

Mobile Food Unit Workgroup Meeting Summary

ENVIRONMENTAL HEALTH CONTINUOUS IMPROVEMENT BOARD (EHCIB)

Date: Thursday, February 13, 2020

Time: 11:00 a.m. to 1:00 p.m.

Location: Freeman Building, 625 Robert Street North, St. Paul, room B362

Purpose

Create a simple, consistent, and flexible transient food licensing and enforcement system to protect public health.

Members Present and Absent

Name	Organization	Present	Absent
Amanda Buell	Hennepin County Epidemiology and Environmental Health	X	
Kim Carlton	Minnesota Department of Health - Environmental Health	X	
Angie Cyr	Minnesota Department of Health - Environmental Health	X	
Steven Diaz	Minnesota Department of Health - Environmental Health	X	
Charles Dierker	Minnesota Department of Health - Environmental Health	X	
Jesse Harmon	Brown-Nicollet Environmental Health		X
Tom Hogan	Minnesota Department of Health - Environmental Health		X
Jessica (Jenkins) Fast	Minnesota Food Truck Association	X	
Caleb Johnson	Saint Paul-Ramsey County Department of Public Health	X	
Ryan Krick (co-chair)	City of Minneapolis Health Department	X	
John Levy	Nilan Johnson Lewis PA	X	
Allison Rude	Hennepin County Epidemiology and Environmental Health	X	
Jeff Travis (co-chair)	Washington County	X	
Chris Wenisch	Kandiyohi-Renville Community Health Board	X	

Other Meeting Participants

Joel Carlson, Reef Kitchens

Elizabeth Jones, Reef Kitchens

Lana Thomas, Minnesota Food Truck Association – board member

Facilitators/Staff

Megan Drake-Pereyra, Minnesota Department of Health, Center for Public Health Practice

Sarah Leach, Minnesota Department of Health, Environmental Health Division

Meeting objectives

- Identify SMART goals for MFU Workgroup in 2020.
- Draft a work plan to guide activities of the MFU Workgroup in 2020.
- Set meeting schedule to include five more meetings in 2020.

Welcome and Introductions

We got started a little late because several individuals had some trouble finding available parking.

Introductions provided us with some insight into how each participant is connected to the work of the group.

Facilitated discussion of goals and deliverables

Megan had prepared information for Project Description/Statement of Work, Business Case/Statement of Need, Customers and Stakeholders, Project Goals, Project Constraints/Risks, and Work plan/Milestones sections. Please see the Project Details document (available in the Mobile Food Unit Workgroup SP library).

We did not discuss the following sections during this meeting: Data Indicating a Performance Gap

Meeting schedule for 2020

After some discussion, the group agreed to increase the meeting frequency to monthly. Caleb offered the Ramsey County Plato Conference Center as an alternative meeting location. Mondays are often a good meeting day for most.

We will meet again in March, April, May, June, and July. Beginning in August, we will re-evaluate the meeting frequency needed to meet our goal of presenting a

recommendation to the Environmental Health Continuous Improvement Board (EHCIB) at the November 5 meeting.

Take Home Points, Action Items and Adjournment

Take-home points

- The workgroup's goals are lofty, and members are committed to working together toward a solution. In order to better position ourselves to deliver a recommendation in November 2020, the group agreed to meet monthly from now through early summer, and then re-evaluate meeting frequency.
- As a group, we need and want a better understanding of the current state. Representatives from local agencies, MDH, and MFTA will meet to share information about MDH-local delegation, licensing, and the evolution of the mobile food industry.
- We were not able to complete a work plan during this meeting. Megan will again facilitate for the next meeting on March 9, when we will continue work on the Project Details document.

Action items

- **Kim and Jess** – collect baseline data and information – send questionnaire to delegated agencies, merge information with what MFTA already has compiled, and share with group at March 9 meeting.
- **Jeff, John, Ryan, Kim, Lana, Charlie** – meet to better understand current state – summarize and incorporate into Project Details document at March 9 meeting.
- **Sarah and Caleb** – schedule March meeting and notify group.

Environmental Health Continuous Improvement Board
Minnesota Department of Health
Center for Public Health Practice
P.O. Box 64975
St. Paul, MN 55164-0975
(651) 201-3880
www.health.state.mn.us

To obtain this information in a different format, call: 651-201-3880.