

Jefferson County, Washington, Board of County Commissioners Resolution #

##.##.### TITLE

Resolution establishing a Food Policy Board of Jefferson County which will be funded by the County.

##.##.### PURPOSE & INTENT

The Jefferson Food Policy Board (FPC) will be comprised of representatives from all stakeholder groups of Jefferson's food system.

The purpose of the FPC is to:

- Convene meetings and lead discussions aligned with its mission and goals.
- Develop an integrated strategic plan comprised of policy and program recommendations for the County of Jefferson.
- Actively advocate and support implementation of new and existing food policies and programs in the County of Jefferson.

Through all of its initiatives the Board of County Commissioners will build upon the baseline assessment and recommendations from the Planning Commission as well as the findings from other food policy organizations.

##.##.### DEFINITIONS

- A. Food Policy Council of Jefferson County – The Food Policy Council of Jefferson County will be referred to as FPC for the rest of this document.
- B. Food Miles - Food miles is an expression for the concept that the mileage of food before it reaches the consumer is a good indicator for the environmental impact of the food and its components.
- C. Smart Growth - Smart growth recognizes connections between development and quality of life. It leverages new growth to improve the community. The features that distinguish smart growth in a community vary from place to place. In general, smart growth invests time, attention, and resources in restoring community and vitality to rural areas and village centers. New smart growth is more town-centered, is transit and pedestrian oriented, and has a greater mix of housing, commercial and retail uses. It also preserves open space and many other environmental amenities.¹

##.##.### MISSION

The FPC's mission is to cultivate a sustainable food system by eliminating hunger, increasing health, expanding a greener economy, and honoring diversity for all current

and future generations of Jefferson County, especially the least served, by ensuring the availability and accessibility of a wide variety of local, safe, sustainably-grown, and nutritious food.

##.##.### GOALS

Goal 1: Food Security

Ensure that no Jefferson County resident experiences hunger and promote strategies that create the systemic change necessary to eliminate the need for emergency and charity-based food sources. Ensure that access to local, safe and nutritious food is not limited by economic status, location, or other factors beyond residents' control, prioritizing underserved residents.

Goal 2: Public Health

Support the development of balanced food environments that allow residents the opportunities to make healthy food choices and reduce environmental causes of obesity, diabetes, heart disease, and other diet-related illnesses. Prioritize improving food environments in communities that suffer from disproportionately high rates of diet-related disease and that are underserved by full-service grocery stores, farmers' markets, community gardens, and other healthy, fresh food options. .

Goal 3: Local Agriculture

Support local agriculture that is economically viable, environmentally sustainable and socially responsible by serving as a market for processing and consuming local food. Promote policies and programs that aim toward increasing the consumption of food produced within Jefferson County's foodshed to 30% of all food consumed by supporting such activities and endeavors as local sourcing or purchasing agreements, farmers' markets, and Community Supported Agriculture. Advocate for regional Smart Growth policies that direct growth away from agricultural soil. Maximize Jefferson County's self reliance and capability to grow and provide sustainable and nutritious local food for its citizens through urban agriculture initiatives such as community farms and gardens, rooftop gardens, and building code recommendations for edible landscaping.

Goal 4: Energy Efficiency

Promote energy efficiency at all stages of the food system by promoting local, sustainable food production. Incorporate "green business" principles (such as energy efficiency and water conservation) for all food-related businesses in Jefferson, and encourage the adoption of clean technologies and renewable energy sources into all food system industries.

Goal 5: Environmental Resource Preservation

Support the preservation of environmental resources by reducing food miles and increasing the consumption of food grown using local inputs as well as less chemical,

water, and energy-intensive production, processing, and distribution practices. Support local agricultural activities as a method of preserving open space

Goal 6: “Zero-waste”

Promote a “closed-loop” food system that emphasizes eliminating pollution, consumption of non-renewable materials and the use of non-compostable food packaging. Promote food scrap composting by Jefferson County’s residents and businesses, and encourage the utilization of food scraps as compost for Jefferson County’s urban agriculture and community garden programs, as well as regional foodshed agriculture.

Goal 7: Community and Economic Development

Promote thriving, green economic opportunities in the food sector that create living-wage jobs that recirculate wealth within the community. Develop food growing, marketing and processing opportunities that create direct links between local producers and consumers.

Goal 8: Education, Outreach and Advocacy

Increase public “food literacy” and engage communities to make food-related choices that positively influence public health, social responsibility and environmental sustainability. Promote programs that engage residents and participants in all aspects of the activities and programs of the Jefferson County Food Policy Council.

##.##.### STAFF & MEMBERSHIP

Creation of FPC

The FPC coordinator will be elected by a request for proposal process organized by the Planning Commission and decided on by the Board of County Commissioners.

