

Committee Members

Dave Sadoff, **Chairperson**
Castro Valley Sanitary District
Shelia Young, **Vice Chairperson**
Oro Loma Sanitary District
Keith Carson, County of Alameda
Susan Wengraf, City of Berkeley
Don Biddle, City of Dublin
Suzanne Lee Chan, City of Fremont
Al Mendall, City of Hayward
Laureen Turner, City of Livermore
Mike Hannon, City of Newark
Dan Kalb, City of Oakland
Deborah Cox, City of San Leandro
Lorin Ellis, City of Union City
Wendy Sommer, Executive Director

AGENDA

**ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION
COMMITTEE**

**Thursday, September 8, 2016
9:00 A.M.**

**StopWaste Offices
1537 Webster Street
Oakland Ca 94612
510-891-6500**

1. Convene Meeting

2. Public Comments

An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes.

Page

1 3. Approval of the Draft Minutes of June 9, 2016 (Wendy Sommer) Action

3 4. Financial Services Manager Position (Pat Cabrera) Action

That the Programs and Administration Committee recommend to the Authority Board to approve the new Financial Services Manager position, the accompanying job description and new monthly salary range of \$8,866 - \$10,773. Furthermore, staff is recommending that the P&A Committee recommend to the Authority Board to eliminate the Chief Financial Officer position, job description and monthly salary range of \$9,598 - \$11,661.

7 5. Smart Kitchen Initiative (Cassie Bartholomew) Information

This item is for information only.

6. Member Comments

7. Adjournment

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed board meeting.

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DRAFT

**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, June 9, 2016

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland CA 94612
510-891-6500**

Members Present:

City of Alameda	Jim Oddie
City of Berkeley	Susan Wengraf
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Don Biddle
City of Fremont	Suzanne Lee Chan
City of Newark	Mike Hannon
City of Oakland	Dan Kalb
Oro Loma Sanitary District	Shelia Young

Absent:

County of Alameda	Keith Carson
City of Livermore	Laureen Turner
City of San Leandro	Deborah Cox
City of Union City	Lorin Ellis

Staff Present:

Wendy Sommer, Executive Director
Tom Padia, Deputy Executive Director
Pat Cabrera, Administrative Services Director
Angelina Vergara, Program Manager
Chinwe Omani, Executive Assistant

1. Convene Meeting

Vice Chair Shelia Young called the meeting to order at 9:03 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of May 12, 2016 (Wendy Sommer)

Action

Board Member Young requested that the word "agendize" be removed from her comments in the Member Comments section of the minutes and replaced with the phrase "place on the agenda."

DRAFT

Board member Young made the motion to approve the draft minutes of May 12, 2016 as amended. Board member Oddie seconded and the motion was carried 6-0 (Carson, Cox, Ellis, Kalb, Sadoff and Turner absent).

4. Authorization to Establish Separate Interest Bearing Account (Pat Cabrera) Action

Pat Cabrera provided an overview of the staff report. The report is available here:

[A Miller Account 06-09-16.pdf](#)

Board Member Chan inquired if the last phrase in the summary referred to “personal services” or “personnel services.” Ms. Cabrera stated that it was “personal services” as stated in the Probate code.

Board Member Hannon made the motion to approve the staff recommendation. Board member Wengraf seconded and the motion was carried 7-0 (Carson, Cox, Kalb, Ellis, and Turner absent).

5. 4Rs Student Action Project Presentation (Angelina Vergara) Information

Angelina Vergara provided an overview of the staff report and provided a summary and update on the 4Rs Student Action project. A link to the staff report and the PowerPoint presentation is available here: [Schools Presentation-06-09-16.pdf](#). She also shared a video produced by students who participated in the 4 Rs Student Action Hero program entitled “Rot Girl”:

<https://www.youtube.com/watch?v=jUwKkSpuf1s&index=3&list=PLsBGMHU47K7tkiOSyvoG5BxEsTGLxlehD>

Chair Sadoff commented on the important role of the custodians in Castro Valley schools. They are honored once every year in June with a special lunch. Board Member Young stated that this is done in San Lorenzo as well and that custodians truly are the key to making sure that recycling and composting programs work in the schools.

Chair Sadoff thanked Ms. Vergara for a wonderful presentation.

**6. CLOSED SESSION:
CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6)**

Agency designated representatives: Wendy Sommer & Pat Cabrera

Unrepresented employees: ALL WMA Staff

There was nothing to report from the closed session.

