



## General Meeting, 5/14/2024 start 1:30 pm

1. Intro (1:32 to 1:43)
  - a. Michelle Boyd discussed the general topics to be discussed during the meeting
  - b. Members in attendance provided introductions (name and agency) – Thao Schlichte took attendance throughout the meeting
2. Description of Board positions (refer to *Outline of Board Positions* PDF)
  - a. Michelle described the positions in detail
    - i. Chair (meeting and agenda facilitator, work with DIAL on official correspondence)
    - ii. Vice Chair (execute duties of the Chair in the Chair's absence)
    - iii. Secretary (not elected, non-voting) – DIAL delegated position
    - iv. Members At Large Advisor (three) – organize speakers and meeting topics, among other duties; serving as advisors and tie-breakers for voting.
    - v. All members of the board will determine board meeting dates, Task Force meeting dates, and work together on agendas and topics of discussion. The Task Force members will determine if these positions are appointed/elected for 2 or 3 years.
    - vi. The Chair, Vice Chair and Members at Large Advisors will be elected and/or appointed regular members of the Iowa Food Protection Task Force. Nominations and appointments to these positions will be composed of current members of the Task Force.
      1. Chair and Vice Chair will be represented from state agencies, HHS/Public Health, SHL, IDALS and HSEMD
      2. Members at Large Advisors will be represented by federal agencies, academia, industry, and local contracting agencies.
  - b. Michelle asked those who have been regular attendees to be the ones nominated for these positions. The members in attendance would nominate members for the board positions.
3. Voting for Board Positions
  - a. Michelle opened the floor for nominations for the Chair
    - i. Thao read the list of eligible nominees.
    - ii. **Chair**
      1. Mark Shearer nominated Kemi Oni, HHS, for the Chair. She declined but accepted the nomination for Vice Chair.
      2. Tim Link nominated Thao Schlichte for the Chair, seconded by Adam Hahn and Jared Parmater. Thao gave some of her background for the Chair position, as Iowa's RRT Coordinator.
      3. Thao Schlichte nominated Ryan Jepson, SHL. He was not present. Thao described his position at the State Hygienic Lab and his work with HHS, IDALS and DIAL.



4. Upon a vote through the chat, the members voted to elect **Thao Schlichte** for the Iowa Food Protection Task Force Chair.

### iii. Vice Chair

1. Kemi Oni, HHS, nominated by Mark Shearer for Vice Chair. Kemi gave her background for the Vice Chair position, as a Foodborne Epidemiologist and her work closely with DIAL.
2. Mark Shearer, HSEMD was nominated by Kemi Oni, seconded by Julie Vosilus. He declined.
3. Merri Cross nominated Bambi Press, Department of Aging and Disability Services, for Vice Chair. Bambi gave her background. She is a registered Dietician, has been at HHS for a little over two years, with oversight of the delivery and program design of congregate and home delivered nutrition services. She regularly interacts with other states on the services they provide as the host of a grant-funded national resource center.
4. Upon a vote through the chat, the members voted to elect **Bambi Press** for the Iowa Food Protection Task Force Vice Chair.

### iv. Members at Large Advisors (3)

1. Kemi Oni nominated Ellen Ciarimboli, Hy-Vee, as a Member at Large. Tim Link seconded. Ellen gave her background in food science. She is active in the Conference for Food Protection. She says she is good for reviewing topic ideas and suggesting speakers as well as ideas for projects.
2. Tim Link nominated Julie Vosilus, FDA. Julie said she would be happy to fill in when Erin Dugan can't do it. She is the state liaison for Iowa.
3. Tim Link nominated Adam Hahn, Black Hawk County DPH. Adam gave his background. He is on some Iowa Environmental Health Association committees and was appointed to the National Environmental Health Association's Rural Food Task Force and is a food inspector.
4. Adam Hahn nominated Michelle Clausen Rosendahl, Siouxland DHD, seconded by Kemi Oni and Jared Parmater. Michelle provided her background as the Director of Environmental Health and she is the coordinator of the local contracting agencies who meet monthly virtually and annually in person. Michelle is a NACCHO-sponsored mentor and a former President and Board Member of the Iowa Environmental Health Association. She is currently on the legislation committee for IEHA.
5. Julie Vosilus nominated Erin Dugan, FDA HAFW-2 ERC. Erin provided her background as the Emergency Response Coordinator.
6. Mark Shearer nominated Jim Dickson, ISU. Jim gave his background. He was one of the original members when the Task Force was formed. He is a professor at Iowa State University, conducts research, and outreach to



small and very small independent food processors. He would like the Task Force to provide technical resources to these processors.

7. The three elected Members At Large Advisors are:
  - a. **Ellen Ciarimboli**
  - b. **Michelle Clausen Rosendahl**
  - c. **Jim Dickson**

4. Michelle Boyd thanked everyone for voting and attending the meeting. She also described the board will be working on the mission and vision statements and a meeting schedule.
5. General Meeting Adjourned 2:42 pm

#### **Board Meeting start 2:43 pm**

1. Intro by Michelle Boyd
2. Mission/Vision Statements and governance discussion
  - a. Examples were shared in the chat and will be emailed to the Board after the close of the meeting. The Board will need to prepare for the next board meeting by reviewing the two PDF documents, in order to develop the mission and vision statements.
3. Set meeting date for next Board meeting
  - a. Michelle asked the Board to put their date choices in the chat. Merri Cross will set up a "When is Good" type of poll to the Board. The Board will need to meet monthly for some time, in order to develop the governance documents and determine the direction of the Task Force.
  - b. Michelle also described the Board needs to pick a date and time for the entire Task Force to meet. She discussed we can have a minimum of one, but likely two meetings per year, and the Board will work on the agenda, topics and speakers.
4. Board Meeting Adjourned 2:51 pm

Merri Cross, DIAL Grant Coordinator  
Secretary, Iowa Food Protection Task Force Board