



**ECOLOGY  
CENTER**

**Oakland Food Policy Council  
Meeting #3 Report | June 19, 2018**

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Decision-Making and Council Structure Blueprint Review

Prepared by Lindsey J. Scalera, Sustainable Food Program Director

## MEETING OVERVIEW

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### Facilitation Formats Utilized

- Facilitated full group discussion
- Silent writing
- Self-directed small-group discussion

### Essential Question for this Meeting

What structure will support the OCFPC in meaningfully and inclusively engaging Oakland County stakeholders in policy advocacy toward a healthier, more equitable food system?

How will the OCFPC set priorities for action planning, including community-feedback and accounting for the capacity of the council?

### Meeting Description

This working session will engage the Oakland County Food Policy Council members in a series of discussions and activities exploring the structure we currently have, other options, and developing and deciding on the structure we want.

### Meeting Agenda

#### 9:00 AM - 9:20 AM | SETTING THE TABLE

- Welcome & Housekeeping (ECHO)☒
- Agenda Review (Lindsey)☒
- Dialogue Guides (Lindsey)☒
- Introductions Activity (Lindsey)☒

#### 9:20 AM - 9:40 AM | APPETIZERS

- Items of Interest☒
- Partner Updates☒

#### 9:40 AM - 10:00 AM | SALAD

- Complete Lab #2 Discussion: Staff & Governance

#### 10:00 AM - 11:40 AM | ENTREES

- Deciding on the Structure - Voting Method & Section-by-Section Blueprint Review
- Introduction to Priority Setting Method

#### 11:40 AM - 12:00 PM | CLEARING THE TABLE

- Closing Thoughts Round-Robin
- Next Meeting

### Dialogue Guides

For all sessions, we are using the Zingerman's Diversity & Inclusion Dialogue Guidelines. We reviewed these and asked if anyone has had any questions of clarification, or any additional guidelines to propose or change.

In no particular order, the guidelines are:

- Listen actively.
- Suspend judgement.
- Step up and step back.
- Try not to freeze people in time.
- Seek first to understand.
- Except and accept non-closure.
- Use I statements. Speak only for yourself.
- Assume positive intent.
- When furious, get curious.
- Be real. Be honest. Inquire.
- Practice both/and thinking.

## COMPLETING LAB 2

Lab three actually began with a conclusion of lab two. The ECHO staff team was able to present their feedback for the Staff/Admin and the Governance sections of the previous lab's activity. Lindsey was able to include the notes from those sections in the blueprint document ahead of the meeting.

## BLUEPRINT REVIEW

The primary goal of this lab was to engage the Oakland County Food Policy Council in reviewing and adopting a blueprint document that Lindsay created based on their feedback from labs one and two.

The blueprint document outlines the structure and operations of the Food Policy Council including sections for staff and administration, governance, membership, outreach and engagement of the community. The document itself is organized as follows:

- Introduction & Background
- Council Membership
- Council Leadership (Coordinating Committee)
- Workgroups
- Governance
- Staff & Administration

Lindsey created the blueprint in consultation with the echo team and Oakland County Food Policy Council chairperson. The Blueprint is meant to be a working, living document and provide some guidance on areas that will need to be developed further as open food policy Council matures.

### Prior to the meeting

Lindsey provided copies of the document to everyone before the meeting so they could review and come prepared with questions and feedback. However, not everyone had time in their schedule to fully review the document, so the plan included going through each section as a group and use the voting method to build consensus for adopting each section as written or as amended.

### Voting Method: "Roman Voting"

Lindsey utilized a simple voting method known as "roman voting"<sup>1</sup> to quickly check consensus and offer council members an opportunity to question what was written and offer feedback. This involves a thumbs up, thumbs sideways or a thumbs down to indicate whether you approve the section, will go along with it as written, or what are you disagree and want to talk about it, respectively.

### Blueprint Review Process

The process involved reading through each section and asking for feedback questions comments or concerns. When changes were suggested, the topic was debated and we

#### STAFF / ADMIN

- OCHD / ECHO - Coordinate
- County General Funds / Grants
- In the Future: Joint funding new projects

Staff role: Communication + meeting coordination; documentation; Data; Community outreach; grant seeking / Funding

Staffing Commitments: Dan - 10-40?  
Carrie + Shannon - 15-20% Lisa - 10-15%

#### GOVERNANCE

- Oakland County Govt
- ECHO Steering Committee
- Board of Commissioners
- Grants / Fiscal Oversight



**Thumbs-up** = "I support this proposal."



**Thumbs sideways** = "I'll go along with the will of the group."



**Thumbs-down** = "I do not support this proposal and wish to speak."

<sup>1</sup> <https://www.conferencethatwork.com/index.php/event-design/2012/06/testing-consensus-using-roman-voting/>

made changes or made a note if something needed further discussion. Then, we used the “Roman voting” format again to approve the section as written.

At the end of the meeting, The Food Policy Council agreed on all of the blueprint sections and established a list of project areas the coordinating committee would need to attend to. The blueprint also establishes a communications and outreach committee.