7. Member Comments

Board members Oddie, Young and Biddle extended thanks to Ms. Sommer for the Reusable Bag Expansion presentations that were made to their respective jurisdictions.

8. Adjournment

The meeting adjourned at 9:46 a.m.



DATE: September 8, 2016

TO: Programs & Administration Committee

FROM: Wendy Sommer, Executive Director

BY: Pat Cabrera, Administrative Services Director

SUBJECT: Financial Services Manager Position

SUMMARY

At the September 8 Programs and Administration Committee meeting, staff will recommend that the Committee request that the Authority Board approve replacing the Chief Financial Officer (CFO) position with a Financial Services Manager position, as well as approving the Financial Services Manager job description and corresponding salary range.

DISCUSSION

In early August the incumbent CFO retired. Consistent with the commitment that the Executive Director made to the Board to carefully manage resources including vacancies as they occur, staff has determined that while an experienced and qualified accounting professional is needed at the Agency, a finance position at the current salary and level (CFO) is not necessary. This determination was based in part by the organizational analysis conducted in the spring by Management Partners for the administrative/financial staff.

In terms of workload, the activities that the CFO was performing constituted a full-time job. While the incumbent's actual tasks and responsibilities are very important to and needed by the organization, they are not at the executive (or department head) level. Therefore, the salary and job description should be adjusted accordingly.

Staff reviewed job descriptions and salary ranges from other jurisdictions and concluded that the Financial Services Manager position at the City of Alameda was a solid match for our Agency in terms of both duties required and salary range. Attached is the proposed Financial Services Manager job description. Besides the title change the primary difference between the proposed position and the Chief Financial Officer position is that the proposed position emphasizes "assisting" with various analysis and projects such as the annual budget and long-range projections as opposed to being the lead with respect to those activities. The proposed new salary range (effective October 1, 2016) is \$8,866 - \$10,773 per month. The current CFO salary range is \$9,598 - \$11,661 per month. Given that the

incumbent CFO was at the top of the range, the salary savings in the first year could range between approximately \$11,000 - \$34,000 (annualized).

In order to expedite the recruitment of this position the Agency has posted a job announcement with the proposed job title, description and salary range subject to Authority Board approval. Based on that approval and the results of our recruitment, we anticipate a start date to occur in mid to late October.

RECOMMENDATION

That the Programs and Administration Committee recommend to the Authority Board to approve the new Financial Services Manager position, the accompanying job description and new monthly salary range of \$8,866 - \$10,773. Furthermore, staff is recommending that the P&A Committee recommend to the Authority Board to eliminate the Chief Financial Officer position, job description and monthly salary range of \$9,598 - \$11,661.

Attachment: Financial Services Manager job description



September 2016
FLSA: EXEMPT

FINANCIAL SERVICES MANAGER

Under general direction, plans, directs, manages, and coordinates the financial programs and activities of the Alameda County Waste Management Authority the Source Reduction and Recycling Board and the Energy Council (“the Agency”), including, general ledger, payroll and accounts payable oversight, preparing year-end financial statements and fixed assets, treasury and grant management. This position functions as plan administrator for employee benefits; oversees and participates in the development and implementation of goals, objectives, policies, and priorities for financial programs; serves as Treasurer of the Agency; participates in the development and administration of the annual and mid-year budgets; oversees related work of assigned staff; coordinates assigned activities with outside agencies; provides highly responsible administrative support to Agency staff, boards, committees, and member agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director. Exercises functional and technical oversight of staff performing accounting support duties.

CLASS CHARACTERISTICS

This is a single position professional classification responsible for all of the Agency’s financial services and activities. Successful performance of the work requires thorough knowledge of theory and practice of governmental accounting and auditing, and principles of budget preparation and control. Responsibilities include oversight of the accounts receivable, accounts payable, and payroll functions, ensuring efficiency and effectiveness of all the Agency’s financial programs.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all financial services and activities of the Agency including accounts payable, accounts receivable, payroll, general ledger accounting, trust fund management, investments, deposits, audits, asset management, financial reporting, and assists with forecasting of revenue and expenditures.
- Oversees and participates in development and implementation of goals, objectives, policies, and priorities for financial programs.
- Plans, directs, and coordinates the work of assigned staff regarding accounting duties; reviews and evaluates work products, methods, and procedures; meet with staff to identify and resolve problems.
- Assists in the development of and administers fiscal policies and procedures.
- Monitors and evaluates efficiency and effectiveness of financial programs.

