

NEXT MEETING: TUESDAY, JANUARY 10, 2012 Pi`ikoi B, 2-3:30 p.m.

Get Fit Kauai

Nutrition and Physical Activity Coalition of Kauai County (NPAC-Kauai)

Steering Committee Meeting Minutes – Revised 11/14/2011

Location: Pi`ikoi Building, Conference Room A

Tuesday, November 8, 2011, 2:00 – 3:30 p.m.

Total attendance: 13

Task Force Member	Agency	Attended	Excused	Absent
Blake, Randy	Kauai Path	X		
Blake, Ted	Hui Malama o Koloa	X		
Brody, Bev	GFK Coordinator	X		
Curll, Brian	Pu`uwai Canoe Club			X
Cruikshank, Keith	Boys and Girls Club			X
Drisko, Jodi	Parametrix Group, LLC	X		
Farrell, Cheryl Ann	Hearts 4 Kauai			X
Kamen, Tiana	Malama Kauai	X		
Kawamura, Laura	U H Cooperative Extension	X		
Kuali`i KipuKai	County Council/ YWCA			X
Linton, Jennifer	GFK SRTS Coordinator	X		
Manea, Jo	Kauai Path	X		
Martinez, Michelle	GFK Healthy Food Coordinator	X		
Murtagh, Rose	Wilcox Health /movin` on 2 wellness, LLC	X		
Noyes, Thomas	Kauai District Health Office	X		
Silva, Marla	Ho`ola Lahui Hawai`i	X		
Sugihara, Naomi	GFK Administrative Assistant	X		
Williams, Marie	County of Kauai Planning Department	X		

Desired outcome: Celebrate Successes!

Agenda

<i>Topic/Discussion</i>
1. <u>Call to order</u> The meeting was called to order by Chair Jodi Drisko at 2:08 p.m.
2. <u>Welcome and Introductions</u> None
3. <u>Approval of minutes for 9/13/2011 meeting</u> Moved by Thomas, seconded by Randy, minutes were approved.
4. Reports: Jodi reiterated that the purpose of today's meeting was to celebrate Get Fit Kauai's successes for the year and to report highlights, especially for the last six months. <ul style="list-style-type: none"> a. Built Environment – Marie Williams <ul style="list-style-type: none"> • Marie reported that the biggest highlight was having Michael Moule (Complete Streets consultant) on Kauai for a week in October. He did an intensive workshop for staff, which included engineers and planners from Public Works and Planning Dept. Michael understands how County government works, brought professional expertise to offer to staff, and facilitated a very detailed implementation plan to guide the County. • County staff will be meeting internally once a month, headed by Lyle Tabata of Public Works. Bev plans to go to the internal meetings (said that she won't say anything!). They want to get the subdivision ordinance done; hopeful to get a draft within the next few months. Marie said that Michael was the right person to help them. • Discussion followed regarding the ordinance and if the roadway standards have to go to Council for

approval. Some of details were not adopted by ordinance in the past; the County Engineer has a lot more discretion than they realized. They are still trying to figure out if has to be adopted Statewide or it can be done at the County level.

- Marie mentioned that Michael sat down with roadway staff and consultants for Rice St. and gave ideas on how we can make Rice St. more pedestrian friendly. The plan is for Rice St. to be redesigned to 3 lanes, on street parking will be gone, bike lanes added. Work should begin within the next few months by repainting areas. 5 ft. wide sidewalks are being recommended in the future.
- Thomas volunteered to do “before” pictures. A video was suggested to use for future presentations. Bev asked for everyone’s support when plans get underway. Teddy suggested doing an educational program 3 mos. before the work gets started to let the public know about the changes. Discussion on how to reach people: through Hoike, newspaper, radio ads. Parking will be biggest issue, but it was pointed out that other parking will be available. It would be ideal to have a Complete Streets column in newspaper with a part-time position; Bev mentioned that GFK has monies in the budget.
- Marie stated that their new Transportation planner will have to do more advocacy and join the task force. Also mentioned was that Mike Dahilig is now the permanent director for the Planning Dept.
- Marie acknowledged that the monies provided by Get Fit Kauai/Healthy Hawaii Initiative and Communities Putting Prevention to Work really helped to bring Michael over to Kauai.

