



Food Service Advisory Committee

(FSAC) Meeting Minutes - Approved

June 5, 2017

Members Present: Jeff Franzoia (Chair), Jon Suttan (Vice-Chair), Chris Heuchert & Barb Eveland
Staff Present: Bill Emminger, Scott Kruger, Robert Baker & JonnaVe Stokes (recorder)

- I. **Call to Order** - The meeting was called to order at 2:06 pm by Chair Franzoia.
- II. **Introductions and Citizen Comments** - no citizen comments.
- III. **Approval of the Agenda** - The June 2017 agenda was presented for approval.
MOTION was made to approve the June 2017 agenda as written; motion seconded, all in favor, so approved.
- IV. **Approval of the Minutes** - The February 2017 minutes were presented for approval.
MOTION was made to approve the February 2017 minutes as written; motion seconded, all in favor, so approved.
- V. **Budget Fee Proposal** - *Bill Emminger, Environmental Health Division Manager, Benton County Health Services (BCHS)*
There is not first draft of the budget to present at this time.

Handout: Review of Request to Exempt Benevolent Restaurants & Benevolent Temporary Restaurants

The committee discussed benevolent restaurants and whether or not to waive licensing fees after the first or third license.

- In 2009, benevolent licensing fees were \$71.00 , currently they cost \$38.00.
- In 2016, 128 benevolent restaurant permits were issued, (62 purchased 1 permit, 14 purchased 2 permits, 9 purchased 3 permits, 12 purchased 4 permits, 10 purchased 5 permits and 21 purchased 6 or more permits).
- If county general funds supported the operators that purchase 4 or more permits, staff workload would remain the same and inspections would still occur, but the fee would be donated. Environmental health inspectors could perform consults over the phone; these tend to run a little longer, but would save on travel costs and compensation time.
- The county's internal policy is to inspect restaurants after every other permit, the state's policy is to perform a minimum of a phone consultation.

- VI. **Health Space Update** - *Scott Kruger, Robert Baker, Environmental Health Specialists, BCHS*
Recently the State of Oregon and all local health departments switched over to "Health Space," a software program used to perform and report inspections.

This system takes more time for staff to enter all the required information into it. Generating an inspection list now takes 15-20 minutes when used to take about one minute in the old system.

Kruger described and walked the committee through each section of the new database. Restaurant inspection reports will soon be posted online, January 2018 is the live proposal date. Benton County staff will add notes on new reports for customers to view online. Committee members made recommendations for documenting monitoring temperatures, categories, etc.

What are customers looking for? Number one they look at the score and they tend not to read the report.

What does the committee think of the report?

- The committee commented it was valuable and that it still gave them information, just in a different format. They also commented they liked the positive comments on the inspection reports as well.
- Committee members also commented that reports have always been made available to customers on a walk in basis. The committee does not see an issue with the reports posted online, but were concerned that the reports only show violations.
- The committee would like to see an instructions page for customers on how to interpret the online reports.

VII. FDA Program Standards - Bill Emminger, EH Division Manager, BCHS

- Environmental Health has a new intern coming on board under a program from the National Environmental Health Association.
- Currently Oregon State University is not able to place interns through this program because their environmental health program is not accredited.

VIII. ServSafe - Scott Kruger, Environmental Health Specialist, BCHS

The next ServSafe class will take place October 3, 2017.

Environmental Health Inspectors surveyed the last class in April who reported the class moved way too fast.

- Staff are now thinking of offering the course over 2 days starting next spring.
- Suggestions included offering the course in 5 hour increments over 2 days.
- Environmental Health staff would like to accommodate servers and operators schedules alike.

IX. Next Meeting - August 14, 2017, Sunset meeting room, Sunset Building.

X. Adjournment - MOTION was made to adjourn the meeting; motion seconded, all in favor, so approved. The meeting was adjourned at 3:58 pm by Chair Franzoia.