- Performs various analyses to help solve budget problems with program groups/project leads.
- May serve as Agency liaison on financial matters with outside agencies.
- Coordinates assigned activities with those of other Agency staff, federal, state, and local agencies.
- Oversees accounts payable functions to ensure that expenditures are authorized and comply with Agency controls.
- Coordinates and assists with the preparation of budget documents and manages the timely and accurate preparation of financial reports, including the Comprehensive Annual Financial Report (or annual financial statements audit) and the Management Discussion and Analysis portion of the annual audit report.
- Assists in the development of long-range financial plans.
- Coordinates, reviews, evaluates, and recommends improvements to the Agency's administrative and financial internal control systems and procedures.
- Assists with employee benefits administration, including employee enrollment; acts as liaison with benefit carriers to address claims or issues; reviews and coordinates payment of employee insurance premiums.
- Evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares or assists with the preparation of a variety of written correspondence, reports, procedures, and other written materials, such as detailed accounting analyses, statistical compilations, and narrative reports.
- Maintains and updates the fixed asset system; establishes capitalization guidelines.
- Prepares working papers, financial statements, and various other reports for federal, state, city, and other outside agencies as well as for internal accounting and auditing.
- Reviews and interprets monthly financial statements, including budget variance analysis.
- Designs, maintains, and recommends improvements to a variety of computerized record-keeping systems, databases, and spreadsheets.
- Verifies, allocates, and posts details of the Agency financial transactions in journal and computer files from original source documents.
- Reconciles and balances accounts, compiles reports showing statistics, cash receipts, expenditures, accounts payable and receivable, profit and loss, and other items pertinent to the Agency's operation.
- Coordinates and performs administrative work in grants administration and reporting, including assisting in preparing budgets and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Attends and participates in professional meetings/seminars, and stays abreast of new trends and innovations in the field of public sector finance.
- Maintains working and official departmental files.
- Monitors changes in laws, regulations, and technology in assigned areas, and implements policy and procedural changes as required.
- Provides technical assistance to Agency staff, boards, committees, and member agencies as necessary.
- Builds and maintains positive working relationships with co-workers, other Agency employees, the Board of Directors, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation, contract administration, and benefits administration.
- Methods and techniques of revenue forecasting, budget preparation, financial analysis, and investing.
- Principles and practices of financial information systems and software and their application to the Agency's operations.
- Principles and techniques for procurement of goods and services, including preparation of RFPs, vendor evaluation, and contract negotiation and preparation.
- Generally accepted accounting procedures and pronouncements issued by the Governmental Accounting Standards Board.
- Applicable Federal, State, and local laws, codes and regulations.
- Methods and techniques for writing and presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Principles and practices of employee supervision, including work assignment and the training of staff in work procedures.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Agency's finance program.
- Prepare complex financial, economic, statistical, and administrative reports and analyses.
- Assist with the preparation of the Agency's mid-year and annual budget. Monitor and reconcile cash and investment accounts.
- Design, establish, and supervise the maintenance of financial systems.
- Oversee, direct, and coordinate the work of technical, clerical, or administrative staff.
- Assist with the selection, supervision, training, and evaluation of staff as needed.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Agency programs and administrative activities.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and

implement recommendations in support of goals.

- Effectively represent the department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Perform mathematical calculations with speed and accuracy.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field, and five (5) years of increasingly responsible experience in budget and finance with responsibility for preparing and implementing complex, multi-funded budgets, including two years of administrative and supervisory responsibility. Possession of a CPA certificate is desirable.

LICENSES AND CERTIFICATIONS

- Possession of, or ability to obtain, an appropriate valid California's driver's license may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.



DATE: September 8, 2016

TO: Programs & Administration Committee

FROM: Wendy Sommer, Executive Director

BY: Cassie Bartholomew, Program Manager

SUBJECT: Smart Kitchen Initiative

SUMMARY

In 2015 StopWaste launched the Smart Kitchen Initiative to provide food service businesses with a voluntary program to reduce food waste in their operations by 25 percent. At the September 8 Programs & Administration Committee meeting, staff will present an overview of the program and results from our current partnership with 13 employee cafeterias in Alameda County.

DISCUSSION

The issue of wasted food has garnered much attention in the media lately. The extent of the problem is staggering: 40 percent of all food grown or raised in the U.S. perishes somewhere along the way from farm to fork. In food service, roughly 4-10 percent of food purchased never reaches a customer's plate. These factors, along with our 2020 countywide waste reduction goal, are the impetus for the Agency's Smart Kitchen Initiative. The initiative focuses on preventing food waste from being generated in the first place and supports the donation of edible food when possible.