## PRIORITY SETTING METHOD PREPARATION

The last activity of the lab was to introduce the priority-setting method and process, gather feedback and vote to accept this as our method to pilot for the next lab in July.

### Introduction to the Proposed Priority-Setting Method

Lindsey introduced the ideas behind the priority setting method. Once the group has had a chance to look at the themes gleaned from the survey, secondary sources and council experience, the council needs a way to narrow down the universe of options before they can start to look at the plan how to address these important issues. Priority-setting asks us to:

- Understand where the issue “lives” in the context
- Decide and agree upon what criteria the issues we work on should meet.
- Be clear about what energy can we dedicate now to which issue

### Things to Attend To

Building on our work in previous labs and some best-practices we’ve shared, there are a few things we need to keep in mind while we set our priorities. These concepts will be key to what we select as priorities and are crucial to understand as we plan for action.

#### Areas of Influence: Identify where the changes take place

Where does the change take place?		
Legislation	Institutions & Businesses	Culture and/or Individuals
Changes take place through legislation and policy advocacy.	Changes take place through policy and practice within institutions and businesses.	Changes take place at the level of the individual or within the larger culture.
<b><i>“BIG P” Policy</i></b>	<b><i>“little p” policy</i></b>	<b><i>Grassroots, Grasstops</i></b>

#### Policy Development Streams

Strategically assess which stream this issue falls into and what assets or challenges arise from that stream		
Policy Stream	Problem Stream	Political Stream
We identify a policy solution we want to champion	We identify a problem this issue is causing and develop solutions	We are strategic about the timing and strength of particular issues

## Equity, Fairness & Inclusivity

How are equity, fairness and inclusivity considered in this policy issue/action?  
What are the potential impacts of this issue?

Health Equity	Inclusive Food System	Fair Food
<ul style="list-style-type: none"> <li>Everyone should have the opportunity to be as healthy as possible.</li> <li>We work to eliminate the barriers.</li> <li>Health is not isolated; we need to address the social determinants of health (i.e. transportation, access, economics, etc.).</li> <li>Requires us to understand the origins of inequity, recognize inequities and be willing to talk about them.</li> </ul>	<ul style="list-style-type: none"> <li>People have access to affordable, culturally sensitive food.</li> <li>The food system incentivizes local economies and sustainable practices</li> <li>Human-centered (not only bottom-line/capital-centered)</li> <li>Food system is scalable to meet the needs of smaller and larger populations or institutions</li> <li>Takes into account grassroots input; decisions are not top-down.</li> <li>Policy supports inclusivity and holds policymakers accountable</li> </ul>	<ul style="list-style-type: none"> <li>Convenient</li> <li>Variety of choices (including culturally sensitive options)</li> <li>Affordable</li> <li>Considers the producers, workers, and growers</li> </ul>

### *Draft Priority Tiers: Which issues fall under which capacity/action level?*

What energy can we can dedicate to this issue?

First Tier	<b>Working Group:</b> A working Group is established or assigned; OC HD Staff dedicate some portion of time to support OCFPC work on this.
Second Tier	<b>Sign-on/Support:</b> We want to consider supporting this issue when action opportunities arise, but we are not the main leaders of this work.
Emerging Issues	<b>Emerging Issues:</b> This issue is important, but we need to learn more. We will seek to invite experts or people with more experience to share information and resources about this issue.
Backburner Issue	<b>Backburner Issue:</b> This issue may be important and fits into our priorities, but we cannot dedicate time/resources to working on it at this time. We will review it again at the next time of priority assessment.

### *Feedback on Priority-Setting Process*

The council agreed and offered some feedback on the matrix of priorities tiers that were presented. They suggested clarifying the “response/sign-on and support” tier. They suggested that the top tier be more of a focus and not only be defined as what will establish working group(s). They liked the idea of emerging issues and backburner issues. These were updated for the final lab.

## OBSERVATIONS & RECOMMENDATIONS

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### *Takeaways, Implications, & Impressions*

- The process seem to work well in that the goals of the . Are many Food Policy Councils were able to offer direct feedback and help shape the development of the blueprint document
- The advantage of the blue print document is its flexibility and the fact that it remains a working document that the council can't continue to update as of the Organization matures.
- The review of the document also indicated

### *Next Steps:*

- After the blueprint document feedback was offered the next step was for Lindsey to clean up the additions in the document and prepare it to be turned over to the coordinating committee. This includes clearly indicating a list of things the coordinating committee will need to work on.
- The last lab will pilot the priority-setting process, narrowing down the issues to be addressed by the OCFPC through the new structure. It will help establish the working group(s), further clarify the opportunities for community-based leadership, and generate ideas for engaging and growing a network of champions and new partners.
- The Echo team, Chairperson and Lindsey will meet to review the feedback, the priority-setting process plan and setting up a comprehensive, but high-level review of what the Assessment Workgroup learned, which will inform the priority-setting process.