

## Kitsap Food Advisory Council Meeting Agenda

**PURPOSE:** A volunteer council comprised of industry, public, and Food and Living Environment Program representatives whose goals are to increase food safety in Kitsap County.

**GROUND RULES:** Topics may become contentious. It is okay to attack the process, but not the person.

**Date:** 5/2/2022

**Time:** 10:00 am - 12:00 pm

**Location:** Hybrid (Sinclair Room & [Zoom](#))

**Attendees:** Jeff, Gina, Dayna, Layken, Kim, Paisley, Monica, Diane

Time	Topic	Discussion/Outcome	Follow-up & Assignment
10:00-10:10	<b>Introductions</b>	<ul style="list-style-type: none"> <li>• Round table introductions</li> </ul>	
10:10-10:20	<b>KPHD's Food Program update (Dayna)</b>	<ul style="list-style-type: none"> <li>• Personnel update – Food Program had 1 resignation. Full staff for the program is 8 inspectors plus the program manager. A job posting is up for a new inspector.</li> <li>• 2022-23 Food Establishment Permit Billing – Invoices are sent out early when possible so that permit holders get more time to pay. Permit fees are due by June 30<sup>th</sup>.               <ul style="list-style-type: none"> <li>○ 1% late fees per day up to 30 days. Late fees are not issued until the end of the month if and FSE if has not paid the permit fee.</li> <li>○ If FSE has not paid permit and late fees 30 days after late fees are issued, then inspectors are sent out to close establishments for operating without a valid permit.</li> <li>○ The Health District is hiring a new accountant that will be helping with billing among other responsibilities.</li> <li>○ Permit fees will not be increasing this year. Fees may be increased next year, but that will be determined by the CPI.</li> </ul> </li> <li>• Focus on inspections – The food program has not been able to be fully caught up on inspections, which is why 2 more inspectors were added to the program. Inspectors are focused on catching up at the end of the permit year.</li> </ul>	
10:20-11:00	<b>General topics</b>	<ul style="list-style-type: none"> <li>• Newsletter article ideas – The Food Program is behind on the newsletter due to staffing shortages. Newsletter will go out when possible, but ideally will eventually increase to 3-4x per year.               <ul style="list-style-type: none"> <li>○ Discussed newsletter article topics including illness guidance for FSEs, farmer's markets and other temporary event related topics, and power outage policies.</li> <li>○ KFAC spotlight will resume in the newsletter. Jeff will be spotlighted in the next newsletter.</li> </ul> </li> <li>• Harrison is the new social media coordinator. He helps with social media posts for the program and putting the newsletter together.</li> </ul>	

		<ul style="list-style-type: none"> <li>• <a href="#">Food Ordinance (KPHB Ordinance 2014-01) update</a> – The food ordinance says that the Health District is adopting and implementing the Food Code. The Food Code was revised in March 2022 and the Health District typically updates the ordinance around the same time. <ul style="list-style-type: none"> <li>○ The ordinance needs to undergo public comment once completed, have public comments incorporated when applicable, and then be presented to the Board of Health for approval before it is enacted.</li> <li>○ The ordinance draft can be found under the food safety tab on the Health District’s webpage. Go to “forms, applications, regulations” and the first bullet point is the ordinance.</li> <li>○ This is the time to provide comments to Dayna if you want anything added to or removed from the ordinance.</li> <li>○ <b>Written policies</b> – The Food Program will be creating a written policy for caterers. Gina will review the policy. This policy and other written policies will be sent to KFAC members for review. <ul style="list-style-type: none"> <li>▪ Dayna would like for KFAC members to inform her if there are any policies that members look for but cannot find anywhere.</li> </ul> </li> </ul> </li> <li>• <b>KFAC membership</b> <ul style="list-style-type: none"> <li>○ <b>Expiring memberships</b> – Everyone’s KFAC memberships have expired except for Paisley’s membership. Dayna will send the link to members who want to reapply.</li> <li>○ <b>“No show” members</b> – The policy for “no show” members is that two or more no call, no shows to a meeting will result in asking a member to step down. If this happens in the future, then it is acceptable to reach out to the member asking if they want to step down or if they are still interested in KFAC.</li> </ul> </li> <li>• <b>Food Code changes: How is it going?</b> – Discussed the new Food Code rules and KFAC members response to the changes. Consensus is that FSEs are working on the new changes, but there are still many questions for inspectors.</li> </ul>	
Remainder	<b>Open</b>	<ul style="list-style-type: none"> <li>• <b>Open time on agenda for anyone to give updates, ask questions, or voice concerns</b> <ul style="list-style-type: none"> <li>○ Discussed how KPHD is responding communication-wise to diverse populations. Discussion included feedback, challenges and how to improve, and communication ideas such as translating food safety materials and using other agencies’ materials.</li> </ul> </li> </ul>	

	<b>Agenda items for next meeting:</b>	<ul style="list-style-type: none"><li>• Next meeting: October 3, 2022 @ 10 am to 12:00 pm</li></ul>	
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