

**MEETING OF THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE-
SMALL SCALE PRODUCER ADVISORY SUB-COMMITTEE
(ALL MEETINGS OPEN TO THE GENERAL PUBLIC)**

Location: Via Zoom Webinar

Contact: Josefina Lara Chavez, SSPAC Subcommittee Chair

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MEETING MINUTES OF MAY 24, 2024

Attendees: Anna Nakamura Knight
Patrick Mitchell
Josefina Lara Chavez- Subcommittee Chair

Note Taker: Carmen Carrasco

Item No.

(1) Call to Order

Josefina calls meeting to order 4:09 pm.

(2) Background of Subcommittee

Chair Lara Chavez read the background information about the formation of the subcommittee, purpose, and deliverables that were agreed upon with the full SSPAC members. Ms. Lara Chavez added that all SSPAC members should be able to make recommendations on emergencies to the appropriate people at CDFA.

Anna Nakamura Knight commented that instead of having a general emergency pool of funds for different things, there should be a list of priorities & recommendations for small producers. Member Knight mentioned that the list of deliverables might be overreaching and suggests a narrower focus.

Member Mitchell agreed and suggested the subcommittee defines what constitutes an emergency for small producers and clarify who this subcommittee is supporting by defining what a small producer is.

(3) Definitions & Needs

Subcommittee members agreed to move forward on:

- 1) Defining the purpose of the subcommittee
- 2) Defining an emergency for a small- scale farm
- 3) Recommendations

Comments:

In regard to the needs, Chair Chavez suggested the sub-committee revisits a report that was written and submitted to CDFA by the original ad-hoc BIPOC advisory committee.

Member Knight- Said that subcommittee should seek feedback from the main SSPAC on definitions. Ms. Knight mentioned that to her understanding, the work of the sub-committee is to brainstorm and bring ideas back to the main committee.

Commenting on definition of small-scale farmers, member Mitchell said revenue money should not be used to define small vs. large scale farm operations as a small-scale farmer can still have significant sales.

(4) Timeline & Workplan

Members of the subcommittee agreed to meet for two hours once per month, with a designated break time. This is to ensure the schedule is in alignment with the meeting calendar of the main SSPAC and considering that an agenda needs to be created and made public 10 days before each meeting in accordance with Bagley-Keene.

Next meeting has been scheduled for **June 26, 2024 from 11 AM to 1 PM**

Workplan- Chavez mentioned that she will be keeping a Google Drive with all subcommittee materials and files. Ms. Chavez said that she can create a spreadsheet with a timeline and tabs on actionable items that all subcommittee members can contribute to, for example, a tab for recommendations. Ms. Chavez will look at the original recommendations from full committee and plug them into the 3 different buckets. Ms. Knight suggested that having a main umbrella for each topic and actionable items under each and including dates on timeline to help with the structure (deadlines).

Comments:

Member Knight suggested that subcommittee create sub-buckets (e.g. what an appropriate amount is for an emergency grant) and consider concrete specific program design choices that will serve small scale producers.

(5) Proposed Agenda Items for next meeting

- 1) Purpose of the subcommittee
- 2) Brainstorm on definition of small scale

Action Items:

- Carmen will send a draft agenda to subcommittee chair so she can work with other members on submitting a final agenda to Carmen by June 16.
- Members can make edits/updates individually at any time, to any document in the subcommittee Google Drive

- Subcommittee members should plan on reviewing meeting materials on their own 5 days before the meeting on 06/26 to be up to date.
- Chair Chavez will designate a note taker for this meeting.

(6) Meeting Adjourned at 4 PM