

# **Food Service Advisory Committee (FSAC) February 6<sup>th</sup>, 2012**

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<b>Members Present:</b>	Jon Sutton - Food Service Manager (Good Samaritan Regional Medical Center) & Carolyn Raab - Vice Chair (Consumer Rep./OSU Extension Service)
<b>Members Excused:</b>	Ed Wasco - General Manager (McGrath's Fish House)
<b>Members Absent:</b>	Gary Evans - Chair (Manager/Clodfelter's); Barb Eveland - Operator (Nearly Normals); Jeff Franzoia - General Manager (Applebee's) & Aleli Hernando-Fisher (Retired Food Service/Albany General Hospital)
<b>Staff Present:</b>	Bill Emminger (EH - Division Manager), Scott Kruger (EH - Environmental Health Specialist) & JonnaVe Stokes (EH - Program Assistant)

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## **CALL TO ORDER**

The meeting was called to order at 2:45 p.m.

## **CITIZEN COMMENTS**

None

## **PROJECT REPORT: Adoption of the Food & Drug Administration (FDA) Code**

Bill Emminger - Environmental Health, Benton County Health Services (BCHS)

- New rule changes for temporary restaurants in the FDA food code are effective July 1, 2012.
- Changes include a new scoring system & renamed categories of violations.
- There are no more critical & non-critical violations, these names have been changed to priority, priority foundation (help prevent priority violations from occurring if they are put in place ahead of time) & core violations (IE: wall & floor cleanliness).

## **MAILINGS & EDUCATIONAL HANDOUTS: 2009 FDA Food Code – Significant Changes**

Scott Kruger - Environmental Health Specialist, BCHS

- Most elements will remain the same in the 2009 FDA Food Code.
- Produce/vegetable contamination & violations were discussed among committee members regarding the new food code.
- Detection methods have improved and are better now than they were twenty years ago. Outbreaks are found sooner, (IE: Norwalk virus) and good comprehensive food inspections are performed more frequently, both helping prevent potential problem areas.
- Food Safety Advisory Members plan to leave hot & cold temperatures at the current levels the FDA Food Code previously required and will continue to instruct their employees to keep them at those levels.
- Members discussed consumer advisories on raw meat & egg products in local restaurants. If a server does not specifically ask a patron what temperature they would like their meat cooked, it should be prepared well done at 155 degrees Fahrenheit.
- Food handler cards will still be required under the new changes; in addition there are thoughts of requiring mandatory manager certification training. Currently Benton County (BC) offers an optional manager certification training that is good for five years. The course test is given at BC, testing materials are sent back to and corrected by the Educational Foundation of the National Restaurants Association, based in Chicago, Illinois.
- The next Serv Safe class will be offered at BCHS on Tuesday, April 24<sup>th</sup>, 2012.

**PROJECT REPORT: seasonal, intermittent, single event, development of an operational review document & process, Bill Emminger- Environmental Health, BCHS**

- There are new categories of licensing for all temporary restaurants.
- Seasonal 90 day permit: same event, same menu, same location, IE: Oregon State University (OSU) football vendors at Gill Coliseum.
- Seasonal 30 day permit: same event, same menu, same location.
- Intermittent 30 day permit: different events, same menu, same location. IE: set-up at fairgrounds but serve - carnivals, rodeos, concerts, etc.
- The new categories will cut BCHS's workload by one third and also create a revenue loss of about one third (around \$10,000).
- Under the new rule changes, there will now be a one-time operational review cost (amount still unknown) with an annual renewal fee of \$81. 00.
- Questions that remain unanswered include
  - How often will BCHS need to review these establishments once they are certified?
  - How will critical violations be handled during an operational review & what should the charge be for these?
  - How many follow-ups will occur? The follow-up rate for critical violations found in restaurants average about 40%.
- BCHS has developed & drafted an operational document & process. At the same time they are also reviewing the State of Oregon's document & process, and plan to fit pieces of both plans together throughout the coming year.

