



# Dane County

## Minutes - Final Unless Amended by Committee

### Board of Health for Madison and Dane County - Safe Food Advisory Committee

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Tuesday, January 17, 2017

2:00 PM

The Atrium - Community Room - 2300 South Park  
Street, Madison

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The Atrium - Community Room - 2300 South Park Street, Madison

#### 1. CALL TO ORDER / ROLL CALL

**Present** 6 - MELANIE HORZUESKY, CARRIE BRATT, WALLY BOROWSKI, BILL VON  
RUTENBERG, ROBERT MILLER, and SCOTT LYNCH  
**Absent** 2 - SUSAN BULGRIN, and JEFF MAURER

Guests: Cheri Schweitzer, Guanming Shi

Comment: Doug stated that a resolution was brought to the Board of Health to increase the Safe Food Advisory Committee membership, which currently stands at eight. This was done primarily to add a Consumer Representative to the committee, and to assist in broadening the overall diversity. The Board of Health has tabled the proposal until their next meeting.

REQUEST FOR CHANGES IN AGENDA ORDER - None

#### 2. CONSIDERATION OF MINUTES

[2016](#) 2016 MIN-468 SAFE FOOD ADVISORY COMMITTEE MEETING  
[MIN-468](#) MINUTES 9 20 16

Attachments: [SFAC Minutes 9 20 16](#)

A motion was made by MILLER, seconded by BOROWSKI, that the Minutes be approved the minutes. The motion carried by a voice vote.

#### 3. PUBLIC COMMENT - None

The committee requests that you limit your comments to 5 minutes or less.

#### 4. DISCLOSURES AND RECUSALS - None

Members of the body should make any required disclosures or recusals under the Ethics Code.

## **5. OPERATOR ISSUES**

Wally Borowski asked the group if any committee members had updates on potential Madison water usage rate changes. The proposed rate changes are related to an establishment's maintenance of their grease trap. Beth indicated that City Engineering staff had asked for Environmental Health's assistance with promoting public hearings. Doug stated that Environmental Health may be asked to provide data on the number of local establishments, but was unaware of any additional proposal updates.

Announced the next Restaurant Week begins on Sunday, January 22, 2017.

## **6. DIRECTOR'S REPORT**

Director of Environmental Health - Doug Voegeli

Doug provided a report on the following:

- An analysis of Public Health – Madison and Dane County’s website revealed that the Environmental Health pages were the most viewed, with the Inspection Reports link having almost 100,000 hits.
- The Environmental Health offices moved from the International Lane location to the Atrium at 2300 S. Park Street at the beginning of the year. There are also still offices at East Washington and the City-County Building.
- An Environmental Health workgroup was formed to closely examine staff workload. The group is meeting bi-monthly and is studying the time staff devotes to tasks such as inspections, training, emails, phone work and breaks. The workgroup’s findings will be presented to the Safe Food Advisory committee and to the Board of Health once the data is compiled. The anticipated date for completing the review is March to April.
- Environmental Health currently has approximately \$90,000 from licensing fees in reserve, which is expected to increase slightly once all 2016 accounts are closed. The reserve is set aside to prolong the need to increase fees in the event that revenue decreases. The goal is to maintain a minimum reserve of \$50,000. Due to several changes in State policy, potential decreases in fee revenue have been identified. These include; not licensing taverns that do not serve food, having the State take responsibility for sushi establishments, and a greater number of mobile carts obtaining State licenses. Projections suggest there will be a decrease in revenue after June 30, 2017.
- A change in license fee categories has been approved. The \$250,001 - \$1,000,000 category has been divided into 2 separate categories: \$250,001 - \$500,000 and \$500,001 - \$1,000,000.
- Stressed that establishments should have a written “Continuity of Operation” plan in place to deal with possible emergency situations.
- Environmental Health has been asked to explore issues concerning Health & Racial Equity as it applies to licensed establishments. Anecdotally, there are indications that minority owned/operated establishments often face greater barriers to meeting current health codes, but there is no specific data available to determine whether this is accurate. Collecting information concerning the ethnic background of owners, managers and staff, along with data related to topics such as the staff’s primary languages, and preferred communication and training methods has been suggested. The goal of the project is to determine if disparities in services exist and to identify current barriers.

Discussion on the topic involved the various methods that may be used to collect the necessary information (surveys, mailings, personal interviews) and whether some of this data may already be available through the Bureau of Labor Statistics. Also, concerns were expressed over the anonymity of the project's respondents, as information may be subject to open record requests. The need to identify specific establishments that may benefit from additional assistance and the desire to protect the identity of individuals/businesses was mentioned as an issue that will need to be resolved. Guanming Shi suggested that developing a suitable data collection tool may be something that her School of Economic students would be able to assist with.

## **7. FOOD SAFETY PROGRAM REPORT**

Environmental Health Services Supervisor or Public Health Sanitarian - Report by  
Beth Cleary

Beth gave a report on the following:

- Starting in 2017, Temporary Food Event permits will no longer be issued. Establishments will instead apply for an annual license. There are some details yet to be worked out regarding the application and inspection process. An establishment will be able to use their Temporary Food license in conjunction with Special Events and likely be limited to a specific number of days per year. How the establishments would notify Environmental Health that they are participating in an event, so that an inspection could be completed, is one step that needs to be developed.
- Fees for some re-inspections will change. The cost of an initial re-inspection will remain at \$150, but will increase to \$250 if an additional re-inspection is required. Approximately 85 follow-up re-inspections were conducted in the previous year.
- Plan reviews will be required for any establishment undergoing significant remodeling. Policy has yet to be developed to define what constitutes significant or extensive remodeling.
- A \$100 fee is going to be implemented for reviews of initial HACCP plans.
- There is discussion concerning charging a \$25 inspection fee for vendors with State licenses doing business at Special Events in Dane County.
- Environmental Health has been awarded 2 FDA grants for \$3,000 each. One grant is designated to help pay for training opportunities for two Sanitarians, and the other is to assist in funding a project to update Food Safety Fact Sheets, some of which are up to 12 years old.

## **8. PRESENTATION**

### **Foodborne Illness Outbreak Investigations**

Courtney Ziemer provided an overview of Environmental Health's Foodborne Illness Outbreak investigation process. She indicated that there were 2 Norovirus outbreaks in December, 2016, and a total of 5 outbreaks throughout the year. The primary goals of the investigation are to limit the spread of the contagion, identify the source and educate the establishment in order to reduce the likelihood of future outbreaks. To accomplish these goals, information is collected from both staff and patrons.

HRE Update

Stefanie Moccero reviewed the tasks that the HRE workgroup committees are currently working on. These include developing a survey which was sent to Public Health staff to assess their familiarity with Racial Equality issues, and working directly with Program Managers to review/update material.

**9. ACTION ITEMS - None**

**10. FUTURE MEETING ITEMS AND DATES**

April 18, 2017

September 19, 2017

**11. ADJOURN**

A motion was made by BOROWSKI, seconded by LYNCH, that the be adjourned.  
The motion carried by a voice vote.