Smart Kitchen Initiative helps kitchens measure pre-consumer food waste, such as trimmings, spoiled or expired foods and overproduced items, and use the results to adjust kitchen routines like food prep, ordering, and production. A key component of the program is specialized tracking equipment, consisting of an integrated scale, camera and touchscreen interface to enable automated food waste data collection.

The program is currently operating at companies such as Sybase, Clorox and the Pacific Research Center (at kitchens run by Guckenheimer food service management) and two Spectra by Comcast Spectacor sites, provider of food services to O.Co Coliseum and the Alameda County Fairgrounds.

RECOMMENDATION

This item is for information only.

Attachment: BioCycle article

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California County Ramps Up Food Recovery

f t g @ in

StopWaste seeks to reduce food waste and increase donation in employee cafeterias and schools.

Marsha W. Johnston

BioCycle August 2016, Vol. 57, No. 7, p. 42



Smart Kitchen Initiative participants include 13 employee cafeterias run by Guckenheimer, a corporate food service management firm. The cafeterias use the LeanPath monitoring system to track preconsumer food waste.

In Fall 2015, StopWaste — Alameda County, California's public agency responsible for reducing solid waste — launched a new food waste tracking and measurement initiative for county food service businesses. Called the Smart Kitchen Initiative, the goal is to identify operational changes to eliminate food waste from being generated in the first place. At the same time, StopWaste launched a program to ramp up food waste prevention education and organics diversion in Alameda County schools.

Still in Phase 1 of implementation, StopWaste's Smart Kitchen Initiative (SKI) is a collaboration with LeanPath Inc., a food service technology company that markets a food waste monitoring system, to subsidize the cost of preconsumer food waste measurement and tracking systems for in-county food service providers, caterers and commercial kitchens with an annual food spend of \$300,000 or more. SKI's current participants include 13 employee cafeterias at companies such as Sybase, Clorox and the Pacific Research Center — run by Guckenheimer (provider of corporate food service management) — and two Spectra by Comcast Spectacor, provider of Food Services & Hospitality to Oakland-Alameda County Coliseum and the Alameda County Fairgrounds.

StopWaste's 2020 county-wide goal to reduce the amount of readily recyclable or compostable materials in the trash stream to less than 10 percent. Currently, that amount is 45 percent for commercial waste and 35 percent for single-family households. The agency's implementation of a county-wide mandatory commercial recycling ordinance in 2012 — with specific rules regarding recycling and organics collection varying by city — is advancing the recovery of materials, but StopWaste opted to complement that with initiatives to prevent waste generation in the first place, and support donation of edible food when possible.

A major impetus underlying SKI is

Recruitment And Implementation

When SKI was launched last fall, marketing and recruiting participants initially took some time, notes Cassie Bartholomew, the StopWaste Program Manager who leads the project: "People were interested, but we were offering a challenging proposition. Chefs would say, 'You are asking me to measure food waste when we barely have enough time to cook.'" In the end, the savings potential and efficiency in tracking — effectively illustrated in an early case study at University of California Berkeley's on-campus cafeterias — convinced the first cohort of SKI participants. "According to LeanPath, on average, 4 to 10 percent of the food a food service provider purchases is thrown out before it reaches a plate," explains Bartholomew. "With a food spend of, say, \$500,000, it adds up to a \$20,000 to \$50,000 loss — that's significant." Considering that Alameda County has over 5,200 food service operators, the project has the potential to keep a lot of food waste out of landfills, and also help local businesses economically, not to mention the environmental and social benefits of reducing wasted food.

SKI participants are asked to measure only preconsumer food waste ("kitchen waste"), which comprises trim such as vegetable and fruit peels; spoiled and expired foods, including prepared food items that have sat out too long without heating or cooling to be safe; items that arrived spoiled from the food supplier; and over-produced items not served. Postconsumer food waste ("plate waste") is not included.

For the first year of SKI participation, StopWaste absorbs the full cost of a LeanPath Food Waste Tracking System, including software, equipment, technical assistance and coaching — a value ranging from approximately \$4,500 to \$10,000, depending on the tracker model and level of coaching. Food service operators with a smaller food budget are set up with a tablet-only system Zap Connect, while larger scale kitchens get the LeanPath 360 Tracker 2.0 system that includes a scale, tablet and a camera.

