

Kitsap Food Advisory Council Meeting Agenda

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: 1/6/2020

Time: 9:00am-11:00am

Location: Sinclair Room

Attendees: Dayna Katula, Diane Fish, Sueanne Martin Smith, Jeff BeCraft, Helena Barton, Jodie Holdcroft, Gina Omalanz, Paul Guintoli, Layken Winchester, Paisley Gallagher, Mike Boyce, Kimberly Faulkner, Dawn Morris. John Kiess and Eric Evans joined the meeting at 10:30

Time	Topic	Discussion/Outcome	Follow-up & Assignment
9- 9:15	Introductions	<ul style="list-style-type: none"> • Round table 	
9:15-9:35	KFAC 2020	<ul style="list-style-type: none"> • Inspector attendance & openness- Dayna remarked that food inspectors would be attending KFAC meetings and assured attendees that these meetings are a safe space. Jodie suggested that if something specific to an inspection came up that this was not the forum to discuss such matters. Jeff agreed and the Council understands. Dayna introduced our new inspector, Layken Winchester. • Projects Dayna asked the Council if there was anything they would like to tackle in 2020. She told the Council that she was undertaking a Quality Improvement (QI) project for the Food program's Change of Ownership procedure. She recognizes it can be a frustrating process for new owners when they are expected to bring operations up to current code when they take over even though the food establishment has been operating previously. She asked if anyone on the Council would be interested in participating in the QI process as a stakeholder member. There was some general interest. Dayna will keep the Council updated. • Newsletter Dayna said that she would like to start a new feature in the Food Newsletter: KFAC Member Spotlight. The Council agreed it was a good idea. 	
9:35- 9:50	KPHD's Food Program update	<ul style="list-style-type: none"> • Personnel updates Layken was introduced during the round table. • Recent & current projects The Health District is still working on the reaccreditation process (PHAB). PHAB is taking a lot of Dayna's time. She apologizes if she is not as responsive as usual. <ul style="list-style-type: none"> ○ Public Health Accreditation Board (PHAB) reaccreditation ○ FDA Voluntary Standards 	
9:50-10:20	Washington State Retail Food Code revision update (Helena)	<p>Helena spoke to the Council on recent updates. See updated DOH handout.</p>  <p>FoodCodeRuleRevision-DraftTop10Cha</p>	

Remainder	Environmental Health Fees	<ul style="list-style-type: none">• Fee schedule- How it was approved by the Kitsap Public Health Board• 2020 fees <p>John spoke to the Council about fees and that they may have noticed they have gone up fairly significantly in 2018 and 2019. He explained that the Health District (HD) receives part of its funding from the four cities in Kitsap and from Kitsap County; this funding goes into the “discretionary fund”. The Kitsap County Board of Health (KCBOH) is comprised of the mayors of the 4 incorporated cities in the county plus the three county commissioners. The discretionary fund can be used to pay for unfunded services, such as complaint investigation and response or food borne illness response. State law says that the local Board of Health must establish a fee structure for the time and effort associated with the services it provides. The KCBOH directed the HD to charge for services where we are able. State law says we can only charge the fee that covers the service. For example, in the Food & Living program (FLE) when we look at permitting a restaurant, we look at what it takes to permit and inspect the restaurant. The HD has a detailed time accounting database that tracks the time it takes for establishment permitting and we multiply that by an hourly rate. Last year we permitted approximately 1350 food establishments. We average out the fees for each permit type and review the fees yearly.</p> <p>Late in 2017 the HD looked at the hourly rate, which had not changed in fifteen years. At that time the FLE Program was an HD budget loss-leader. The HD asked the KCBOH to increase the hourly rate over a two-year period (2018-2019) and they agreed. That fee schedule is locked in for 6 years and is tied into an inflationary rate index. This year the inflationary rate index was 2.1%. The HD does not expect another large fee increase as seen over the past two years.</p> <p>The HD would also like to simplify our fees. We have many permit types that are part of a legacy fee schedule and we are trying to fine-tune the fee schedule.</p> <p>Dayna explains that the reason why yearly operating permit fees cannot be prorated. Operating permit fees cover only the cost of inspections and each permit covers one to three full inspections per permit year. Since the HD cannot charge for partial inspections, it cannot prorate further than 50%.</p> <p>John emphasized that the HD is not in the business of making money. We can only charge fees commensurate to the cost of the service provided.</p> <p>He asked if anyone had questions and told the Council that the HD wants to be completely transparent.</p>	
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- **Food establishment late fees: Quantifying the cost**

Dayna explained the late fees. The HD can only charge 1% late per day, for up to thirty days. Late fees begin accumulating on past due accounts on July 1st of each year. The fees are not assessed on the account until August 1st, which gives operators a month-long grace period to pay their outstanding permit fees. The HD streamlined the process a lot last year and spent approximately \$9000 collecting late fees.

Kimberly suggested offering a discount if establishments pay early.

Gina asked if permit fees can be sent in in April. John said no because it puts the HD in the position of being responsible for their money when it isn't due yet, sort of like a bank. Dayna said payments can start being made as soon as the invoice for their business is created, which is usually done by mid-May. Gina also suggested that the inspectors have a relationship with their establishment owners, so having the inspectors deliver the notice of closure to food establishments could create a contentious relationship.

Diane asked if it was possible to split fees, similar to the way property taxes are split. Dayna said no because that would be like paying for a partial inspection and would not solve the problem of "chasing" the outstanding fees.

Sueanne suggested a grading process that is posted on establishment front windows, like she saw in New Orleans. She also points out that many establishments have more cash flow at the end of the summer as opposed to the beginning. June is a difficult month at her restaurant. July and August are more profitable.

Dayna asked John if we could move the permitting period to the calendar year. John said that would be difficult due to existing end-of-year activities in accounting. He asked the group their thoughts about ending in a fiscal year, perhaps September.

Paisley said that it would only benefit the permit holders with money.

Sueanne said that the minimum wage increase would be the most used excuse this year.

John summarized the suggestions he heard: Change invoice time, offer discounts for on-time/early payors, be more firm with establishments that don't pay on time. The HD will look into each of these options.

		<p>Dayna said she would be sending out an email reminder in March or April as a reminder to operators that they should expect to see their annual permit invoice soon. The HD is not responsible for fees that are unpaid due to out-of-date contact information. It is the responsibility of the food establishment operators to contact us with updated information if it changes.</p> <p>Sueanne asked if we had habitual offenders. Perhaps we could flag them and focus on them at renewal time. Dayna said there is a core group of late payers with some that are not habitual.</p> <p>Paisley asked if it was possible to prepay. John replied that the problem with that, is now we are their banker. If they close before renewal time, we would have to issue refunds.</p> <p>Kim asked if we have benchmarked other counties. Dayna said it was done differently in every county, making benchmarking difficult.</p>	
		<p>Dayna asked the council to contact her if they had any more input regarding Council projects, participating in the QI project for Change of Ownership, and Permitting.</p>	
		<p>The Council agreed on moving meetings to the first Monday of January, May, and October from 10 a.m. – 12 p.m.</p>	
	<p>Agenda items for next meeting:</p>		