Action Items/Decisions/Follow-up/Deadline

Thomas to do “before” pictures of Rice St.

b. Access To Healthy Foods:

Jodi noted that this Task Force has 3 sub-committees and acknowledged Laura Kawamura, Task Force Chair, for managing the sub-committees.

Farm to Preschool - Tiana Kamen

- Tiana shared that the program started in Sept. in most schools, curriculum binders have been distributed. 19 schools are participating. There will be more curriculum after December. Surveyed 330 students, Headstart will do their own. KCC will help with evaluation.
- Parents have done pre-tests; surveys indicate that there is an interest for parent workshops.
- Will move toward getting local foods into schools.
- The Kohala Center, a non-profit organization on the Big Island, wants to apply for a USDA competitive grant (due next week) and they want to partner with Kauai to do a farm to preschool project, targeting the low income (Headstart) population. Tiana asked the Steering Committee if GFK would like to partner with them; it’s a 2 yr. grant, could use volunteer time for soft match. Question was raised on the required percentage for the matching and clarification on whether Federal and/or State funds are used for GFK.
- Laura moved that GFK provide the soft match, seconded by Thomas. Discussion followed; Tiana explained that the grant would provide \$50,000 for 2 years for the program. She is waiting to hear back on the amount needed for the soft match. GFK would provide a portion of the match, as much as possible, with the volunteer time (sweat equity). The key areas of the grant include: providing fruits and vegetables to Headstart families, coordination with farmers, and preschool gardening projects. Jodi pointed out that the ATHF Task Force is already doing the 3 areas of focus. Motion carried, unanimous approval. Tiana will check on the matching percentage and it will be included in the minutes. *Note: percentage amount has not been specified.
- Tiana will find out the timeline for the grant. Bev clarified that the pot of monies for GFK is State.
- Wellness policy has been going really well, all schools had to sign off. Schools are saying that they can hold parents more accountable, schools are buying healthier foods, coming up with recipes, and sending out the wellness policy to parents.

Action Items/Decisions/Follow-up/Deadline

- Tiana to let Naomi know the percentage for the matching amount (to include with minutes).

- Tiana will check on the timeline for the grant.
- c. Access to Healthy Foods: EBT and Kauai Grown – Michelle Martinez
- Michelle reported that the EBT program is being implemented at 4 Farmer’s Markets and it’s going well, with Kapaa having the highest attendance/participation. They are trying to help the Koloa Market get more participation.
 - Over the last 2 months since the program started, there has been \$3,900 of EBT sales. Consumers giving great feedback. The number of vendors has increased to 90.
 - They are learning about challenges, such as weather and how it affects the EBT system.
 - They continue to promote the program on the radio. People are spending a lot of money and going regularly.
 - Teddy was asked if he could help promote the Farmer’s Market and the EBT program in the Koloa area. He suggested putting fliers at different locations. Discussion on other areas to do outreach, such as public housing, fliers at schools. Need to coordinate with Norma Barton, the new Interim Director for the Kauai Independent Food Bank.
 - Kauai Grown is connecting with retailers to understand how we can help to promote local grown items and use better signage of locally grown produce. Want to find out about the local restaurants and how many are using locally grown products. Developed a restaurant survey which will be distributed through the American Culinary Association.
 - Thomas expressed concern about the benefit of having a written agreement with the retailers to document retailers’ legal obligations that would arise with GFK providing the signage. Since GFK is going to spend a significant amount of time and money creating the signage, there should be a commitment on the retailers’ part that the signage will actually be used and properly displayed, not abandoned prior to the agreed upon display period. Question came up if there is any agreement between retailers and GFK? It was mentioned that the Farm Bureau might have one; it was pointed out that membership to participate in the Kauai Grown program is voluntary. Thomas suggested having legal review with Public Health Law and Policy on signage; staff will discuss with Melissa.

Action Items/Decisions/Follow-up/Deadline

Discuss legal review regarding signage with Melissa at sub-committee meeting.

