



**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
CERTIFIED FARMERS' MARKET ADVISORY COMMITTEE (CFMAC)
November 9, 2017 Meeting Minutes
2800 Gateway Oaks Drive, Sacramento, CA 95833**

MEMBERS PRESENT

Joyce Chan - Chair
David Runsten
Diana Rodgers
James Murez
Kurt Floren – arrived
at 10:48 a.m.
Ronald Phillips

MEMBERS ABSENT

Charles Barth
Mark Anderson

INTERESTED PARTIES

Ben Palazzolo
Devon Fryer
Dinna Morris
Karen Wetzel-Schott

CDFA

Laurel Rudolph
Marcee Yount
Maria Tenorio
Robert Peterson
Steve Patton
Thomas Osborn

ITEM 1: ROLL CALL/INTRODUCTIONS

The meeting was called to order at 10:00 a.m. by Ms. Joyce Chan, Chair. Roll was called, but a quorum could not be established.

ITEM 2: APPROVAL OF MAY 4, 2017 MEETING MINUTES

This agenda item was delayed until a quorum was established. This agenda item was discussed after Agenda Item 3, at 12:15 p.m.

MOTION: Mr. Ronald Phillips moved to approve the May 4, 2017 meeting minutes as submitted; Ms. Diana Rodgers seconded. The motion passed unanimously, with no abstentions.

ITEM 3: CDFA's NEW IT PROCESS

a. Project Initiation Process Graphic

Mr. Rob Peterson, Information Technology (IT) Operations Manager for CDFA, discussed the approval process for IT projects. He briefed the Committee on the process of gaining project approval from the California Department of Technology (CDT).

b. Project Initiation Process Narrative

Mr. Peterson emphasized that the most crucial first step in gaining approval for new technology initiatives is submitting a Stage One Business Analysis to the CDT. This

analysis is designed to identify the needs of the business community, and how the new initiative will meet those needs.

c. Visual Interaction of Three Frameworks

Mr. Peterson utilized a flow chart diagram to visually display the timeline of events necessary for review and approval of technology initiatives. This is to ensure that CDFA and CDT standards are met, and that the needs of businesses and consumers are understood and addressed.

d. Three Frameworks Explanation

Mr. Peterson discussed the three frameworks that CDFA's IT will work within, in order to develop and implement the database project. These three frameworks are Project Approval, Project Management, and Software Development Lifecycle. Mr. Peterson asked the Committee and Database Subcommittee to provide specific business needs, so that the project proposal can articulate specific objectives.

Discussion ensued regarding project timelines and the approval process. Mr. Peterson stressed that the technology initiative process must adhere to the requirements of both the CDFA and CDT, in order to ensure project success.

ITEM 4: CDFA REPORTS

a. Fund Condition

Ms. Maria Tenorio gave the fund condition update. The beginning fund balance for Fiscal Year (FY) 2017/18, as of July 1, 2017, was \$1,778,921. There was revenue of \$383,488, and \$277,590 in expenditures. As of August 31, 2017, the ending fund balance was \$1,884,819.

Discussion ensued regarding funding allocated for database development. Mr. Steve Patton explained that there is \$250,000 allocated for the current FY, and that additional cost estimates will be produced as the stages of development move forward.

Ms. Tenorio informed the Committee of revisions recently made to the Certified Farmers' Market's (CFM) quarterly remittance form, which will go into use next quarter. Efforts have been made to simplify the document and clarify language. Discussion ensued regarding the possibility of using electronic remittance forms in the future.

b. Enforcement Update

Ms. Tenorio gave the enforcement update. From July through September 2017, there were 154 Notices of Noncompliance issued and eight Notices of Proposed Action. Two of the eight Notices of Proposed Action were initiated by CDFA.

Ms. Tenorio demonstrated to the Committee how to view Notices of Noncompliance and Notices of Proposed Action on the CDFA website. The website contains information on the type of violation, the date of the violation, and the issuing county.

The Committee requested that the next enforcement update include the top five most common violations. Ms. Tenorio stated that information will be included in the next enforcement update.

c. Legislative/Regulation Update

Ms. Tenorio discussed Assembly Bill (AB) 768 (Aguiar & Curry), which was signed into law and will become effective January 1, 2018. AB 768 repeals the sunset clause from the California Food and Agricultural Code (FAC) Section 47026. This repeal allows CDFA and County Agricultural Commissioners to continue issuing civil penalties and assessing fines for violations of the FAC and the California Code of Regulations, in lieu of prosecution indefinitely.

Ms. Tenorio went on to discuss Senate Bill (SB) 1383 (Lara), which became effective January 1, 2017. SB 1383 is a food waste bill, designed to reduce the amount of food waste generated by large events. CalRecycle is currently drafting regulations for SB 1383, and the draft regulations would require CFM Operators to have any food waste at the end of a market to be picked up by a certified waste handler.

Mr. Patton noted issues regarding the ability of CFM Operators to comply with the requirements of SB 1383, since unsold produce is generally kept and resold at a later date by producers, rather than disposed of on site. Mr. Patton encouraged Committee members to review and comment on the regulations when they are out for public comment.

Ms. Tenorio stated she will keep the Committee informed of the proposed regulations.

ITEM 5: COMPLAINT PROCESS

Ms. Tenorio demonstrated the complaint filing process to the Committee. Complaint forms are available on the CDFA website's Direct Marketing page, and can be submitted to the Program via email or regular mail. Mr. Patton iterated the importance of submitting evidence, if available, to validate claims and assist in any subsequent investigations.

ITEM 6: PUBLIC COMMENTS

Ms. Tenorio informed the Committee a Resolution was drafted for Mr. Mark Anderson, who will term out of the Committee on January 22, 2018. Ms. Tenorio also requested Committee member assistance to inform industry of the vacancies on the Committee; a press release regarding the vacancies will be released soon.

ITEM 7: NEXT MEETING/AGENDA ITEMS

The next meeting will be held on Monday, March 5, 2018, in Torrance, California.

ITEM 8: ADJOURNMENT

The meeting was adjourned at 1:13 p.m. by Ms. Joyce Chan.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read 'Maria Tenorio', with a horizontal line extending to the right from the end of the signature.

Maria Tenorio, Program Supervisor
Certified Farmers' Market Program
Inspection and Compliance Branch
Inspection Services