

FOOD SERVICE ADVISORY COMMITTEE (FSAC)

APPROVED MINUTES

*Monday, October 16, 2023
2 pm to 3:30 pm*

Staff present: Scott Kruger (Interim Environmental Health Program Manager), Paula Felipe (Public Health Program Assistant, Recorder)

Members present: Jacob Oliver (Common Fields); Travis Allen; Morgan Orr (The Brass Monkey)/online; Chelsey Baldwin

Excused: John McEvoy; Eric Howitt (Cascade BBQ)

I. **Introductions and Welcome.**

II. **Review and Approval of Minutes.** **MOTION** made by Jacob Oliver to approve the August 2023 Minutes; **SECONDED** by Travis Allen; **MOTION** passed.

III. **Selection of Chair and Co-Chair.** Jacob interested in co-chair; Morgan Orr interested in Chair. **MOTION** made by Travis Allen for **MORGAN ORR** to be Chair; Jacob Oliver **SECONDED**; All in Favor; PASSED.

IV. **MOTION** made by Travis Allen for **JACOB OLIVER** to be Vice-Chair ; Chelsey Baldwin **SECONDED**; ALL IN FAVOR; PASSED.

V. **Environmental Health Manager position-Update.** Bargaining in progress. Will see what happens in next few days.

VI. **FSAC Bylaws.** Paula will email bylaws to FSAC members. If anyone has questions about the Bylaws, email Scott and he can check with Teresa at the BOC and Vance Croney about any legal issues. Scott will see if there are any openings in FSAC membership or are we full. Will review bylaws for next meeting.

VII. **Environmental Health Fees.** Scott Kruger briefed on EH Fees and showed powerpoint presentation. Highlights:

- EH fees adjusted and approved by BOC annually.
- In 2023 fees increased 3 Percent.

- No fee change in 2022.
- In 2021 fees increased 3 percent (a 50 percent credit...)
- History: on average, fees adjusted gradual increase.
- EH Budget Review: Increase in salary/benefits; and material/services in 2023-2024.
- Calculations for hourly rate: 4 REHS X 1,251 Hours/year = 5004 hours
- \$1,298,316 Total expenses – full cost recovery model
- Legal Limitation: Admin costs must be limited to 15 percent of direct costs.
- Adjustment for indirect costs.
- Using the partial cost recovery model gives us an hourly rate of \$240 per hour (92 percent of full costs are recovered).
- Adjust for indirect costs at 88 percent cost recovery. (see slide)
- Case Scenarios to be presented to Board of Commissioners (see slide)
- Fees – examples.
- Restaurant lic: 51-150 (refers to seating capacity).
- Tomorrow will present to County Commissioners.
- Hope to report FSAC agrees with what we are recommending.
- John not available due to medical issues.
- Board of Commissioners makes final decision.
- FSAC members make a recommendation about EH Fees

MOTION made by MORGAN Orr to recommend the 7 percent fee (as presented by Scott Kruger)
SECONDED BY Jacob Oliver; All in favor; Passed.

VIII. New Business – Other Agenda Items?

- **Online payment portal; no longer a signature page.** Have options; can come into office or pay online. County will be covering those costs; Equity issue for Health Department, so people will not have to come in.
- **Scott will continue to work on drinking water;** 15 years experience.
- **Remittance fee to foodborne illness program will increase;** we pay for expertise to support program. Fairly technical, so hiring person to assist with that work to cover extra FTE. Also pay remittance fee to DEQ—likely to go up after their budget review.
- **Non-Profits/Church Groups:** Minimum State requires is consultation, so EH will continue with that and will have option to inspect.
- **EH programs—on-going.** Season pools taken care of; hotels left to do; mostly food service facilities and mobile units to inspect.
- **EH Recently audited;** hard pass; still catching up from pandemic. Standardization officer in every county; Scott and Robert are both officers, apply code consistently. Lars did field review and did very well.
- **Audit from Drinking Water Program.** Online and digital; review data; all public record.
- **Want to do food certification manager classes in future.**
- **Program changes and updates will be shared in future.**
- **News/Happenings in Community/Networking.**

IX. **Next Meeting:** The next meeting of FSAC will be on Monday, November 13, 2023 from 2 pm to 3:30 pm. Send agenda items to Paula.Felipe@bentoncountyor.gov

- Location will be the Environmental Health Conference Room, Kalapuya Building, 4500 SW Research Way, Corvallis.
- Food Service Advisory page: [Environmental Health – Food Service Advisory Committee | Benton County Oregon](#)
- Link for online application for serve on Benton County’s Advisory Committees: [Committee Vacancies | Benton County Oregon](#)

Meeting adjourned at 3:22 pm