**COMMUNICATION PLAN & STRATEGY**

- BCHS concerns: that all patrons have at least a 90 day notice of the new changes. The changes are posted on the BCHS & state websites and will be placed in the local newsletter this month as well as sent out through direct mailers.
- Town Hall meetings? If there interest, BCHS is willing to put those on.
- Scoring system discussions are still taking place in committee hearings, too many unknowns still remain about this new process, IE: Priority violations are rated at 5, Priority Foundation violations are rated at a 3 (both count against your organization) and Core violation rates are still unrated (these violations will be scored but not count against your organization).
- Repeat non-critical violation scenarios:
  - 1) Door-jam seals need replacement (the equipment is owned by the facility, not the food manager & the facility owners don't take steps to replace the door-jam seals).
  - 2) A kitchen site is not being cleaned probably (they are cleaned by a third party).
- Currently in Oregon there is no enforcement of non-critical violations.

**NEXT MEETING** use doodle calendar service & supply two dates: Monday April 9<sup>th</sup> / 10<sup>th</sup> or Tuesday April 16<sup>th</sup> /17<sup>th</sup>, 2012 at 2:30 p.m. in the Siletz Conference Room.

**MEETING ADJOURNED** at 3:48 p.m.

## **Food Service Advisory Committee (FSAC) April 9<sup>th</sup>, 2012**

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**Members Present:** Ed Wasco, Aleli Hernando-Fisher, Jon Sutton & Barb Eveland

**Members Excused:** Carolyn Raab (Vice-Chair) & Gary Evans (Chair)

**Members Absent:** Jeff Franzoia

**Staff Present:** Bill Emminger, Robert Baker & JonnaVe Stokes (recorder)

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**CALL TO ORDER** The meeting was called to order at 2:48 p.m.

**CITIZEN COMMENTS** None.

### **PROGRESS REPORT: adoption of the Food & Drug Administration (FDA) Food Code**

Bill Emminger - Environmental Health, Benton County Health Services (BCHS)

Robert Baker - Environmental Health, BCHS

- The start date for the new food code is July 1<sup>st</sup>, 2012.
- Current food allergy alerts and fact sheets were distributed & discussed.
- At recent state advisory committee legislative sessions: food service industry representatives & other parties agreed to adopt as much of the food code as possible. The Department of Agriculture and the Oregon Health Authority worked together to adopt identical regulations, maintaining consistency between both regulatory agencies.
- New FDA recommendations were adopted. New regulations include temperature changes of 135 degrees for hot food and pasteurization.
- The current scoring system was changed because it wasn't focused on risk at all and new terminology has developed in the food code.
- New Terminology includes:
  - 1) priority violations which are scored at 5 points
  - 2) priority foundation violations scored at 3 points and
  - 3) core violations which are given no score at all.
- Committee members expressed concerns with the new terminology and how it may cause confusion in the food service industry.
- As an example, priority foundation criteria were designed to discover why the violation occurred at all. What was missing, IE: a policy, equipment, etc.?
- BCHS will be watching for: complete thorough inspections and what percentage of these facilities now fail under the new scoring system.
- Concerns:
  - 1) if the past scoring system failed only 3-5% of the worst case scenarios will the new system now fail 20% because of the new enforcements?
  - 2) will our inspectors modify techniques to prevent inspection failures? BCHS wants to prevent either scenario from extending too far in either direction.
- A new state computerized web-based inspection system called Environmental Health Licensing & Inspection System (EHLIS) will also start July 1<sup>st</sup>, 2012.
- Double handwashing in Oregon is still required in the restroom & again when staff re-enter the kitchen.

**PROGRESS REPORT: seasonal, intermittent, single event, development of an operational review document & process.** Bill Emminger - Environmental Health, BCHS

- Changes in the operational plan review for temporary events include:
  - 1) permits are now issued for an event to operate intermittently at one location under different oversight organizations for 30 days.
  - 2) new seasonal permits are issued for the same oversight organization for 90 days.
- These changes will reduce food industry licensing fee costs & BCHS staff workload by two thirds.
- BCHS requires a ten day turn around to schedule an operational plan review.

**UPCOMING EVENTS**

- Environmental health (EH) staff will hold a question & answer survey regarding the 2009 FDA food code changes at the Corvallis-Benton Library, on May 8<sup>th</sup> from 1-4 pm.
- Are there any projects that FSAC would like to work on?
- EH now has an intern working with Allied Waste Services on an Environmental Issues Advisory Committee (EIAC) survey and may ask members of the FSAC to help with early designs of the survey.

