

Kitsap Food Advisory Council (KFAC) Meeting Minutes

PURPOSE: A volunteer council comprised of industry, public, and Food and Living Environment Program representatives whose goals are to increase food safety in Kitsap County.

GROUND RULES: Topics may become contentious. It is okay to attack the process, but not the person.

Date: 5/1/2023

Time: 10:00 am - 12:00 pm

Location: Sinclair Room & [Zoom](#)

Attendees: Diane Fish, Monica Downen, Gina Omalanz, Paisley Gallagher, Julia Zander, Dayna Katula

Time	Topic	Discussion/Outcome	Follow-up & Assignment
10:00-10:10	Introductions	<ul style="list-style-type: none"> • Round table introductions 	
10:10-10:15	KPHD's Food Program update (Dayna)	<ul style="list-style-type: none"> • Personnel updates <ul style="list-style-type: none"> ○ The Food Program is short staffed. Two staff are on medical leave (about to be three), and one transferring to the water quality program. One person was hired in March, but they unfortunately did not make it through probation. ○ A position in the program was posted and it closed on 4/30/23. Two may be hired out of that pool. • KPHD administrator announced retirement <ul style="list-style-type: none"> ○ Keith Grellner announced he will be retiring at the end of 2023. • KFAC member recruitment <ul style="list-style-type: none"> ○ The council is still looking for KFAC members to represent temporary event vendors and mobile food units. ○ "Advertisements" for KFAC member recruitment have been posted in newsletter that went out to food establishment operators, posted on social media, and a flyer has been added to temporary food inspection reports. ○ Monica is still willing to help hand out the flyer or do other tactics for recruitment. ○ Diane mentioned that the county might be able to help send out messages. • 2023-24 Food Permit renewal invoicing <ul style="list-style-type: none"> ○ Invoices for permit renewals will be sent out on or before May 30. 	<ul style="list-style-type: none"> • Dayna will email a copy of the KFAC recruitment flyer to Monica to hand out. • Dayna will send a copy of the newsletter to Diane, Julia, and Paisley. • Dayna will reach out to Paisley closer to the newsletter date for the KFAC member spotlight interview.
10:15-11:15	General topics	<ul style="list-style-type: none"> • (Monica) Ghost kitchens/pop-ups/commissaries: What are the requirements for both the kitchen operator and their kitchen users? <ul style="list-style-type: none"> ○ Operators: Need to use the Health District Commissary Kitchen Sign-In Sheet and email the sheet to Dayna once a month. They need to create a space for vendors that is organized by time and space. ○ Vendors: Need to sign-in on the Commissary Kitchen Sign-In Sheet when they use the kitchen. They need to be permitted through Washington State Department of Agriculture or the Health District to make and serve food. 	

		<ul style="list-style-type: none"> • Placarding <ul style="list-style-type: none"> ○ The Food Program is going to start exploring placarding/grading/scoring for food establishments. ○ The group liked the idea in general but wants to know more about the process and how it would be implemented in real life. Dayna is meeting with Tacoma-Pierce County Health Department on Wednesday to learn about their process and has received some materials from Public Health-Seattle & King County to review. ○ Diane mentioned that color blind people may not be able to tell the colors if a color-coding system was used. Monica likes emojis coupled with descriptive words (such as 😊 with “excellent” or something similar). • Food System Roundtable <ul style="list-style-type: none"> ○ Diane described what the roundtable does and what its mission is. Jess Sappington (WSU Extension) organizes the meetings. The purpose of the group, generally speaking, is to build a resilient food system in Kitsap. ○ The group discussed how it would be great to put food establishments in touch with farmers who have large quantities of seasonal produce to sell. What would help farmers is if food establishments adapted their menus to the season with specials/menu items that incorporated seasonal vegetables. Gina mentioned the busy produce production season lines up nicely with her busy catering season. • Newsletter: KFAC member spotlight <ul style="list-style-type: none"> ○ Jeff BeCraft was the last member spotlight in the food newsletter. ○ Paisley volunteered to do the next spotlight. • Code revision changes- How is it going? <ul style="list-style-type: none"> ○ Diane mentioned that some food bank operators were confused about the CFPM requirement (who needed one). Dayna said it was confusing for everyone, including the Health District, because the list of which establishment types that were exempt did not come out until a few months before the requirement went into effect. 	
Remainder	Open	<ul style="list-style-type: none"> • Open time on agenda for anyone to give updates, ask questions, or voice concerns 	
	Agenda items for next meeting:	<ul style="list-style-type: none"> • Next meeting: October 2, 2023 @ 10 am to 12:00 pm • Food System Roundtable update 	