



September Board Meeting, 9/17/2024, 2:00 pm

1. Welcome

- a. Chair Thao Schlichte - Present
- b. Vice Chair Bambi Press - Present
- c. Member at Large Ellen Ciarimboli - Present
- d. Member at Large Michelle Clausen-Rosendahl - Present
- e. Member at Large Jim Dickson - Present
- f. Facilitator Michelle Boyd - Present
- g. Secretary Merri Cross – Present

2. Task Force Member Survey review

- a. Discussed the third question in Section 2, on the governance document. Bambi says take it out if we don't need any input from the members on the governance. Michelle CR agreed. The question was removed.
- b. The next question of focus was the list of suggested topics. Jim agreed with the list as proposed.
- c. The next question was the suggested projects. Jim thinks it's a good starting point.
 - i. Bambi looked at this as separating a question on topics then a question on formats, so separating this one. She looks at this question as focus groups convening, development of toolkit and print resources, development of prerecorded training videos, for the topics in the previous question. The first question of section 4, change "speakers and presentations"
 1. Michelle said the format for one group or topic might not work for another group or topic
 2. Merri has changed sections 4 & 5

3. HFPE Inspector Survey update



- a. Merri discussed meeting with DIAL staff on September 6 to complete the survey. It will be introduced at an all-staff meeting Friday September 20, then will be distributed to staff Monday September 23. The response end date is October 7. Tenesha Stubblefield will schedule a hotwash or review of the responses later in October.
 - b. The survey results will be shared with the Task Force Board.
4. HFPE Operator Survey update
- a. Tenesha Stubblefield reviewed the survey and did not have any changes or additions
 - b. Merri noticed the lack of a comment box after the question on the Excel format – she will add a comment box after that question.
 - i. This has been added.
 - c. Merri changed the wording on the licensing question to include other local contracting agencies.
 - i. The survey will be reviewed to see if there are other questions needing this change.
 - d. Thao suggested sharing the questions in advance to the members in a PDF, and attach to the calendar invite for the November 12 meeting.
 - i. **Merri will work on this and share it at the October Board meeting as well.**
5. November 12 Task Force meeting
- a. Work on Agenda
 - i. Merri suggested Bambi provide the Task Force Board update due to Thao's absence. Bambi agreed as the Vice Chair of the Board to perform that task.
 - ii. The Board suggested Tenesha present the HFPE survey during the meeting, because Merri will take minutes.
 - 1. Merri will ask Tenesha if she would like to present the survey.



- a. Tenesha has confirmed she will present the survey.
 - iii. Michelle B offered suggestions on changing the agenda after the Break, to the order of HFPE survey, then IA RRT Update, then DIAL update.
 1. Merri will make changes in the agenda as suggested.
 - a. The agenda has been updated. Final decision will take place at the October Board meeting.
 - b. Meeting logistics
 - i. Merri will take minutes, Michelle B will moderate
 - ii. Merri made the suggestion to have Bambi alternate introductions with Michelle B – they will discuss that, Michelle is open to that possibility
 - iii. Merri needs to get short bios from Mike Nordos and Erin Dugan for their introduction of their presentation and confirm the title of their presentation.
 1. **The request will be sent in October.**
 - iv. Merri asked everyone to provide Michelle B with their short bios for her introduction of the Board.
 1. **All Board members will need to send those to Michelle B before the October Board meeting.**
 - v. Merri will send the invite and agenda after the October board meeting as a Google invite.
 - vi. There will be no virtual space for the meeting but the minutes will be shared with everyone.
 1. Jim indicated he might not be at the meeting.
6. Set meeting date for next Board meeting in October
- a. Suggested dates:
 - i. Friday October 4: 10-11 am, 11-12 am, 1-2 pm, 2-3 pm
 - ii. Monday October 7: 9-10 am, 10-11 am, 11-12 pm, 1-2 pm, 2-3 pm
 - iii. Tuesday October 8: 9-10 am, 10-11 am, 2-3 pm
 1. Merri made the suggestion to meet in person at DIAL to view the conference space. Michelle CR is not sure she can meet in person



in October, and Thao may also be questionable. We will keep the meeting virtual

2. October 7 works for Ellen and Michelle CR, Jim said Monday in morning and Tuesday in afternoon, everyone says **Monday 7th at 10**
3. Merri will send the October Board agenda, list of HFPE operator survey questions, draft November agenda, and Zoom invite in the next week or so

- b. Should we schedule a Board meeting in November the week before the Full Task Force meeting?
 - i. Michelle CR says wait and see what is decided in October before we choose.
 - ii. The consensus is to wait.

7. Open Discussion

- a. Thao described her nursery, animal/jungle theme
- b. Meeting adjourned 2:51 pm

Merri Cross

Secretary, Iowa Food Protection Task Force Advisory Board