**NOMINATIONS & ELECTIONS**

- Quorum not present; to nominate and hold elections when two thirds of the members are present.

**NEXT MEETING** June 18<sup>th</sup>, 2012 at 2:30 p.m. in the Siletz Conference Room.

**Meeting Adjourned** at 3:41 p.m.



## Food Service Advisory Committee (FSAC) June 18<sup>th</sup>, 2012

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**Members Present:** Gary Evans (Chair), Jeff Franzoia, Jon Sutton, Aleli Hernando-Fisher, Ed Wasco & Barb Eveland

**Members Excused:** Carolyn Raab (Vice-Chair)

**Staff Present:** Bill Emminger, Scott Kruger & JonnaVe Stokes (recorder)

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**CALL TO ORDER** The meeting was called to order at 2:32 p.m.

**APPROVAL OF THE MINUTES** The October 2011 minutes, February 2012 minutes and April 2012 minutes were presented for approval.

**MOTION was made to approve the October 2011 minutes as written, the February 2012 minutes as written and the April 2012 minutes as written; motion seconded; all in favor, so approved.**

**CITIZEN COMMENTS** None

### **NOMINATIONS & ELECTIONS**

**MOTION was made to nominate and elect Jeffrey Franzoia for Chair; motion seconded; all in favor, so approved.**

**MOTION was made to nominate and elect Jon Sutton for Vice-Chair; motion seconded; all in favor, so approved.**

### **Progress report: update on the Food & Drug Administration (FDA) code Effective date July 1<sup>st</sup>, 2012**

Bill Emminger - Environmental Health (EH), Benton County Health Services (BCHS)  
Scott Kruger – Registered Environmental Health Specialist (REHS), BCHS

- The July 1<sup>st</sup> roll out date has been postponed due to technical difficulties with the new state software system: Environmental Health Licensing and Inspection Service (EHLIS). If this software fails to run with the new scoring system and name changes; the state will hold off on adoption of the food code or they may integrate the new food rules into the current reporting system Phoenix. Decisions are still unclear at this time.
- The entire 2009 FDA food code will be adopted. The “no bare hand contact” rule is also still under discussion at the state level.
- A completely new scoring system is also supposed to start July 1<sup>st</sup>.

### **Food Manager Certification Course - Scott Kruger, REHS, BCHS**

- Serv Safe course to be held at Oregon State University (OSU) at the McNary dining hall on August 6<sup>th</sup>, 2012.
  - The National Restaurant Association requires this training be open to the public, OSU has opened the class to all applicants.
- No Serv Safe class to be offered this September, the next class will open in the Spring of 2013.
- Food safety inspections will be performed on all the fraternity houses on OSU campus. Starting in September of 2012, a new contract was formed between the Intra Fraternity

Council Alumni, students and BCHS to prevent any future liability issues (relating to foodborne illnesses) for greek life members & Benton County (BC) residents.

- EH specialists shared epidemiology results from 2002 forward (In 2002, previous contracts with the fraternities were cancelled) showing an increase in outbreaks of 2000%, with an average cost to the county of \$3,000 per outbreak.

#### **Voluntary FDA Standards - Bill Emminger, EH Manager, BCHS**

- FDA has asked BCHS to enroll in the voluntary program standards. Two barriers have now been removed allowing BC to take part.
  - 1) BCHS has adopted a recent version of the FDA food code (no bare hand contact).
  - 2) EH specialists already independently evaluate a significant number of food establishment's in BC's jurisdiction; fulfilling this second requirement.
  - 3) requires BC to have a Food Safety Advisory Committee, which BC already has.
  - 4) extensive training techniques used at BC are so good, some of our local standards have now been adopted at the state level.
- The FDA will also be awarding a grant to fund the voluntary program standards that BC will be applying for.
- The voluntary program will be ongoing for 18 months.

