

Food Advisory Committee meeting minutes

September 23, 2021

Those Attending

Ragina Gray, Chris Stringer, Michael Johnson, Phil Wyman, Zach Christopher, Leah Tax, Pam LeSesne, Shelly Mackie, Valerie Claypool.

Food program Budget and Fees

Ragina went through the new fee schedule that she will be presenting to the full Board of Health in November. If approved, the new food program fee schedule would go into effect on November 1, 2021. Many of these proposed changes are designed to work toward achieving full cost recovery of the staff time that Health District Environmental Health staff are actually spending on these activities. Other edits are designed to clarify or update language.

Some of the most significant changes include:

- Nearly all of the fees in the schedule have been increased by approximately 2%. This covers the cost of living adjustment recently approved by the Board of Health.
- The late fee has been adjusted from \$300 to \$317. All other programs have a \$317 late fee. This adjustment ensures the Food Safety Program is consistent with other program fees.
- Expedited plan reviews have been difficult for staff to keep up with. The Health District has two staff who are trained and routinely perform plan reviews. As per Legal review, expedited reviews must be completed on overtime. The number of reviews that have been submitted have resulted in significant overtime for those two staff members, causing a potential for burn out. We are proposing the option to accept expedited reviews at staff discretion, allowing plan review staff to decline if overtime is not currently desired or possible to perform.
- The language for Food Service with Onsite Sewage Disposal Review has been adjusted to require current Monitoring and Maintenance (M&M) reports be submitted to the District prior to the issuance of an annual food service establishment permit. This will save staff time in attempting to contact those who have not completed their reports, and ultimately will result in greater public health benefit as these high-use systems will be maintained in greater working order.
- Plan Review categories have been combined and edited. All grocery and mobile food units are now captured under the General Plan Review category. This more accurately reflects the staff time actually being utilized to review these establishments and is more streamlined and simpler for applicants to interpret. Only the Tap Room / Tasting Room category has been left outside of General because these establishments are very simple and contain fewer elements to review.
- The General Plan review category has been increased more than 2%, from \$740 to \$800. This still will not achieve full cost recovery for these activities; however, feedback

from stakeholder groups was that smaller increases more often are more palatable to the industry than one large increase. This smaller increase reflects the need to bring this fee up to necessary levels, but respects the industry's concerns. The fee will need to be increased in future years as well to eventually balance with the District's expense.

- The expedited review fees reflect a 50% increase over the base review fees, in order to reflect the time + one half represented by the overtime required to perform these reviews.
- Hazard Analysis Critical Control Point (HACCP) Review fee has been increased significantly. The District only performs 1-2 of these per year, but these can cost us upwards of \$8,500 in staff time. The proposed increase from \$390 to \$1,600 is significant, but additional increases over a number of future years will be required in order to balance the District's expense.
- Language has been clarified regarding when a late fee is required for a temporary event application submittal. A late fee will be charged if applying for a permit between 1 and 13 days prior to the date of the event, and payments received online after 9:00 p.m. PST will be received the following business day.
- Recurring temporary permits for additional locations were originally intended to be reserved for farmers markets. However, this was not made clear in the fee schedule, and was being used for other types of events. The intention of this special fee is to provide a reduction for those vendors who are operating at multiple farmers markets because ultimately it will require less staff time to inspect those recurring and predictable facilities. We have added language that specifically calls out that these special, reduced fees are for the benefit of farmers markets only, and have defined farmers markets as "physical location with the primary purpose to provide a retail opportunity for two or more vendors that grow, raise, or process local agricultural products and meet to sell products directly to consumers."

We are including the [Draft Proposed Fee Schedule Update](#) for review.

Enforcement Update

We have just started to look at our current code enforcement policy. We're reviewing what we do, what we'd like to do, and what gaps we have. We plan to have more information on this for discussion at the December FAC meeting.

Excellence Awards

The staff are just beginning the process of nominating establishments for the excellence awards. Voting packets will be ready and distributed to FAC committee members in December.

Mask compliance

L&I oversee mask complaints and have enforcement procedures for those establishments that are not following mandates. If we receive complaints, we send them to our Communications



department, they send a letter and inform L&I. If an inspector sees issues at the time of an inspection, they will address those issues, if it is safe to do so, through education.

Donated Food Safety Outreach

We have a Donated Food Safety Outreach Team that is available to provide food safety guidance to food banks/pantries, soup kitchen, donated food operations and other food recovery efforts.

Many members were unable to attend. If you have any questions, thoughts or ideas on the information presented today, please contact us at foodsafety@snohd.org. We'd love to see more faces at the meetings! Please join us in December.

Next meeting December 9, 2021 at 10:00 a.m. via Zoom. Link will be provided prior to the date.