTICLE VI. OFFICERS

Section 1.

FPC officers shall be a Chairperson and one or two Vice-Chairperson(s), and shall constitute the Executive Committee.

Section 2.

The Chairperson shall preside at meetings and perform other duties as prescribed by these bylaws. The Chairperson shall be the principal spokesperson for the FPC and shall sign official communications from the Council. The Chairperson, from time to time, may appoint committees to perform specific duties related to the Council's purpose.

Section 3.

A Vice-Chairperson shall preside in the absence of the Chairperson and may perform other duties of the Chairperson when empowered by the Chairperson to do so.

Section 4.

Officers shall be elected at the final regular meeting of the calendar year. Nominations may be made from the floor at that time. In the event of contest for an office, voting shall be by secret ballot.

Section 5.

Terms of office shall begin at the conclusion of the meeting when elections are held.

Section 6.

In the event an officer is unable to serve or resigns from his or her office, the FPC shall elect a replacement no later than the next regular meeting

Section 7.

An officer may be recalled from office by a majority vote of the membership at a regular meeting of the FPC.

ARTICLE VII. MEETING ATTENDANCE

Section 1.

Council member attendance is expected at every meeting of the FPC. In the event of more than two (2) unexcused absences, or more than five (5) total absences in one (1) calendar year, a Council member may be asked to resign from the Council.

Section 2.

For those members appointed as liaisons in Article V, Section 6 (a) and (c), a designee from the same organization may attend a Council meeting from time to time in the appointed member's place with full voting rights if previously approved by FPC to serve as said designee.

Section 3.

Members who know they will be absent at an upcoming meeting will send notice beforehand to the FPC chairperson and designated staff person. Failure to notify the FPC chair or staff liaison of an absence at least 24 hours before a FPC meeting will constitute an unexcused absence.

Section 4.

Members may receive an excused leave of absence if they submit a request to the Council detailing the number of meetings they will miss, along with the dates of the first meeting they will miss and the meeting date on which they will return. Leaves of absence will be approved by a majority vote of the Council.

Section 5.

Attendance will be reviewed regularly to ensure compliance.

ARTICLE VIII. MEETINGS

Section 1.

Regular meetings shall be held as necessary, at least six times each calendar year.

Section 2.

The date, time and place of the regular meetings shall be fixed by the Executive Committee and announced to members at least two weeks prior to the meeting date.

Section 3.

The first meeting of the new calendar year will include announcing the new appointments of the FPC. In instances of new members appointed to serve the remainder of the unexpired term, announcements shall be made at the next regular FPC meeting following appointment.

Section 4.

Nine (9) members of the Board shall constitute a quorum of the Board. There must be a quorum present (in person or by teleconference) before the Council may conduct any official business. Informal discussions may occur in the absence of a quorum.

Section 5.

Official business, actions, and recommendations of the FPC shall be advanced or approved by simple majority vote of all members of the FPC or quorum thereof. These votes shall be recorded in regular minutes of the FPC.

Section 6.

The Executive Committee shall meet as necessary.

Section 7.

All meetings of the full FPC are public, and members of the public are invited to attend and monitor meetings. Chair shall provide an opportunity at some point during each regular business meeting for introductions of public and brief comments or questions from members of the public as time allows.

Section 8

In the rare case that timely issues must be considered outside of the normal monthly meeting timeframe, the Chair may call an emergency meeting of the Council. This meeting can be conducted in-person, or via conference call. These meetings shall be open to the public, in accordance with the Kansas Open Meetings Act, with 24 hour notice provided on the City and County websites.

Section 9

A proposed agenda for each meeting shall be approved by the Executive Committee and made available to all FPC members at least one week in advance of each meeting. Requests for changes to the proposed meeting agenda can be made to the Chair at any time prior to approval of the proposed agenda at each meeting. Proposed changes are subject to approval by the full FPC.

ARTICLE IX. STAFF LIAISON

The Lawrence-Douglas County Sustainability Office shall provide staff support for the FPC as part of its regular duties, and serve as administrative liaison between the Board of County Commissioners, Lawrence City Commission, city and county staff, and the FPC.

ARTICLE X. AMENDMENTS, REVISIONS, AND APPROVAL

Section 1.