Food Service Advisory Committee

(FSAC) Meeting Minutes

September 11, 2017

Members Present: Jeff Franzoia (Chair), Chris Heuchert, Barb Eveland, and Carol Lee Woodstock

Excused Members: Jon Suttan (Vice-Chair)

Staff Present: Bill Emminger, Scott Kruger, and Tammy Shandy (recorder)

I. Call to Order

The meeting was called to order at 2:19 pm by Franzoia, Chair

II. Introductions and Citizen Comments

Introductions were made. New member, Carol Lee provided a brief background of herself. There were no citizen comments.

III. Approval of the Agenda

The September 2017 Agenda was presented for approval.

Motion was made by Heuchert to approve the September 2017 Agenda as written. Eveland seconded the motion, so approved by unanimous vote.

IV. Approval of the June 2017 Minutes

The June 2017 Minutes were presented for approval.

Motion was made by Heuchert to approve the June 2017 Minutes as written. Eveland seconded the motion, so approved by unanimous vote.

V. Budget Fee Proposal - *Bill Emminger, Environmental Health Division Manager, Benton County Health Services (BCHS)*

Emminger provided a spreadsheet for quick overview of the 2018-2019 Environmental Health budget.

The committee reviewed 3 budget handouts provided by Emminger:

Handout - Draft 2018 Justification for Environmental Health Fees, Last Revised: 6/14/17

- Broken out by personnel salary and benefits
- Total Temporary Benevolent Restaurant permits issued – 128 which equals \$22,937.60, minus administrative fee (\$39 each) of \$4,992; this makes the Actual County General Fund Obligation (estimated) \$17,945.60
- OAR's were provided for legal limits to fee setting for the restaurant industry

Handout - FY2018 Indirect Cost Calculations Based on OAR 333-012-0053

- Administrative costs must be limited to 15% of direct costs (OAR 33-012-0053(5)b)
 - Using the full cost recovery model, the total percentage of administrative cost exceeds the 15% allowable

- Administrative Direct Costs: Land & Water 32%, Solid Waste 18%, and combined 28%
- Using partial recover the total percent of administrative cost could be lowered to less than 15% allowable under OAR 333-012-0053
 - Administrative Direct Costs: DO4A 32%, DO4D 18%, and combined 28%

Handout: Review of Request to Exempt Benevolent Restaurants & Benevolent Temporary Restaurants

The committee discussed benevolent restaurants and whether or not to waive licensing fees after the first or third license.

- Benevolent Restaurant Licenses – 7 issued in 2015
 - Current Status – A reduced fee of \$367 for benevolent restaurant organizations. Cost to county general fund estimated for year 2017 is \$3,025.40
 - No Fee/General Fund Only – If no fee is charged the estimated county general fund cost for year 2017 is \$5,594.40
 - Discontinue Inspections – This would put the community at increased risk for foodborne disease
- Benevolent Temporary Restaurant Licenses – 141 issued in 2015
 - Current Status – Administrative fee of \$38.00.
 - No Administrative Fee, Reduced Inspection Frequency by Alternating Phone Consultation with Inspections – If no fee is charged the estimated county general fund needed would be \$29,659.20
 - No Administrative Fee, Inspection at Each Event- If no administrative fee charged and inspections were performed at every event, estimated county general fund needed would be \$33,366.66
 - Discontinue Inspections – This would place the community at increased risk for foodborne disease

Pros and cons were discussed by committee members.

VI. Health Space Update - *Scott Kruger, Robert Baker, Environmental Health Specialists, BCHS*

No new updates at this time.

VII. ServSafe - *Scott Kruger, Environmental Health Specialist, BCHS*

The next ServSafe class will take place October 3, 2017.

VIII. Next Meeting – Monday, November 13th, 2017 from 2:00 pm to 4:00 pm, Sunset meeting room, Sunset Building.

X. Adjournment - **MOTION was made to adjourn the meeting; motion seconded, all in favor, so approved.** The meeting was adjourned at 3:58 pm by Chair Franzoia.



