



## October Board Meeting, 10/17/2025, 10:00 am

### 1. Welcome

- a. Thao Schlichte - present
- b. Bambi Press - present
- c. Ellen Ciarimboli - present
- d. Michelle Clausen Rosendahl - present
- e. Jim Dickson - present
- f. Michelle Boyd - absent
- g. Merri Cross - present

### 2. November 3 General Membership Meeting Prep – Thao/Merri

- a. Confirm [agenda](#)
  - i. No response received from the FBI Weapons of Mass Destruction Coordinator
  - ii. Panelists confirmed: Mary-Grace Danao, Julie Kraling, Ellen Ciarimboli
  - iii. Request for intros were sent along with questions for Jim from Kurt Rueber/Tenesha Stubblefield for Julie to answer
    - 1. Julie has not yet sent her bio, Merri will reach out to her to send it to Jim.
- b. Welcome polls were created for the meeting
- c. Merri showed the slide deck, and Bambi's presentation in the deck
  - i. Some corrections were identified on slides, Merri will update the slides.
- d. Merri will send the agenda to the members soon.

### 3. New FoodSHIELD workgroup – Merri

- a. Ellen and Bambi cannot access Google drive (limited to a "7-day pass")
- b. Merri created a workgroup in FoodSHIELD
  - i. Merri demonstrated the workgroup and how to use various features, such as searching for documents
  - ii. Merri had requested addition of SecureSend document sharing app to the workgroup, but FoodSHIELD added SecureData instead. The following was sent from FS:



1. SecureData is FoodSHIELD's Electronic Data Capture (EDC) system - it's designed for structured data collection, management, and analysis. Think of it as a powerful tool for projects that require systematic data gathering with quality controls. Key features include:
  - a. Customizable data collection forms
  - b. Real-time data validation rules to ensure accuracy
  - c. Secure data storage with audit trails for regulatory compliance
  - d. Database management where administrators can track submissions
  - e. Comprehensive reporting and analysis tools with visual dashboards
  - f. So, it's ideal for surveys, assessments, gap analyses, or any project where you need structured, validated data collection.
- iii. The plan for now is to only have Board members as members of the workgroup.
- iv. All members who did not accept the workgroup invite had their invites overridden by Merri. All are now in the workgroup. Merri advised logging into the workgroup on a regular basis to avoid being locked out.
  1. If you are locked out, reach out to Merri and she can intervene on your behalf with the FoodSHIELD developers.
4. Set date for November/December Board meeting - **Thao**
  - a. Objective is to discuss how the general meeting went (review the evaluation responses), and to set a plan for the spring general meeting (nominations, voting, set a tentative date of spring meeting)
  - b. Tentative suggested dates:
    - i. **Monday November 17:** 9-10 am, 10-11 am, 11 am-12 pm, 1-2 pm, 2-3 pm
    - ii. **Tuesday November 18:** 9-10 am, 10-11 am, 1-2 pm, 2-3 pm
    - iii. **Wednesday November 19:** 2-3 pm, 3-4 pm
    - iv. **The meeting will be Monday November 17, 1-2 pm**
      1. **Merri will send a meeting invite soon**, hopefully through the FoodSHIELD workgroup.
5. Open Discussion



- a. Ellen – one of the big pushes they are having is working with smaller providers. She has informed HyVee corporate that these small processors are not aware of all the regulations and described how the Task Force is working to help small businesses on the Iowa laws and licensing. She would like the Task Force to keep moving forward on that, especially thoughts on how to make the licensure process work faster. She asked if DIAL could give thoughts on “how to advance your company faster”, some type of webinar; such as a partnership. There is a guidebook to help small businesses, and Ellen points them to talk to ISU-Extension. Jim said there is an entrepreneurial group at ISU and CIRAS that work with small businesses (they match small companies with technical support and financial support). Tenesha is a part of some ISU groups. Jim mentioned a new group is the Food Innovation Center at ISU, this might be the group Tenesha is working with. Thao explained when an operator submits a license, there is a lot they have to send to DIAL before they can be inspected and operate. Thao suggested Ellen reach out to Tenesha to discuss all of this.
  - i. Merri will look for the email she received from the Food Innovation Center and send info to Ellen on this group.

Meeting adjourned 10:52 am.

Merri Cross, DIAL

Task Force Advisory Board Secretary