All revisions to FPC bylaws shall be submitted to the City and County Commissions for joint approval. Any proposed bylaws amendment or revision shall first be approved for Commission consideration by affirmative vote of a majority of the total FPC membership at a regular meeting or a quorum thereof. Written notice of the proposed changes shall be in the hands of FPC members at least two weeks prior to the meeting at which the vote to approve for Commission consideration is scheduled.

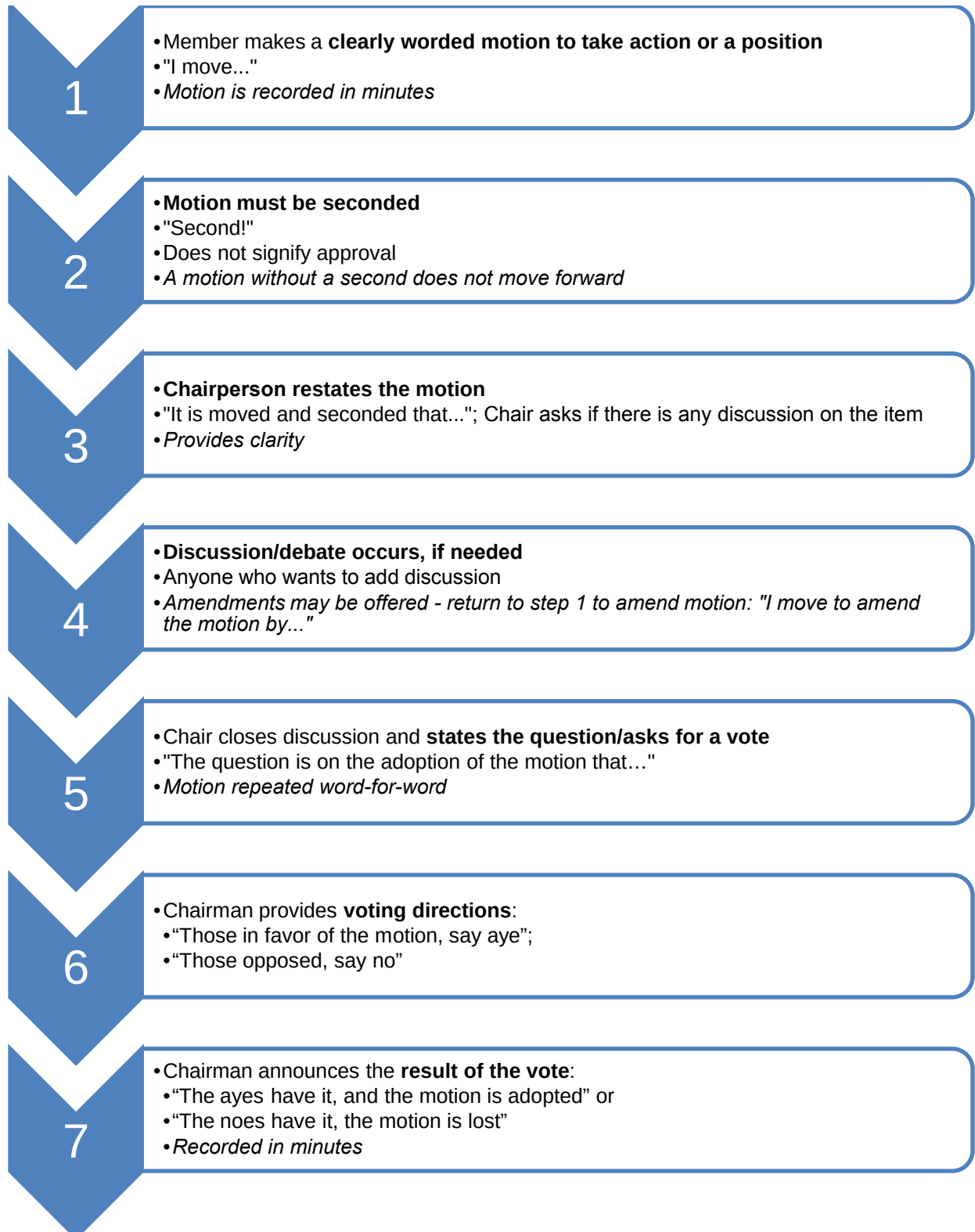
Section 2.