- d. Access to Healthy Foods: Hawaiian Immersion Schools – Marla Silva
- Marla reported that Kawaikini lost their garden this past school year but they are focusing on curriculum and having teachers be able to teach the curriculum. The school has hired a part-time garden coordinator. They are trying to build capacity and foundation to grow. Teachers had to build lesson plans on related topics. Kawaikini is mentoring with the Makaha group. Parents are looking at grant monies to look for funding to continue.
 - Since they are a new school, their master plan has garden space tied in to the classrooms; need central place to garden as well. Gardening project is going to be a part of their curriculum. 5th and 6th grade has chickens and they are responsible for caring for them daily. A volunteer has been helping build bins and fences to protect chickens and keep them safe.
 - Punana Leo has Farm To Preschool, staff goes out twice a month to do curriculum. Students are enjoying the program. 2nd part of the program is the garden; they are doing gardening education. The school wants to increase garden size (double).
 - Ke Kula has a gutter garden project. Two gutters are elevated, pump system goes through to supply water. They will be buying for the school a solar pump. They also have a snack program thru USDA and Ho’ola is subsidizing. The school is encouraged to find local providers to subsidize the program.
 - Garden Club is being planned for 3rd and 4th graders.

Action Items/Decisions/Follow-up/Deadline

None

- e. Worksite Wellness – Rose Murtagh
 - Rose reported that the survey and evaluation tool were completed, working on toolkit. Looking at how to do printed material and online version, with possible links to different resources.
 - Task Force meets next week, they will be looking at the workplan, reviewing, and seeing if modifications need to be done.
 - Rose mentioned that they have lost another member due to job commitments. Group is getting smaller and there is less involvement.

Action Items/Decisions/Follow-up/Deadline

None

- f. Safe Routes to School – Jenn Linton
 - Jenn reported that the SRTS resolution was completed this year.
 - 5 schools have participated and Wilcox and Kekaha are interested.
 - First County-wide team meeting next week. Public Works, Planning, elementary school principals, Kapaa Task Force, KPD, and community members have all been invited. County team is being formed to coordinate and make policy changes, increase advocacy efforts.
 - Teddy reported that work is being planned to address SRTS from Big Save to Koloa School (Waikomo thru Koloa). Lyle Tabata and Public Works are working on changes. Plans are being made to address routes for all participating schools. He recommended to let people know early and ahead of time before changes are made. December is target to start in the Koloa area, which includes traffic calming on Poipu Rd.

Action Items/Decisions/Follow-up/Deadline

All of the Task Forces and Chairs were acknowledged for their hard work and progress. Good job everyone! 😊

- g. Other
 - Bev explained that for the multi-modal plan, Jim Charlier needs people to ride the bus to do an intercept survey. Wants 6 people and needs 100 surveys completed. There are 10 questions on the survey, to be done randomly with bus riders. Training needs to be scheduled, which will be 1 hr. via telephone. Teddy, Jo, Randy, and Bev will do survey; looking at Mon., Nov. 14th, 9:00 a.m. for the training.
 - Bev shared that there needs to be a 5 yr. sustainability plan for GFK, looking at 3 areas of sustainability to do action plans. Need to identify what are the 3 most important things to sustain. TF chairs were asked to figure out how much \$ it takes to maintain the programs, prioritize with task forces and come up with a plan. More time needs to be spent discussing a plan; Bev and Jodi will develop an overall draft.
 - Copies of a draft GFK newsletter that Naomi developed were circulated, which highlights accomplishments of the different task forces. Plans are to do the newsletter quarterly.
 - It was suggested that GFK create a generic email account and sign up for Twitter and Facebook for all GFK task forces to use to post updates on programs.

Action Items/Decisions/Follow-up/Deadline

- Bev and Jodi to develop a draft sustainability plan (due in January). It will be emailed to TF chairs. TF to come up with their own sustainability plan and prioritize projects. Further discussion at next Steering Committee meeting in Jan.
- Naomi will follow-up with Dexter to get his input and thoughts about setting up Facebook and Twitter accounts for GFK.

5. <u>Announcements</u> None
6. <u>Date, time and place of next meeting</u> Tuesday, January 10, 2012, Pi`ikoi Building, Conference Rm. B, 2:00 -3:30 p.m.
7. <u>Adjourn</u> The meeting was adjourned at 3:45 p.m.

Recorded by: Naomi Sugihara, 11/8/2011