#### **Possible move of EH - Bill Emminger, EH Manager, BCHS**

- In the past EH has lost office space, a lab and staff members in their onsite program.
- EH is entertaining a move to the county owned Sunset Building on Research Way.
- The Community Health Center (CHC) also needs to grow to create more sustainability and add more services.
- Cost per square footage at the Sunset Building is equal to the costs at the current health department building.
- EH needs a small lab to re-package & store samples safely before transport. They also need a secured records storage area, which they currently do not have.
- EH staff members need these tools to do their jobs correctly.
- If square footage is added, the funds will come out of the cost allocation budget (fees budget).
- Other benefits include: secured parking for vehicles.
- Concerns were expressed about interdepartmental relationships within the health department and possible breakdowns of those.
- Concerns were also expressed about fees going up due to moving. Public Works has already allocated funds for relocation of offices.

#### **Environmental Issues Advisory Committee Styrofoam Project – Bill Emminger, EH Manager, BCHS & Charlie Hanson, EH Intern, BCHS**

- Development of short survey questions verifying Styrofoam usage by restaurants in Corvallis.

**NEXT MEETING** September 17<sup>th</sup>, 2012 at 2:30 p.m., in the Siletz Conference Room.

**Meeting Adjourned** at 3:24 p.m.



# Food Service Advisory Committee (FSAC) September 17<sup>th</sup>, 2012

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**Members Present:** Jeff Franzoia (Chair), Jon Sutton (Vice-Chair) & Aleli Hernando-Fisher  
**Members Excused:** Gary Evans  
**Members Absent:** Ed Wasco & Barb Eveland  
**Staff Present:** Bill Emminger, Robert Baker, Scott Kruger & JonnaVe Stokes (recorder)

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- I. **CALL TO ORDER** The meeting was called to order *at 2:35 p.m.*
- II. **APPROVAL OF THE MINUTES** The June 2012 minutes will be presented for approval when a quorum is present.
- III. **CITIZEN COMMENTS** None
- IV. **FDA Foodcode Feedback** - *Scott Kruger, Registered Environmental Health Specialist (REHS), Benton County Health Services (BCHS)*

The Oregon Restaurant Association members are asking for feedback about the new foodcode. Food Safety Managers reported that it hasn't been difficult to implement, that they just had to get used to the changes.

#### **SIGNIFICANT CHANGES**

- Education on allergens and demonstration of knowledge was added to the code.
- Employees who have undiagnosed diarrhea & vomiting are required to remain home an additional 24 hours post sickness.
- Thin probe tipped thermometers must be used to measure thin foods.
- The handwashing water temperature requirement dropped from 110 to 100 degrees.
- Raw or un-cooked food orders require a consumer advisory stating the risks, IE: over-easy eggs (flag them as undercooked with a disclaimer on the menu as an increased risk to your health).
- The "No bare hand contact" was not adopted into the rules. This pushback came from Portland area operators.
  - Be cognizant of your bare hand contact with food, IE: "Do I really need to handle that with my hands or can I prepare it another way?"
  - Benton County Environmental Health (BCEH) asked for examples/ideas of how handlers could avoid bare hand contact with food items (to pass on to other operators/handlers).
- Hot holding temperature requirements dropped from 140 to 135 degrees.
- Freezer storage of raw animal products: once the original package is opened it must be stored at final cooking temperatures.

- V. **Implementation of the FDA Code** - *Scott Kruger & Robert Baker, REHS, BCHS*  
Priority violation: IE: touching raw chicken then handling a ready to eat product without washing your hands; debited at 5 points per violation.

Foundational item: IE: employee goes to wash their hands but there are no soap or paper towels available; debited at 3 points per violation.

Core violations: IE: washing dishware manually with no sanitizer in the sink (good practice isn't being used); no debits are taken but a tally is counted.

Programs to combat food allergies may eventually be required in restaurants around the state.

- What food groups do restaurants offer that could be a potential allergen?
- What are the signs of an allergenic reaction?
- Possible cross contamination affecting allergies. IE: Using a cutting board for tomatoes and then cutting lettuce for a salad of a person with allergies to tomatoes.
- The State of Oregon was able to develop the new food code and new scoring system, but inspectors are still waiting for a new computer system. Until that is completed, Phoenix (the current system) has been updated to handle the new scoring system.