Bartholomew describes how the system works: "By consistently tracking the type and weight of preconsumer food waste generated during preparation, along with the reason it became waste, SKI participants establish a baseline of preconsumer food waste. They then review the tracking data to identify patterns and use the results to adjust kitchen routines such as food prep, ordering, and production that help eliminate recurring types of food waste." Per their agreement with StopWaste, participants aim to reduce food waste by 25 percent from that established baseline. Bartholomew adds that although LeanPath believed participants could reduce their waste by as much as 50 percent, the agency chose a more conservative initial target.

To help evaluate progress, the LeanPath system generates weekly reports using the data logged and emails them to each site's designated program lead (or "champion" in SKI terminology). Bartholomew receives a high level report that combines results from all participating sites. Since the start of the project, the 15 SKI participants have logged 10,878 food waste transactions, recording 70,107 pounds of food waste valued at \$44,077. All of the current Phase I SKI participants have exceeded their 25 percent baseline reduction goal within the first six months of participation.

Phase 1 Lessons

Working with participants from the same company — as is the case with the 13 Guckenheimer sites and two Spectra by Comcast Spectacor locations — has had advantages. First, a certain economy of scale enabled StopWaste to bring more sites on board than had each been managed separately. Second, using large food service accounts within the same company made it easier to communicate the benefits of food waste tracking, and thus facilitate its adoption throughout the organization. For example, sites are more likely to attend and engage in recurring SKI "peer coaching calls" when all participants are from the same company. As each site's results are reviewed and best practices shared, colleagues learn from each other and stay motivated, especially if management supports the initiative, as is the case with Guckenheimer. During one recent call, the group discussed soup — a typical food waste item in employee cafeterias. "Practices shared ranged from giving out free sides of soup after a certain time to selling quarts of soup to employees," notes Bartholomew. "I don't think the conversation would happen this way if the sites weren't all Guckenheimer."

Building on these successes, StopWaste intends to continue the "Guckenheimer" model into the second year of SKI, looking to continue working with existing kitchens to start or expand food donation programs for surplus food and recruiting new sites, targeting corporate kitchens, health care, institutions and assisted living. "Ultimately, we're looking for sites where there's initial buy-in from corporate or executive level staff," she adds.

Boost To Food Donation

The exchange of ideas triggered by SKI between the public and private sector has also been fruitful. For example, the collaboration between StopWaste and LeanPath spurred modifications to the food waste tracking system that further advance the potential for food donation among food service providers. Bartholomew explains that initially, the system allowed participants to select "donation" as a destination for a wasted food item if it had indeed been donated, but had no way to indicate whether food was eligible for donation, but had instead been composted or landfilled. At StopWaste's request, LeanPath added that option to the system — now enabling sites to gauge the amount of food suitable for donation, even before they establish a donation program. Bartholomew is excited about the new capability: "If we are able to show sites how much edible food they could have donated in a given week or month, and connect them with a local food recovery organization willing to pick up the surplus food, the likeliness of the company agreeing to an ongoing food donation effort is increased."

Beyond SKI, Bartholomew says StopWaste is looking at "a lot of different ways to tackle food waste in the next fiscal year," including a county-wide food donation and recovery gap analysis to identify existing food donation infrastructure, as well as increased consumer and media outreach around wasted food. She expects the gap analysis to provide insights into where StopWaste can make the biggest difference in food recovery while supporting county-wide food waste reduction goals. "We clearly understand that there will always be some amount of food waste generated and that we can't provide the ongoing funds for food recovery/donation from year to year, so where do we target our budget to have the most impact," asks Bartholomew.

To reach consumers about food waste prevention, StopWaste is planning to build on and tie in with the recently launched nationwide "Save The Food" campaign by the Ad Council and Natural Resources Defense Council (NRDC). StopWaste is considering integrating messages about preventing food waste with its existing Ready Set Recycle call to action for consumers to compost their food scraps. "This would be something like 'Prevent, then Compost the rest,'" explains Bartholomew. "You don't often see these two things combined because they require different behaviors."

Outreach At Schools

Further aiding the agency's outreach is StopWaste's food waste reduction programs in some of the 17 school districts in Alameda County. These include district-level food waste reduction and food share and donation partnerships with the Oakland Unified School District (OUSD) and the Livermore Valley Joint Unified School District (LVJUSD), as well as new organics diversion (composting) programs at other schools.

