



October Board Meeting, 10/7/2024, 10:00 am

1. Welcome

- a. Thao Schlichte – absent, on leave
- b. Bambi Press - present
- c. Jim Dickson - present
- d. Ellen Ciarimboli - present
- e. Michelle Clausen-Rosendahl - present
- f. Michelle Boyd - present
- g. Merri Cross – present
- h. Michelle welcomed the group to the meeting, including addressing the agenda for the full meeting in November

2. Task Force Member Survey review

- a. Bambi suggested changes to the Mission and Vision statement sections, making them simple Yes/No answers.
 - i. Merri made suggested changes.
- b. Ellen asked how often the Task Force will meet. Michelle B said the twice a year system is manageable since DIAL doesn't have full-time staff to meet more often. This is the first time planning meetings with a Board, so the Board can take the lead in more meetings each year if they choose. The Board is empowered to have more meetings each year, including supporting a two or three-day conference.
- c. Bambi moved to accept the member survey, Michelle C-R accepted. Motion approved.

3. HFPE Operator Survey review

- a. Merri presented the survey, explaining that Tenesha Stubblefield has reviewed the suggestions from the previous Board meeting and has approved the survey.



- b. Ellen said a lot of currently licensed HFPE's are trying to sell to her stores and they have a lot of gaps. Their issues include labels with no ingredients listed out and the wording regarding "processed in a home food establishment" is lacking on the labels.
 - i. Ellen agreed to mention this issue during the Task Force meeting.
 - ii. Merri asked if the Board needs to approve the survey during the November Task Force meeting. Michelle B and Bambi both said to wait until the first Board meeting after the Task Force, including determining a date to send it out to operators and how long to wait for responses. TBD at the next Board meeting.
- c. No changes were made to the survey during today's meeting. The survey will be reviewed during the November 12 Task Force meeting.

4. November 12 Task Force meeting

a. Agenda finalization

- i. Michelle B will prepare housekeeping comments during the welcome.
 - 1. Michelle B or Merri can work on a welcome slide with a housekeeping slide.
 - 2. Merri or Michelle B will put all presentations together, request to have them in advance. **Merri is working with presenters on this.**
- ii. Bambi's presentation – Task Force Updates
 - 1. Bambi's talking points were shared
 - a. Mission and Vision statements
 - b. Year 1 & 2 Grant Deliverables
 - i. Year 1 are the HFPE establishment owner and inspector surveys **completed**
 - ii. Year 2 needs to move the "Review and update mission and vision statements" to Year 3, as these statements were just



created a few months prior to this date. The other goals for Year 2 can remain:

1. Continue development of the governance documentation and logic model
2. Identify or develop a course on pH, water activity and soluble solids' impact on food product safety
3. Collect baseline data regarding compliance rates and approved licenses of home food processing establishments (share results with Task Force and FDA)
4. Attend another state's Task Force meeting

c. Other Forthcoming Projects or Tasks

- i. Governance work – the review of other state Task Force approaches to identify the best approach for Iowa
- ii. Survey for Task Force members on needs and preferences to inform future topics, resources, speakers, and other Task Force priorities and activities.

2. Merri asked the Board if there was anything else needed for the update portion of the meeting. No further suggestions were offered.

3. Michelle B will work with Bambi on the presentation, using the Iowa Food Protection Task Force slide deck. Michelle B will put the deck together for Bambi to complete.

iii. Mike will present in person, Erin will present virtually. Merri will send her an invite with a Zoom link, when the other meeting invites to membership are sent out.



- iv. For the Partner Sharing, Michelle B will introduce and invite Board members to share first.
 - 1. Michelle B will gauge the room and invite people to speak if they have any updates on food safety or defense of interest to the group.
 - 2. Bambi moved to approve the agenda, Michelle C-R seconded. All approved the motion.
- b. Review meeting logistics
 - i. Merri will take minutes during the meeting; Michelle B will moderate; **Merri will ask Brian Church to moderate the Zoom meeting** for Erin Dugan's presentation
 - ii. Merri will meet with a DIAL staff member before the meeting to figure out layout of microphones and podium for presentations and public comments, and logistics for the Zoom portion
 - iii. Should we provide refreshments?
 - 1. Michelle B said we have vending machines. She said we could set up DIAL's Keurig machine. The grant does not cover food for meetings. **We will need to get more coffee pods.**
 - a. Ellen offered to ask her boss to provide cookies.
 - b. Bambi asked if we know how many will attend. Merri said we won't really know until we get meeting acceptances or declines back. Virtual meetings average 35-50 people but this is the first in-person meeting since 2019 so we can't be certain how many people will attend.
 - iv. Merri will send the November 12 invite and agenda to members this week after the Board takes a final look at the agenda, to be sent with the minutes from today's Board meeting.
 - 1. **Merri will provide a parking map with the invite. Highlight the places attendees can park.**



- v. Jim asked if anyone has asked questions on freeze drying. He is planning to join a call with South Dakota/Missouri to discuss ISU's development of a flyer on freeze drying. He is asking for other thoughts and comments on this topic. Ellen said CFP has been working on freeze drying and rehydrating freeze-dried foods. He is interested in anything Ellen can share. He has also reached out to freeze drying equipment manufacturers.

5. Set meeting date for next Board meeting

- a. Suggested dates after Task Force meeting:
 - i. Thursday November 14: 9-10 am, 10-11 am, 11 am to 12 pm, 1-2 pm
 - ii. Monday November 18: 9-10 am, 10-11 am
 - iii. Friday November 22: 9-10 am, 10-11 am, 11 am to 12 pm
 - iv. Bambi is available anytime the 18th or 22nd, the 14th she is only available at 9 or 1
 - v. Ellen is open all day November 14, she is available Nov 18 10-11 but or November 22 all day
 - vi. Michelle CR is available 14th and 18th, but not the 22nd
 - vii. Michelle B is available the 18th
 - viii. **Monday November 18 at 10** is the preferred date and time; **Merri will send out the invite in a week or two**

6. Open Discussion

- a. Merri asked the Board to take a look at the Task Force website <https://ia.foodprotectiontaskforce.com/>.
 - i. All Board meeting minutes are now in the meetings section.
 - ii. Merri requested the Board review the website and provide feedback on the appearance and offer suggestions or comments.

Meeting adjourned 11:04 am

Merri Cross, DIAL

Task Force Board Secretary