



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 thirteenth day of September, 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, SEPTEMBER 13, 2017
ADDRESS: OKLAHOMA CITY-COUNTY HEALTH DEPARTMENT, OKC
CONTACT PERSON: TERESA MARTINEZ TELEPHONE: (405) 271-5243

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 9:30 a.m. at the Oklahoma City-County Health Department, OKC, OK. Teresa Martinez called roll and a quorum was met.

Council members present: Phil Maytubby, Scott Yates, Larry Bergner (arrived at 9:42), Roy Escoubas, Brenda Potts, Harold Kelly, Michael Farney, Park Ribble, Erica Hering, Elizabeth Nutt, Bill Ryan, Jim Hopper, Krista Neal, and Bill Ricks

Council members absent: None

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

Others present: Troy Skow

Agenda Item 3:

Introductions

Scott Yates is a new member of the Food Service Advisory Council. Mr. Yates provided some of his background information and all others present were introduced.

Agenda Item 4:

Review and Possible Action on Approval of June 14, 2017 Meeting Minutes

Jim Hopper made a motion to approve the minutes. Park Ribble seconded the motion.

Roll call

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

Abstain: Scott Yates, Brenda Potts, and Krista Neal
The motion carried.

Agenda Item 5:**Department Report****a. Licensing & Inspection Update**

- A summary of establishments for the state and the amounts of no inspection was provided
- We currently have over 23,000 establishments licensed, this includes food, lodging, manufacturing and drug
- The mandated one inspection per year was met for fiscal year 2017

b. Appointments/Re-Appointments

- There should not be any vacant positions on the Council at this time. There may be some appointments expiring soon. Teresa Martinez will check on this and proceed with any appointments/reappointments if necessary.

c. Update on Department Actions following OAC 310:250 Revision

- The license applications and website have been updated for the new fees and there should be a press release soon. It could take some time to have our databases updated accordingly. The Department is also working toward printing business cards that will have the fee increase information.
- The temporary license has been updated for the new fees. This form has been revised to include the affidavit of lawful present and the inspection form.

d. Update on Plan Review Efforts

- Plan review approval and incomplete notice forms were drafted and provided for review. This is an effort to make the approval process more standardized across the state.
- A question was asked if chain restaurants could have someone at the Central Office approve their plans for use across the state. Unfortunately, this would take time that the Central Office does not currently have staff available for.

e. Update on Department Budget

- Legislative inquiries have been received to give information if further cuts were to be taken, what would occur if OSDH was to take further cuts, what programs would be impacted, and how they would be impacted.

Agenda Item 6:**Discussion Concerning Simply Cool Fans**

A hand out was provided that showed a picture of the fans in question. The company that provides these fans has placed an OSDH and Oklahoma County endorsement on their flyer. OSDH did not endorse the use of this fan. According to OSDH Legal Department, these endorsements should be removed.

Agenda Item 7:**Discussion on Self Inspection Programs**

Research has been performed on what types of similar programs have been used by other states. Some of the findings were provided to those present. Topics discussed were active managerial control and how this could possibly be used as a self-inspection program as long as it is stringent enough to qualify. Oklahoma County can provide information on their reduced risk process for review for the self-inspection program at the next scheduled meeting. After an extensive discussion on this topic, the Council came to a consensus to bring this agenda item back at the next scheduled meeting so that more information can be gathered.

Agenda Item 8:**Review and Possible Action on Meeting Locations and Dates for 2018**

The meeting dates for 2018 will be Tuesday February 6th, Wednesday June 20th, Wednesday September 12th, and Wednesday December 12th.

Phil Maytubby made a motion to approve the meeting dates for 2018. Elizabeth Nutt seconded the motion.
Food Service Advisory Council

Roll call

Aye: Phil Maytubby, Scott Yates, Larry Bergner, Roy Escoubas, Brenda Potts, Harold Kelly, Michael Farney, Park Ribble, Erica Hering, Elizabeth Nutt, Bill Ryan, Jim Hopper, Krista Neal, and Bill Ricks .

The motion carried.

**Agenda Item 9:
Old Business**

None

**Agenda Item 10:
New Business**

None

**Agenda Item 11:
Announcements**

Oklahoma County has received a grant from the FDA to further their electronic inspection program. Oklahoma City Schools received a type of grant and all of their lunches are free, therefore all of these food licenses have been written out of business. Those establishments that still have a secondary kitchen where they sell retail food will retain their license.

Agenda Item 12:

Next Meeting Date: December 13, 2017 – Food and Ag Products Center, 320 N Monroe, Stillwater, OK

**Agenda Item 13:
Adjournment**

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

Roll call

Aye: Phil Maytubby, Scott Yates, Larry Bergner, Roy Escoubas, Brenda Potts, Harold Kelly, Michael Farney, Park Ribble, Erica Hering, Elizabeth Nutt, Bill Ryan, Jim Hopper, Krista Neal, and Bill Ricks .

The motion carried.

The September 13, 2017 meeting of the Oklahoma Food Service Advisory Council adjourned at 10:59 a.m.



Chair or Secretary Signature

12/13/17
Date Approved by Vote