Early conversations about testing LeanPath food waste tracking systems in the OUSD district did not result in implementation. "We were told that the learning curve for using LeanPath technology is just too high for school cafeterias and that there is more opportunity in tackling postconsumer than preconsumer waste," explains Bartholomew. Instead, OUSD piloted the EPA's Wasted Food and Packaging manual tracker using paper logs in the back of the kitchen. As a result, OUSD has included additional metrics in its Daily Production Sheets, adding a "why food was lost" column that provides feedback to kitchen managers to adjust their operations. In addition, OUSD received a grant from StopWaste in 2013 to pilot a food donation and food share program, which it has expanded.



Students conducted an audit (left) after "Breakfast for Lunch" day and found a lot of waste. They were planning to present this data to nutrition services.

This year, StopWaste partnered with Nancy Deming, a K-12 Schools Sustainability Specialist, and LVJUSD to support waste sorting stations in the kitchen and cafeteria. The program was funded through an Altamont Education Advisory Board grant and had staff support from StopWaste. The cafeteria station includes a Food Share area where students may leave or take uneaten, unopened food as well as fruit and vegetables. After the lunch period, nonperishable items such as crackers and fruit go back to the kitchen to be repurposed. "The launch party for Livermore's cafeteria and kitchen sorting program was attended by 60 nutrition services and kitchen staff and included a screening of the film 'Just Eat It,' explains Bartholomew. "Livermore's next step will be to implement district-wide Food Share and explore a food donation program."



Oceanview Elementary in Albany (CA) participated in StopWaste's 4Rs Student Action Project on wasted food prevention. Sajaad Soufiani, a 5th grader in Judith Sinclair's class at Oceanview, places a compostable bag filled with wasted food into a compost pail at home.

to take surplus cafeteria food to a local shelter, which has been sustained by the Parents' Green Team.

MSJE also participated in StopWaste's Food Too Good To Waste (FTGTW) Student Action Project curriculum (adapted from the EPA's FTGTW Toolkit). The FTGTW Student Action Project, explains Vergara, is "a teaching and learning model where students investigate waste issues in school and at home, do waste audits, and through collaborative discussions, using their waste audit findings, determine what students can do to engage their peers and families in stopping waste."

Getting students engaged, she adds, provides StopWaste with pertinent, on-the-ground information it can take to the district. "We can really leverage authentic work of the students to make change and solve problems at the district level," notes Vergara. For example, in one program, students surveyed fellow students about what they want to eat at school, and received comments about the food not reflecting the cultural

StopWaste aims to recruit a new partner school district every year for its food waste prevention, food share and donation program. Angelina Vergara, StopWaste Program Manager of the 4Rs (Reduce, Reuse, Recycle, Rot) Student Action Project — dubbed 4RsSAP — is working with these school districts to connect cafeterias to the classroom curriculum.. The 4RsSAP project engages with multiple Alameda County schools; its classroom curriculum, which introduces organics recycling, has proven to be an excellent entry point to reach schools at the district level.

For example, this past school year, 4RsSAP partnered with San Lorenzo Unified School District's (SLZUSD) Recycling Committee, which includes the District's staff and Operations Manager, the Oro Loma Sanitary District, Waste Management and Green Facilitators, to organize organics recycling in six cafeterias. "According to our custodians, the average eight bags of cafeteria landfill waste a day has been reduced to less than two bags a day after introducing sorting for recyclables and organics," notes Vergara. "When you look into the organics recycling bags after lunch, a good percentage is wasted food. SLZUSD has just come on as a priority school district partner, and is committed to looking for solutions to reduce waste, including food waste."

Student Engagement

Working directly with individual teachers and their students also brings school-wide results. After starting with traditional recycling in a 5th grade classroom at Mission San Jose Elementary (MSJE) in the Fremont Unified School District, StopWaste provided the school with a mini grant to implement a student-led classroom recycling program. Subsequently, the City of Fremont said the school qualified for free organics recycling service because the students proved they could lead their school in waste reduction. The class also arranged

tastes of a lot of kids. Another finding was that the "Breakfast for Lunch" day has a lot of waste, which students plan to present to nutrition services. "Students are making an impact by tackling food waste prevention at school, at home, and in their community," she adds. "It's exciting to see our youth become part of the solution, taking action now."

Marsha Johnston, editor of *Earth Steward Associates*, is a Contributing Editor to *BioCycle*.

Tags: **Food recovery**, **Food waste**

This entry was posted on Monday, August 15th, 2016 at 11:20 am and is filed under **Current Issue**, **Uncategorized**. You can follow any responses to this entry through the **RSS 2.0** feed. Both comments and pings are currently closed.

Comments are closed.