**VI. Serv Safe Course Results & Spring Class - Scott Kruger & Robert Baker, REHS, BCHS**

- All but one of the thirteen attendees passed the last course.
- The next course will be held *Tuesday, February 26<sup>th</sup>* in the Sunset Building (Sunset Meeting Room).
- The support material has been condensed.
- Oregon State University (OSU) supplies over fifty percent of the attendees. OSU now offers an online study course with Serv Safe; Good Samaritan Hospital employees are also using this service.

\*BCEH may look into offering an online class session or test proctoring.

**VII. Budgeting & Fees for 2013 – Bill Emminger, Environmental Health Manager, BCHS**

Based on projections from last year's fee increase a 5% increase in fees would cover department costs.

Change 1: more revenue is going to the general county fund to cover positions that were transferred from environmental health to public health.

Change 2: additional funding was cut \$30,000-40,000, but cost allocations went up.

Change 3: this year the county is going to use zero based budgeting; building departmental needs from the ground up. These are not based on past budgets or projections.

Change 4: health department accreditation will also drive operating costs up this year; a portion of EH staff will be assigned to these projects.

The state of Oregon has asked county health departments to go through the accreditation process.

- this may help streamline the process when applying for grants
- it shows the community that their county is accredited
- accreditation is targeted around quality assurance and quality improvement
- accreditation is an on-going process; taking place every five years.



The county is looking at not raising fees this year and will need additional revenue sources or cut more Full Time Employee (FTE) time. BCEH already has the lowest acting capacity of employees in the history of Benton County.

\*The hospital foundation is interested in investing back into the community and may be a good source for additional grants/revenue for environmental health accreditation.

**VIII. Update on move to Sunset Building**

BCEH is currently receiving construction bids for the new environmental health division office space.

Funding for the move has already been allocated.

This move will provide EH with a lab, secured records storage, and additional space for future employee office space needs. It will also save costs for mental health by moving from the New Beginnings building downtown to the existing BCEH wing of the health department.

**IV. Next Meeting**

*October 22<sup>nd</sup>, November 19<sup>th</sup>, or December 3<sup>rd</sup>, 2012 at 2:30 p.m., in the Siletz Conference Room.*

**X. Meeting Adjourned at 3:54 p.m.**



# Food Service Advisory Committee (FSAC) November 26<sup>th</sup>, 2012

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<b>Members Present:</b>	Jon Sutton (Vice-Chair) & Aleli Hernando-Fisher
<b>Members Excused:</b>	Ed Wasco & Gary Evans
<b>Members Absent:</b>	Barb Eveland & Jeff Franzoia (Chair)
<b>Staff Present:</b>	Bill Emminger & JonnaVe Stokes (recorder)

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- I. **CALL TO ORDER** The meeting was called to order *at 2:42 p.m.*
- II. **APPROVAL OF THE MINUTES** The June 2012 minutes and September 2012 minutes will be presented for approval when a quorum is present.
- III. **CITIZEN COMMENTS** None
- IV. **Implementation of the FDA Code - Bill Emminger, Environmental Health Division Manager, Benton County Health Services (BCHS)**
  - The new scoring system should focus on the major contributing factors of food borne illness than the old code.  
Two pieces to inspections:
    - enforcement with flexibility allowing operators time to fix problems
    - scoring the purpose of the score may help identify high risk facilities within the county.  
*What kind of intervention are we providing?*
  - Environmental Health Specialists are food consultants as well as food regulators.
  - Establishments need another score based on additional criteria besides the food code.
  - *If inspection were stopped would there be any changes?* After BCHS stopped inspecting Oregon State University (OSU) fraternities over a three year period, outbreaks increased over 2000% (which costs taxpayers anywhere from \$3,000-10,000 for each occurrence).
  - BCHS has no jurisdictional authority to enforce the food codes on the fraternities, but they do have persuasion among OSU Alumni & the Greek Life Association groups.
    - BCHS plans to have an intern track the kinds, types and number of violations during the three years of no inspections as well as the voluntary inspections that have started up again.
  - Environmental health regularly receives reports about unsanitary Asian restaurants.  
*Why aren't they having more outbreaks than other restaurants?* They aren't.
    - Illnesses are not coming from handling or prepping the food or the facility, but from person to person contact eating within the restaurant.
  - Benton County (BC) finds the cause of outbreaks, over 90% in each case. Some Oregon counties report finding around 7% of their outbreak cases.

