



Creating a State of Health

## MINUTES OF REGULAR SCHEDULED PUBLIC MEETING

*This amended special meeting of the Food Service Advisory Council, scheduled to begin at 9:30 a.m. on this fourteenth day of June, 2017 was convened in accordance with the Oklahoma Open Meeting Act [25 O.S., §§ 301 et seq.] Further, an advance public notice that was sent to the Secretary of State's Office of Administrative Rules by Facsimile December 12, 2016, prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting. Notice of this meeting was given at least twenty-four (24) hours prior here to and no one filed a written request of notice of meetings of this public body to date.*

PUBLIC BODY: OKLAHOMA FOOD SERVICE ADVISORY COUNCIL  
DATE: WEDNESDAY, JUNE 14, 2017  
ADDRESS: TULSA HEALTH DEPARTMENT, TULSA  
CONTACT PERSON: TERESA MARTINEZ TELEPHONE: (405) 271-5243

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### **Agenda Item 1:**

#### **Open Meeting Act**

Bill Ricks announced the filing of the meeting and posting of the agenda in accordance with the Oklahoma Open Meeting Act.

### **Agenda Item 2:**

#### **Call to Order**

Bill Ricks called the meeting to order at 9:40 a.m. at the Tulsa Health Department, Tulsa, OK. Teresa Martinez called roll and a quorum was met.

**Council members present:** Phil Maytubby, Larry Bergner, Roy Escoubas, Michael Farney, Park Ribble, Erica Hering, Elizabeth Nutt, Bill Ryan, Jim Hopper, and Bill Ricks

**Council members absent:** Brenda Potts, Harold Kelly, and Krista Neal

**Staff present:** Lynnette Jordan, Phillip Jurina, Alicia Burkett, Don Maisch, Sam Cannella, Marsha Allmon, and Teresa Martinez

**Others present:** Debbie Watts, Thomas Hunter, and Troy Skow

### **Agenda Item 3:**

#### **Signage Rules**

Senate Bill 30 was introduced and passed; therefore, all food facilities licensed by the Oklahoma State Department of Health have been withdrawn from the requirement to provide signage.

### **Agenda Item 4:**

#### **Boil Orders**

DEQ provided information that if they issue a boil order, bacteria is probable and the water is non potable and should be boiled before use. The public water supply will make the information known in this situation. There is also a Do Not Use order when there is a chemical issue and the water is non potable and cannot be boiled for use, as boiling will concentrate the chemical and make the situation worse.

Any precautionary boil advisory will be up to the public water supply to make a determination if a boil order is necessary for their customers.

Procedures have been written and are in the process for approval. It is not the intent that the inspectors shut down operations, it is the facilities responsibility to make sure they use a potable water source according to regulations.

**Agenda Item 5:**

**Review and Possible Action on Approval of January 18, 2017 Meeting Minutes**

Phil Maytubby made a motion to approve the minutes. Jim Hopper seconded the motion.

Roll call

Aye: Phil Maytubby, Larry Bergner, Roy Escoubas, Michael Farney, Park Ribble, Elizabeth Nutt, Bill Ryan, Jim Hopper, and Bill Ricks

Abstain: Erica Hering

The motion carried.

**Agenda Item 6:**

**Review and Possible Action on Approval of February 9, 2017 Meeting Minutes**

Phil Maytubby made a motion to approve the minutes. Roy Escoubas seconded the motion.

Roll call

Aye: Phil Maytubby, Larry Bergner, Roy Escoubas, Michael Farney, Park Ribble, Elizabeth Nutt, Bill Ryan, Jim Hopper, and Bill Ricks

Abstain: Erica Hering

The motion carried.

**Agenda Item 7:**

**Department Report**

**a. Licensing & Inspection Update**

- A summary of establishments for the state and the amounts of no inspection was provided
- For food and hotels, we currently have over 25,000 establishments licensed
- Hotels are not mandated, but inspectors perform 1 inspection per year – if the hotel has a restaurant, the restaurant falls under the mandate and when it is inspected, the hotel is usually inspected at the same time
- Manufacturing inspections are one per year
- Marsha, Alicia, and other inspectors are helping in the areas where the one inspection mandate has not been met
- Oklahoma City is moving forward with their online inspection system, which will assist in the issue of the City license as they will be able to view the correct inspection
- OSDH is working toward an online licensing system to replace AMANDA

**b. Appointments/Re-Appointments**

The Department of Agriculture will state who their designee is for this appointment. This has not been received at the time of the meeting.

**c. Update on Department Budget**

For FY18, OSDH had an overall decrease of 2.8 % since the previous year. There are other agencies that had larger cuts.

**Agenda Item 8:****Update regarding Proposed Changes to Oklahoma Administrative Code (OAC) 310:250 Consumer Health Service – Fee Schedule**

The Legislature did not address the fee change during session, so it will be moved to the Governor's desk. The Governor has 30 days to approve and sign. If she chooses to not sign, the new fee increases will not go into effect. The contracts with Tulsa and Oklahoma Counties will need to be reviewed if it is signed and the fees increase.

**Agenda Item 9:****Discussion on Possible Modification to Retail Food Inspection Frequency Schedule – Self Inspection Program**

Elizabeth reported that NACCHO, National Association of County and City Health Officials, produced a webinar on active managerial control. This program is a discussion with management on policies, procedures, and SOP's that the facility has in place and can be used to lessen the frequency of inspections.

There are inspectors currently change the frequency of inspections on establishments that have shown to come into and remain in compliance with the regulations. The facility will start as a high 4, but after the first year, the frequency can be reduced.

A suggestion was made to develop criteria for a qualified self-inspection program to reduce the amount of inspections required for facilities. This document should be beneficial to the owner and still meets the qualifications of the Health Department.

This document should be developed as a procedure and come back before this council for review. It would be voluntary upon facilities to follow. Bill Ricks would like for the Health Department to put together a proposed plan and bring this back at the next scheduled meeting.

**Agenda Item 10:****Old Business**

Elizabeth Nutt inquired if the vomit poster is in use. This poster is currently posted on the state website. Customers are able to download, print, and laminate any poster they would like.

**Agenda Item 11:****New Business**

A suggestion was made to start the process to revise the lodging regulations.

**Agenda Item 12:****Announcements**

Roy Escoubas announce that this is the 20<sup>th</sup> year anniversary for the Food and Ag Product Center at OSU.

Tulsa lost three members, two field staff, and Lenneice Marshall. Tulsa has four vacancies for field staff.

**Agenda Item 13:****Next Meeting Date: September 13, 2017 – OCCHD 2600 NE 63<sup>rd</sup> Street, OKC**

**Agenda Item 14:**

**Adjournment**

Bill Ryan made a motion to adjourn the meeting. Phil Maytubby seconded the motion.

Roll call

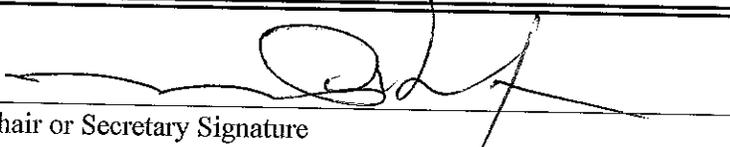
Aye: Phil Maytubby, Larry Bergner, Roy Escoubas, Michael Farney, Park Ribble, Erica Hering, Elizabeth Nutt, Bill Ryan, Jim Hopper, and Bill Ricks

The motion carried.

The June 14, 2017 meeting of the Oklahoma Food Service Advisory Council adjourned at 11:35 p.m.

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Chair or Secretary Signature

9/13/17

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Date Approved by Vote