The FPC coordinator, once elected, will identify the key representatives in each of the four stakeholder groups and invite them to nominate members to the FPC. The nominations will be considered and decided upon by the County Board of County Commissioners.

FPC Structure

Fulltime Coordinator

A fulltime coordinator is essential to the success of the FPC. They will be responsible for coordinating the FPC in accordance with the FPC mission and goals as outlined in the FPC proposal. An additional part of the coordination role will be to find future and outside funding for the FPC. The FPC coordinator will not be a voting member of the FPC.

Stakeholder Groups

Five major stakeholder groups have been identified for the FPC. From each group, nominations will be collected and FPC representatives will be elected by the County Board of County Commissioners (see each group for detail as to who and how members are elected or appointed).

A) Business Community

(2 representatives: 1 appointed by the Port Townsend Chamber of Commerce, 1 appointed by the North Hood Canal Chamber of Commerce)

Suggested areas to be represented:

- Local business associations
- Restaurants
- Grocer associations
- Big box or large scale grocery store
- Food chains or franchises

B) Community Organizations

(3 representatives: 1 appointed by Local 20/20, 1 appointed by the Chimacum Grange, 1 appointed by the Quimper Grange)

Suggested areas to be represented:

- Farmers' Markets
- Community Food organizations
- Environmental groups
- Food Charity organizations

C) Rural and Regional Organizations outside of County of Jefferson

(1 representative elected by County Board of County Commissioners)

Suggested areas to be represented:

- Regional farms
- Farm organizations

D) Education

(4 representatives: 1 appointed by Port Townsend school district, 1 appointed by the Chimacum school district, 1 appointed by the Quilcene school district, 1 appointed by WSU)

Suggested areas to be represented:

- Jefferson Unified School District
- Universities
- Research Institutions

E) Government*

(3 representatives elected by County Board of County Commissioners)

Suggested areas to be represented:

- Public Works
- Community Development
- Human Services

- Parks and Recreation
- Department of Public Health

*Note: Government Representatives have the responsibility to be informed and coordinate with state and federal programs or policies that might affect anything relating to food systems in Jefferson County.

FPC Representatives

Once in place, Representatives have the responsibility to represent all members of their stakeholder group or other working groups through individual or group meetings. FPC Representatives are the only members of the FPC who have voting rights.

If best efforts have been pursued for stakeholder groups and the County Board of County Commissioners to elect a FPC Representative and for whatever reason, the position is not able to be filled then the FPC is allowed to redistribute the Representative position to another stakeholder group. The FPC may never have an even number of Representatives.

Working Groups

Working groups may be established by the FPC. Working groups may have a broad range of participants from any stakeholder group or the general public, and are encouraged to have at least one FPC Representative involved.

Facilitation

3rd party facilitation will be present at initial, subsequent and/or special, FPC meetings. They may also be present at initial meetings for working groups established by the FPC.

Terms of Office

FPC Representatives have terms of 3 years. After the first term, the Stakeholder Groups will hold elections or appoint replacement Representatives. The first Representatives of the FPC will be split into two groups. Half of the groups from each stakeholder group will serve for 2 years. The second half has the ability to serve for a 3 year period.

Meetings

The FPC should hold at least four regular meetings each year, and by resolution, may provide for the holding of regular meetings at more frequent intervals. The date, hour, and place of each such regular meeting shall be fixed by resolution of the FPC. All meetings of the FPC shall be called, held, noticed, and conducted subject to the provisions of the Open Public Meetings Act which means they are open to stakeholder groups, working groups and the general public.

Committees, Rules and Other Matters

The FPC may establish such committees, rules and procedures as may be necessary to govern the affairs of the FPC.

Board of County Commissioners Operations

Once formed the FPC will decide on how best to structure itself.

##.##.### DECISION-MAKING STRUCTURE

Once formed the FPC will decide on how it will reach decisions.

Sources of information on decision making processes:

- Participatory Democracy involves consensus decision making and offers greater political representation, e.g., wider control of proxies others trust them with, to those who get directly involved and actually participate.
(see Appendix A for further detail)
- Robert's Rules of Order - <http://www.robertsrules.com/faq.html>

##.##.### POWERS & DUTIES

Policy

The FPC shall:

- Work collaboratively with County agencies and departments to improve stability and alignment of County policies that have an impact on the County of Jefferson's food system.
- Review County policies, programs and procedures, and regulatory systems, recommend changes to improve the role of government in ensuring the efficiency and productivity of Jefferson's food system and consumer access to healthful food. In so doing, work collaboratively with agencies to resolve conflicting or burdensome policies and requirements.
- Identify and propose changes in policies to the Planning Commission and Board of County Commissioners

Programs

The FPC shall:

- Support existing programs relating to food policy and food systems in Jefferson
- Identify new programs relating to food policy and food systems in Jefferson
- Support individuals or organizations in their efforts to start new programs.