**V. Serv Safe Course Results & Spring Class - Bill Emminger, Environmental Health Division Manager, BCHS**

The next course will be held *Tuesday, February 26<sup>th</sup>* at the Sunset Building Sunset in the large meeting room.

**VI. Budgeting & Fees for 2013 - Bill Emminger, Environmental Health Division Manager, BCHS**

- Very difficult year with this process and the significant changes.
- *What fees should be charged?*
- BC fiscal year is July 1<sup>st</sup> – June 30<sup>th</sup>.
- Consumer Price Index (CPI) is one variable with a value of 2.9% increase and the other variable includes restructuring of the health department; which has added another level of costs for EH.
  - Two years ago fees covered \$40,496 of the department food inspection costs; one year ago they supported \$53,450 of food safety inspection charges and now EH costs have jumped to \$111,216 (114% increase). This overhead comes from upper administration support.
  - To follow county policy of full cost recovery, the fees would have to increase 22% to cover these additional costs.

**OPTIONS:**

1. Raise licensing fees by 22%.
  2. Put EH back where it was before the restructure and potentially save \$60,000.
  3. Make EH it's own division (may not have to raise fees for several years).
  4. Use a percentage of the general fund monies to cover the additional costs.
  5. Eliminate staff, EH will be unable to meet inspection obligations and would have a gap in all services. EH is currently operating with the smallest number of employees in twenty years.
- If staff or services are reduced the number of inspections performed would decrease; which could result in more outbreaks.  
*How much could this cost the community for one outbreak?*  
*Suggestions by the committee?*

**VII. Update on move to Sunset Building**

Move is on hold at this point

**VIII. Next Meeting**

*December 3<sup>rd</sup>, 2012, Monday in the Siletz Rm. of the Benton County Health Department.*

**IV. Meeting Adjourned at 3:32 p.m.**



# Food Service Advisory Committee (FSAC) December 3<sup>rd</sup>, 2012

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**Members Present:** Jeff Franzoia (Chair), Aleli Hernando-Fisher, Barb Eveland, Ed Wasco & Jon Sutton (Vice-Chair)

**Staff Present:** Bill Emminger & JonnaVe Stokes (recorder)

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- I. **CALL TO ORDER** The meeting was called to order *at 2:35 p.m.*
  
- II. **APPROVAL OF THE MINUTES** The June 2012 minutes, September 2012 minutes and November 2012 minutes were presented for approval.  
  
**MOTION was made to approve the June 2012 minutes, September 2012 minutes and November 2012 minutes as written; motion seconded, all in favor, so approved.**
  
- III. **CITIZEN COMMENTS** None
  
- IV. **Budgeting & Fees for 2013** - *Bill Emminger, Environmental Health Division Director, Benton County Health Services (BCHS)*

#### Future FSAC Topics

- Rather than adjusting fees in September as has been past practice, staff is evaluating the possibility of adjusting fees to either match the County's fiscal year which runs from July 1st – June 30<sup>th</sup> or remain with the current practice of adjusting fees at the beginning of the calendar year.
- Recent changes in state rules and county budget policy have removed an artificial barrier to have the fees approved by December 31<sup>st</sup>. Also, too much uncertainty currently exists in determining salary, benefit, and medical costs if fees are set nine months ahead of when budgets are approved.
- There is merit in setting fees in concert with the budget approval process. Staff are researching both options and will make a recommendation at a future Food Service Advisory Committee meeting.

Committee Preference? Budgeting Issues or Fees? Committee requests they be gone over together.

- Today's fee adoption will go into effect *January 1<sup>st</sup>, 2013*

Have you looked at cutting expenses versus raising more revenue?