The most current FPC bylaws shall be reviewed at the first regular FPC meeting of each calendar year to identify any amendments or revisions to consider.

Adopted May 17, 2010
Revised June 20, 2011
Revised October 22, 2013
Revised April 21, 2014
February 12, 2019



The Main Motion Process: Taking Action on Council Business



Public Meeting Facts and Actions

Why follow “Robert’s Rules of Order”?

- Allows for democratic speech and action
- Preserves order
- Facilitates group decisions

When a Motion is Made:

- What is a Motion:
 - A motion is a formal proposal by a member that the group take a certain action or position
 - A primary motion is required to begin the decision making process
- Move to Amend:
 - Used to clarify or change the wording of a motion
 - State the amended motion exactly for the action
- Move to Refer or Postpone
 - Refer = send item to committee or other responsible individuals (must be identified in the motion) to take additional steps
 - Postpone = to move to a future meeting (must be identified in the motion)
- Move to Call the Question / Call for a Vote:
 - This motion may be used to end debate.
 - The motioner must wait their turn to speak and may not interrupt another member to motion.
 - A motion to Call the Question must be seconded and voted on.
 - If this motion passes, a motion for action on the topic may be made.

Meeting Minutes:

- Minutes are a record of what is done at a meeting, not what is said
- Minutes should include:
 - Name, date and location of meeting
 - List of attendees (note presence of a quorum)
 - Approval of previous meeting minutes
 - Motion text and name of maker
 - Results of motions
 - Will include a count of those in favor, opposition, absention.
- Minutes do not include:
 - Discussion
 - Personal opinion
 - Motions withdrawn

Other Meeting Protocol:

- When a party requesting action is present:
 - The Chair may politely ask the party to exit and allow for further discussion and action, making it clear that the meeting is a public proceeding and they are welcome to stay.
 - If the party chooses to stay, the FPC must proceed with public action in a time-effective manner.

Alternately, we leave this language out and it will be known and understood that all proceedings are public. Staff heard both ideas at the May meeting.

July 2022 DRAFT

Douglas County Food Policy Council

Priorities of Council Work

- Be responsive to commission, staff, other advisory board requests for policy input.
- Stay attuned to other community policy processes that will impact the food system.
- Explore partnerships and policies that will progress goals of the Food System Plan.
- Conduct community learning and listening to inform work and elevate policy issues.

Member and Staff Roles

Appointed Council Members

- Actively participate at full council and working group meetings each month.
- Read distributed meeting materials in advance of each council or working group meeting to prepare for discussion.
- Recommend agenda items to council leadership and working group chairs.
- Participate in decisions at meetings.
- Complete assumed action steps in between full council and working group meetings.
- Contribute to the prioritization of full council efforts.
- Report relevant updates from your food system sector to the council to inform its work.

Full Council Chair

- Meet monthly with vice chair and staff liaison to plan and forecast full council meetings.
- Ensure action items between the above monthly meetings are assigned.
- Lead full council meetings.
- Assist in setting agenda for and attend quarterly council leadership meetings* with staff liaison, vice chair, and committee chairs.

*Refers to former leadership activity that participating members may wish to revive

**Refers to activity pending further development and adoption/advisement

- Liaison to county/city commission and community groups.
- Network and present on behalf of the council.

Full Council Vice Chair

- Meet monthly with chair and staff liaison to plan and forecast full council meetings.
- Complete assumed action steps between monthly leadership meetings.
- Lead full council meetings in chair's absence, and assist with leading full council meetings as coordinated with chair.
- Assist chair in setting agenda for and attend quarterly council leadership meetings* with chair, staff liaison, and committee chairs.
- Assist with representing council for presentations, at community meetings, and other opportunities as available.

Equity Advisors

- Attend sessions of the Johns Hopkins Community of Practice toward advancing racial equity and economic justice in FPCs.
- Meet with Council leadership quarterly to update and forecast learning or recommendations to Council.
- Advise Council leadership and applicable committees on national conversations and examples of best practice to enhance equity in FPC work.
- Return recommendations / prompt considerations with staff liaisons, Council chairs, and applicable committees to further integrate equity as a core value of DCFPC functions.
- Prepare and lead reflection and learning exercises as part of FPC full-Council meetings as advised or needed.

