MINUTES
LINN COUNTY FOOD SYSTEMS COUNCIL
Thursday, December 1, 2022

The Linn County Food Systems Council meeting was called to order at 12:04 P.M. in conference room 234 A/B at the Harris Linn County Public Health Building, 1020 6th St SE Cedar Rapids, Iowa 52401.

PRESENT:	Laura Seyfer, Cedar Rapids Metro Economic Alliance Amy Hockett, LCPH August Stolba, Prairiewood Franciscan Spirituality Center Sarah Blais, NewBo City Market Emily Qual, Restaurant Manager Hailee Sandberg, ISU Extension Kim Guardado, HACAP Laura Krouse, Abbe Hills Farm Emmaly Renshaw, Feed Iowa First via phone Jacqueline Montoya, LCPH
ABSENT:	Melissa Wahl, Horizons Stephanie Schrader, City of Cedar Rapids Community Services
OTHERS PRESENT:	Tamara Marcus, LC BOS Sustainability Manager Ilsa Dewald, City of Iowa City Britt Nielsen, Linn County Communications Specialist
STAFF:	Mike Tertinger, Senior Planner Amy Speed, Recording Secretary

Approval of Minutes

Motion by Guardado to approve and seconded by Seyfer. All members present voting yes, to approve the October 27, 2022, LCFSC minutes as submitted.

Monthly Budget Report

Tertinger said the remaining account balance as of now is $4,000.

Tertinger mentioned there was an amendment request for $3,000 for fall. The $400 for the translation documents will come out of the Food System Council budget.

FARE Grant Program Discussion

A. Outreach

Reviewed the One-Pager document. This will be translated.

Discussed the press release. Motion to approve by Krouse and seconded by Montoya. All those present voted yes.

Stolba encouraged the group to email their personal networks to get the information out. Nielsen will send an image to group that they can use in their emails.

B. Application Review

Worked on reviewing the application for any content errors. Stolba and Nielsen to go over application for grammatical and Linn County standards before uploading to site. W-9 on file before funds will be awarded. Linn County will check on what to do with Q-9 if on file and they don't receive funds.

Grant Program Coordinator Blais to reach out by email as the deadline approaches for anyone that haven't completed their application.

Expenditure form needs to be added. Renshaw will complete and send in to be added to site.

C. Scoring Review

County email addresses will have to score manually because of firewall with Good Grants. Discussion was had on how to score. Stolba mentioned to stay internally consistent with each application. There will be a comment section added at the end for the scorers. Every board member will score every application depending on how many are received. A zero will be awarded for an N/A so it will affect the average score. Blais said she would look at all applications that don't meet a minimum of 3 criteria to make sure they really do qualify.

D. Program Coordinator Update

Blais to draft a slideshow to show step by step. Signed contract. Trying to get end users involved in the committee/council.

E. Back End Document Review

County will put together the documents. They are ready and can be reviewed if necessary.

<u>Adjournment</u> - The meeting adjourned at 1:36 PM

Respectfully submitted,

Amy Speed

Amy Speed, Recording Secretary

Approved,

August Stolba, Chair