##.##.### EVALUATION & PUBLICITY

The Food Policy Board of County Commissioners will develop indicators and systems for collecting and analyzing data representing each of the eight Food Policy Boards goals.

Annual Reports

Activities, goals, results and outcomes will be reported in an Annual Food Report which includes an update of an “Jefferson Food and Health Report Card” that measures key food system indicators that track the County’s progress.

Events

The Food Policy Board of County Commissioners will sponsor annual or periodic public events to publicize outcomes and community food programs to Jefferson residents.

Communications

The Food Policy Board of County Commissioners will promote the achievements of the County of Jefferson through appropriate press releases and publications. Web pages with relevant content of the FPC and its working groups will be added to the County of Jefferson’s web site.

###.###.### BUDGET

		Year 1	Year 2	Year 3
Coordinator (External)				
	Salary	\$60,000	\$45,000	\$30,000
	Benefits (20% of salary)	\$12,00	\$9,000	\$6,000
	Travel and Expenses	\$2,500	\$500	\$250
Facilitation				
	Facilitation	\$15,000	5,000	
	Travel and Expenses	\$1,000	\$500	
Communications				
	PubliCounty (web, print)	\$5,000	\$5,000	\$5,000
	Events		\$10,000	\$10,000
Meeting Expenses				
	Meals	\$1,000	\$1,000	\$1,000
	Yearly Totals	\$84,500	\$76,000	\$52,250
	Total			\$212,750

The County has appropriated \$50,000 which will be allocated towards the salary of the FPC Coordinator for the first year.

The FPC will update the budget on an annual basis.

Appendices

Appendix A

Participatory Democratic Decision-Making Process: Modified Consensus (Minus One)

1. Agenda items shall be solicited by the FACILITATOR from MEMBERS (VOTING MEMBERS in the case of SPOKES-BOARD OF COUNTY COMMISSIONERS meetings) and the agenda with times allotted to each item shall be created prior to the meeting.
 - a) Agenda items shall either be PROPOSALS for a decision or DISCUSSION not requiring a decision.
 - b) PROPOSALS shall be well developed and concrete.
2. All voting members who are present at the meeting shall be identified by the FACILITATOR. A QUORUM shall be half of the voting body.
3. The FACILITATOR shall state each agenda item.
 - a) If it is a DISCUSSION item the FACILITATOR shall recognize speakers (MEMBERS) until the time allotted on the agenda has expired (or if there are no more speakers, before the allotted time has expired). To allot additional DISCUSSION time or take a decision on a PROPOSAL that has emerged during DISCUSSION, the FACILITATOR shall follow the steps from step 4 below.
 - b) If it is a PROPOSAL the FACILITATOR shall ask for DISCUSSION. DISCUSSION shall expire after 10 minutes (or if there are no more speakers, before ten minutes has expired), unless extended by decision. The FACILITATOR shall recognize each speaker (MEMBER).
4. PROPOSALS: After 10 minutes the FACILITATOR shall assess the DISCUSSION, state the favored PROPOSAL and ask if anyone would BLOCK CONSENSUS on it. MEMBERS who chose to BLOCK consensus shall call out that they BLOCK (they do not need to wait for the FACILITATOR to recognize them). If anyone calls out that they BLOCK CONSENSUS, they may not make any additional comments while blocking.
5. If zero or one person BLOCKS CONSENSUS, then CONSENSUS has been reached.
6. If two or more people BLOCK CONSENSUS, the FACILITATOR shall ask if anyone would BLOCK an additional 10 minutes of DISCUSSION.
 - a) If additional DISCUSSION is not BLOCKED (zero or 1 person), after ten minutes the facilitator shall again ask if anyone BLOCKS CONSENSUS on the PROPOSAL.

b) If additional DISCUSSION is BLOCKED (2 or more people), then the FACILITATOR shall ask for one or two people from each side of an issue to summarize their positions. These speakers shall have 1 minute to speak.

7. When CONSENSUS is BLOCKED and DISCUSSION is completed, VOTING MEMBERS shall vote on the issue. To pass, a PROPOSAL must receive two-thirds of the votes of a QUORUM.

8. If the PROPOSAL does not receive two-thirds of the votes then the FACILITATOR shall ask if anyone would BLOCK TABLING the issue.

a) If two or more people BLOCK TABLING the issue, then a vote shall immediately be taken on TABLING the issue. If two-thirds of the vote supports TABLING, then the issue shall be TABLED and the next agenda item shall be considered.

b) If less than two-thirds support TABLING, then the FACILITATOR shall reopen DISCUSSION for 10 minutes and the process shall follow from step 4 above.

ⁱ <http://www.smartgrowth.org/about/default.asp?res=1024>