Working Group Chairs

- Lead monthly working group meetings, including prepare and communicate meeting plans.
- Plan periodic progress updates for the full council.
- Keep working group on track toward food plan policy opportunities, and/or learning and listening to inform their work.
- Help delegate any action steps needed between meetings to progress group efforts.
- Attend quarterly leadership meetings* with chair, vice chair, staff liaison and fellow committee chairs

*Refers to former leadership activity that participating members may wish to revive

**Refers to activity pending further development and adoption/advisement

- Represent working group for presentations, at community meetings, and other opportunities as available.

Staff Liaison(s)

- Recruit and recommend FPC membership as outlined in the bylaws and ensuring representation across food system sectors.
- Meet monthly with council leadership to plan and forecast full council meetings.
- Send meeting materials to full council and post publically 1 week in advance.
- Assist chair as needed in leading full council meetings.
- Take minutes at full council meetings. Note assumed tasks and follow up needed.
- Liaison to county/city commission and community groups.
- Network and present on behalf of the council.
- Execute council communications strategy**.
- Communicate to working groups, full council and leadership about events, opportunities, etc.
- Draft, write and lead execution of grants as directed by council.

*Refers to former leadership activity that participating members may wish to revive

**Refers to activity pending further development and adoption/advisement

Sustainability Staff Report July 2022

Douglas County Sustainability Office:

Permanent staff roles for County Sustainability take shape as the City of Lawrence and Douglas County make official their separate offices, but continued partnership, on sustainability initiatives. Strongly ongoing partnerships include: the Food Policy Council, Common Ground, the Climate Action Plan, and more.

Douglas County Administration -> Sustainability Office:

- Kim Criner Ritchie - Sustainability Manager. Formerly County Food Systems Planner, Kim has more than 13 years experience in institutional sustainability planning and programming. Kim will support the Douglas County Sustainability staff team broadly across priority areas of community resilience planning and food system development, and will provide team leadership in county-wide policy such as Open Space and climate planning. She will also continue to lead staff support of the Food Policy Council for the time being.
- Jamie Hofling - Sustainability Impact Analyst. Jamie has worked across the state in economic development and climate action. Joining the Sustainability Office in 2021 as a grant-funded Food Waste Reduction Specialist, Jamie will continue leading in the areas of food waste, taking a shared lead on further development of the Climate Action Plan, and implementing opportunities to strengthen sustainability across Douglas County internal work and operations.
- Umut Bayramoglu - Common Ground Program Manager. Umut joined the team in March 2022, through a federal grant received by the County, to bring cohesion and conservation agriculture education and implementation to the Common Ground program. Umut will continue to work in partnership with the City of Lawrence on this shared program. Umut will also support other opportunities for aspiring farmer development and urban agriculture access as identified.
- Connie Fitzpatrick - Formerly Sustainability Intern. Connie has been a valuable member of the team since 2020. Before this, she was a member of the Food Policy Council and one of the original Community Coordinators that collected narratives from across the community to inform development of the Food System Plan. At the time of the July FPC agenda development, staff are actively defining the new scope of Connie's role in the office.

City of Lawrence City Manager's Office -> Sustainability:

- Kathy Richardson - Interim Sustainability Director. Prior to her interim role, Kathy was Solid Waste Division Manager for Lawrence. She was a key stakeholder in drafting the food waste goal of the Food System Plan, and an essential partner in designing the USDA-funded compost pilot currently underway. Kathy and the City of Lawrence continue to be valuable co-leaders in the development of the Climate Action Plan. Lawrence sustainability priorities strongly focus around the Environmental Sustainability Commitment of their [Strategic Plan](#) and their [renewable energy goals](#), among others.

Climate Action Plan

There has been a lot of attention on the CAP during the City of Lawrence budget deliberations. Since the planning launch in 2021, the CAP has been an effort of the joint Lawrence-Douglas County Sustainability Office, and continues as a partnership amid our office restructuring. The

planning process welcomes the input and leadership of all Douglas County cities and communities. The vision is for a holistic resilience plan that takes into account unique assets and risks across the County, in order to create a plan that will guard our community with strategies to adapt and take action together.

