



August Board Meeting, 8/19/2024, 2:00 pm

1. Welcome
 - a. Chair – Thao S **present**
 - b. Vice Chair – Bambi P **present**
 - c. Member at Large – Ellen C **present**
 - d. Member at Large – Michelle C. R. **absent**
 - e. Member at Large – Jim D **present**
 - f. Other – Secretary Merri C **present**; Facilitator Michelle B **present**

2. Google Folder discussion
 - a. Merri shared the folder on the screen while Michelle described the documents in the folder.

3. Develop survey for Task Force members, to be issued before November meeting (**see copy in the Google folder**)
 - a. To get feedback from members on the future of the Task Force
 - i. Merri shared the survey for input
 - ii. Bambi said she partners with ISU and their evaluation staff have helped them with needs assessments. She said she could share those with us to help us glean the information we need to improve meetings or add projects. She shared the document in the chat – this will be reviewed to spark ideas for the survey.
 - iii. Jim said he would like to ask the members what they would like to bring forward, what they would like to present. Asking members to interact with the Task Force instead of just sitting in on the meeting.
 - iv. Michelle agreed with Jim’s idea, that this should be an interactive Task Force.



- v. Thao said when we ask for topics to ask for suggested speakers as well. Merri asked how to proceed. Thao said she would like the information Bambi offered to share.
 - vi. Merri summarized the information that could be added, then table the development of this until the next meeting. **Merri will add suggested questions to the survey.**
 - vii. Michelle said give suggestions no later than a week before the next board meeting.
4. Grant Deliverables Discussion (see page 2)
- a. Introduction of surveys and list of suggested questions
 - i. Merri shared the agenda which lists the grant deliverables, and Michelle described the surveys
 - ii. Merri shared the inspector survey
 - 1. The survey is going to be discussed with DIAL leadership in a meeting to be held September 6. Any changes to the survey will be shared with the Task Force Board, and information on when it will be sent to staff will also be shared.
 - 2. Survey results will be shared with the Task Force members and the Board.
 - iii. Merri shared the operator survey (see discussion below)
 - b. Prioritize questions for HFPE Operator survey
 - i. Bambi asked about 508 compliance with the website. Michelle said AFDO runs the website and right now it is under development to a new platform. Iowa's website is not up yet for improvement, we are not certain when that will take place, therefore, we don't know how well it will work with adding/replacing documents
 - ii. Merri asked for feedback on questions to remove or add to the list. Board members are to make comments on the list of questions.



1. Merri will work on the survey prior to the September board meeting. The goal is to finalize the draft before the November meeting, bring it up with members, and make final approval at the Board meeting immediately after the full Task Force meeting. It will be sent out to operators before the end of the year.
 - iii. Michelle closed the discussion. Merri said she would work on adding the questions to the survey.
5. November 12/13 Task Force meeting
- a. Which date works better? The 11th is Veterans Day (DIAL will be closed)
 - i. Thao said she would most likely not be there for the meeting.
 - ii. Bambi has the 12th completely open; Bambi said the Board could meet after the full meeting to review the full meeting
 - iii. Jim said the 12th works for him, anytime after 10:30
 - iv. Ellen said the 12th works better
 - v. Final decision is to hold the meeting on **November 12**
 - b. What times work best? Rooms are reserved 8 AM to 5 PM on the 12th, and 8 AM to 3 pm on the 13th (unless you prefer a virtual option)
 - c. Final decision is **1:00-4:00**, with a board meeting afterwards as a hotwash and finalize decisions
 - d. Work on Agenda
 - i. Recap of discussion from July Board meeting (keep DIAL Updates and RRT updates on the agenda, roll out Mission and Vision statements to the members, work on a member survey for feedback on the future of the Task Force, invite Mike Nordos/Erin Dugan to speak)
 - ii. Merri will update the agenda and have it ready for approval at the next board meeting
 1. Merri didn't realize Thao would be out on maternity leave during the scheduled meeting. Merri will reach out



to Kemi Oni, HHS, to see if she could present during the RRT update session.

6. Governance Discussion (look at examples from other states)

a. Draft template in Google drive

i. Merri shared the template to be used for the Governance Document. There is no expectation to have it completed by the full Task Force meeting in November, but membership would be informed as to its status of completion, and maybe an anticipated timeline.

1. Might need to have the full membership vote on the final document? Or just the Board? Discuss this at a future Board meeting.

7. Set meeting date for next Board meeting in September

a. Suggested dates:

i. Wednesday September 11: 1-2 pm, 2-3 pm

ii. Monday September 16: 1-2 pm, 2-3 pm

iii. Tuesday September 17: 9-10 am, 10-11 am, 2-3 pm

iv. Wednesday September 18: 9-10 am, 10-11 am, 1-2 pm, 2-3 pm

v. Consensus to meet next time is **Tuesday September 17th 2-3 pm**

8. Open Discussion – discussed experiences at the Iowa State Fair and the foods everyone tried.

9. Meeting adjourned at 3:03 pm

Task Force Grant Deliverables



1. Grant Deliverables

a. Year 1, Surveys

i. Home Food Processing Establishment Owners

1. "Iowa Food Protection Task Force Survey 2024 – Home Food Processing Establishments"

ii. Home Food Processing Establishment Inspectors

1. "Virtual Home Food Processing Establishment Inspections"

a. Nearly ready to distribute

b. Year 2

i. Review and update the mission and vision statement, organizational governance documentation, and logic model, if required. *This will be adapted to read: Continue development of organizational governance documentation and logic model*

ii. Identify or develop a course on pH, water activity, and soluble solids' impact on food product safety.

iii. Collect baseline data regarding compliance rates and approved licenses of home food processing establishments.

1. Results will be shared with Task Force members and FDA. *When the HFPE survey is shared with the Task Force, the baseline data will be included as part of the presentation*

iv. Plan to attend another state's Task Force meeting