Food Service Advisory Committee

(FSAC) Meeting Minutes

November 13, 2017

Members Present: Jeff Franzoia (Chair), Chris Heuchert, Barb Eveland,

Excused Members: Jon Suttan (Vice-Chair)

Staff Present: Bill Emminger, Scott Kruger, and Paula Felipe (recorder)

I. Call to Order

The meeting was called to order at 2:14 pm by Franzoia, Chair

II. Introductions and Citizen Comments. None

III. Approval of the Agenda

The November 2017 Agenda was presented for approval.

Motion was made to approve the November 2017 Agenda as written. Eveland seconded the motion, so approved by unanimous vote.

IV. Approval of the September 11, 2017 Minutes

The September 2017 Minutes were presented for approval

Motion was to approve the September 2017 Minutes as written. Eveland seconded the motion, so approved by unanimous vote.

- V. Update on License Renewals for 2018- Bill Emminger, Environmental Health Division.** As of Nov 9, 2017 received payments from 90 licensed facilities, including restaurants, motels, hotels, spas. 383 license notices were sent out; so about 25 percent received. Another renewal notice will go out the 15th of the month and another on 15 of December. Looks like about 10 percent will be hit by late fee on January 1st but we hope for 100 percent. The penalties help license renewal. No complaints on fees or process so far. We have a brand new computer system in health space and programmed it with our license fees, so keeping watch over it. Can view fee structure online. At some point in January, inspection reports will be online. Learn more tomorrow with webinar with Oregon health authority.

VI. Health Space Update - Scott Kruger

This support forum has inspectors provide input from around the state. Pools, camps, lodging, general (liked fraternities, sororities) are among the different categories. Updates from Marcy/Megan: One of the biggest issues is mail coming back; especially downtown. For example, a sandwich shop downtown needs to confirm the address where they receive mail and not just the location of the building. Can look at FAQ's on the website. We are getting used to the new system and generating inspection reports. Just received an audit from prevention program; talked about how much data entry you need to do. Bill said the new program could cut inspection times and with more practice, it could improve even more. We will find out.

VII. Food Service Manager Certification Class – Bill Emminger / Scott Kruger

Discussion took place on ways to improve the class and the evaluation process:

- Bill would like to put a number value on like 1 to 5 scale to see room for improvement. Should the evaluations be done in class or online? Chris added we will get a better feedback from people who will take the time afterwards to reflect instead rushing to get it done before they leave.
- Nine people took the course; five people answered the survey.
- Scott said it's the busiest time of year for OSU housing and dining, so we want to accommodate them since they are supportive of the class.
- Should we make it 16-hour class; but we recognize that trying to get managers out of the building for more than a day is very difficult.
- Survey opinion said it's moving too fast and they would like the class to slow down and meet people's learning style.
- Cost structure is \$290 and need at least 15 people to break even.
- Is there a way to tie in 2 Saturdays in a row?
- Could route it thru Linn County EH folks and share space out over 2 weeks?
- If 2 day course like two Tuesdays in a row; then there is a reasonable amount of time to do homework.
- Help make classes affordable. Look at sources for instructors. Some are reaching out to other departments like Depart of Ag or community college or restaurant association, etc.

VIII. Next Meeting – Please note change in location: FSAC will meet in Mary's Peak Room (2nd floor of Sunset Building) on February 12 from 2:30 pm to 4:30 pm. Then the next meeting will be in Mary's Peak Room on Monday, May 14 from 2:30 pm to 4:30 pm. On August 13, FSAC will meet in the Sunset Room from 2 pm to 4 pm, and on November 5, 2018 from 2 pm to 4 pm in the Sunset Room.

IX. Next Agenda Item – Review the Survey.

X. Adjournment - MOTION was made to adjourn the meeting; motion seconded, all in favor, so approved. The meeting was adjourned at 3:10 pm by Chair Franzoia.