Results from the initial Fall 2021 community survey have been fully synthesized and graphed by Sustainability Office interns. This initial engagement tool, along with a collection of community narratives gathered by 10 community coordinators over 4 months, will help inform additional public engagement strategies, priority populations, and areas of concern for further development of the Climate Action Plan.

An initial meeting of Staff Advisors from Douglas County, Lawrence, Lecompton, Eudora and Baldwin City was held on June 29th. The Staff Advisor team will guide the remainder of plan development from a high level, ensuring the resulting plan is in alignment with existing departmental plans and priorities. Staff Advisors will meet monthly until plan adoption.

Next steps include forming a community Steering Committee to advise on and assist with additional engagement strategies and audiences. The FPC may choose to appoint a member for representation on this committee. Reach out to [Kim](#) with questions about the committee, or to [Jamie](#) with questions about initial outreach results.

Common Ground

Common Ground's 10th Anniversary Community Potluck on Sunday, June 12, was a success. More than 20 people, including members from five Common Ground sites, attended. There will be more 10th anniversary events later in the summer and fall.

Common Ground's educational workshop on Pollinator Habitats was held on June 18 at KU Monarch Watch's demonstration gardens. About a dozen participants attended the free program. Common Ground is also adding pollinator friendly plants to three garden sites and the Incubator Farm in order to get them certified as official Monarch Waystations by KU.

Common Ground's partnership with Lawrence-Douglas County Public Health on the development of a new CG garden continues. Douglas County Public Works has approved a site at Broken Arrow Park, and Wakarusa Township Fire District has agreed to share its hydrant for watering needs at the garden. The construction of the garden beds is scheduled for later in July. The garden will feature two communal beds, two ADA-accessible beds and 10 individual plots available for rent. Common Ground will offer equity-based scholarships for gardeners needing financial assistance for the plot fees.

Food Waste and Recovery

Gleaning: FPC members can learn more about food recovery and sign up to volunteer here [Food Recovery Partnership | Douglas County Kansas \(douglasscountyks.org\)](https://douglasscountyks.org/food-recovery-partnership). If anyone has a farm or a garden, or knows a farmer or gardener that would like to have gleaned, contact Jamie at JHofling@douglasscountyks.org.

In June, Jamie recruited a retired couple who are now gleaning three Lawrence Farmers Markets weekly on Tuesday, Wednesday, and Thursday. Note that the Saturday market is covered by Master Gardeners.

In June, gleaners recovered garlic scapes, kale, and cabbage at local farms, and greens at an East Lawrence and North Lawrence garden. Everything was donated to Just Food and Sunrise Project.

2022 Gleaned Produce Totals:

Grand Total Produce in lbs:	963.05 (228 lbs from the farmers markets alone)
#of volunteers	36
Volunteer Hours	21.5
Transportation Miles	50

Compost: The compost pilot has slowed considerably since winter given that compost partner Just Food has been successfully diverting more waste from the compost stream to more valuable tiers of the EPA food waste hierarchy, including feeding animals. They are also able to ensure even more produce is consumed by people, by incorporating it into their new prepared food program. The pilot continues through September 2022 and potentially beyond.

Jamie submitted an abstract about the food waste reduction pilot to the 2022 Urban Food Systems Symposium [UFSS 2022 \(urbanfoodsystemssymposium.org\)](https://urbanfoodsystemssymposium.org). She has been accepted as a presenter at the September event in Kansas City.

Open Space

The RFP to hire a consultant team to guide this planning process is being reissued in July.

The Open Space Plan will be a policy and planning tool for Douglas County government to intentionally work with public, private, and community partners on shared priorities for the landscapes making up Open Space. Priority landscapes may include: prime farmland, native prairie, floodplains, waterway, trails, wildlife habitat, culturally-significant spaces, and more. Questions the Plan will address: What are our community values - considered from diverse cultural, historic, and ecological perspectives - around these lands? How are these lands preserved? How are these lands stewarded and by whom? How are these lands enjoyed and can they be accessed by all? The planning process is currently led by Sustainability, Heritage, Zoning & Codes, and Public Works.

Rural Recycling

The Vinland drop-off recycling site has reopened at a new location at 1704 N 700 Road to serve residents who live in the unincorporated areas of Douglas County. Our service provider will pick up recycling on Tuesdays and Thursdays. Special thanks to our Public Works staff for preparing this site for recycling use.