- Yes, with the downturn in the economy especially in housing starts we have eliminated 1.0 FTE in the onsite program as well as any temporary help. Also administrative secretarial support has been reduced by 1.0 FTE.
- Land & water program revenues come from fees (restaurant inspections, food safety inspections, hotel permits, onsite waste water systems, etc.)
- Solid waste program revenues come from Coffin Butte Landfill, Allied Waste of Albany & Allied Waste of Corvallis franchise fees. This covers oversight of the landfill, management of the franchise agreement, sustainability issues, property citations for clean-ups, etc.

- There is also a fund for environmental clean-up. IE: The Lewisburg Auction had turned into a junk yard and it took over ten years for that property to be cleaned up; now the county has a lien against that property.

Handout: 2012-2013 Draft Budget – Page 2

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- A few years ago the county switched from an annual budget process to a biennium budget.
- Actual expenses from Fiscal Year (FY) 2005 through FY 2011 were provided; the current budget for the FY 2011-2012 and a draft budget based on current projections for the FY 2012-2013.
- Most expenses were calculated to increase by a Consumer Price Index (CPI) of 2.9%.
- Salary and benefits are projected to increase 10% according to the accounting office.
- 301N9 Health Department Cost Allocation is the internal cost allocation to Environmental Health D04A is projected to increase 285% (\$115,331.00/\$40,496.00) since reorganization.

**Direct Expenses:** most environmental health (EH) expenses are direct expenses (rent, motor pool, salaries, benefits, immediate supervisor, etc.)

**Indirect expenses:** include two budget lines:

301N9 Department Cost Allocation – This is where the health department charges programs for administrative cost, such as: Bill’s supervisor’s health director, deputy health director, health department accounting office, contract office, quality assurance officer and various support staff.

301H9 Cost Allocation – This is where the county charges programs for “downtown services” such as: the county attorney, human resources and the payroll office.

- Most EH expenses have gone up by minimal incremental increases except departmental cost allocation and personnel costs.
- Personnel costs (salary and benefits) are projected to increase countywide by 10%.
- In the FY 2009-10, departmental costs were \$40,496 of EH expenses and now costs have increased to \$115,331 representing a 285% increase since reorganization.
  - This overhead comes primarily from the addition of another layer of management and support staff (deputy director, program assistant, quality assurance officer, etc.).
- All EH work is mandated by the state. All services were originally performed by state employees but over time they were delegated to local health departments.
  - The state still retains ultimate authority. As a result, part of the licensing fees in the form of a remittance go to the Oregon Health Authority (OHA) to support staff who are involved in quality assurance and quality improvement activities such as updating the food rules to be consistent with current science, interpretation of food rules to assure consistency between counties and training to the local Registered Environmental Health Specialist. Each year the OHA host’s the Annual Food Conference and a series of regional meetings to help assure the licensed facility programs provide high quality services. These conferences and meetings are held at no additional cost.

- The state helps maintain consistency of their agency and all counties through their Food and Drug Administration (FDA) sponsored Food Standardization Officer (FSO) program. All food inspectors in Benton County are certified as FSOs by the state.

*Handout: 2012-2013 Draft Budget – Page 3*

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**\*To follow county finance policy, recover all costs and not increase county general fund support to EH, fees would have to increase 35% to cover additional costs.**

**OHA: rules for fee setting and budgeting OAR 333-12-0053 – DIVISION 12**

EH management uses this rule to calculate the number of hours it takes to perform an inspection when setting annual fees.

- Workload indicators
- Average number of re-check inspections.
- Set staffing ratios
- Limit administrative costs to be a maximum of 15% of direct costs.

Under the previous organization structure EH was able to maintain administrative cost as defined by rule at 15% or less of direct cost for more than 10 years. The entire time the current EH Division Director has been employed with the county.

As the current organizational structure stands, administrative cost is calculated at 32%.

- This number violates the Division 12 statute.
- These laws were put in place to provide services at the lowest possible cost to the businesses regulated by local environmental health programs.

Is the county attorney aware of this statute? Yes, County Counsel has been sent this rule and agrees with the limited administrative cost of 15% of direct costs.

What will it take for Benton County (BC) to come into compliance with Division 12?

- 1) Raise licensing fees by 5% to get some increase in place.
- 2) Health department administration has agreed to take another look at Department Cost Allocations especially in light of the pending move of EH to the Sunset Building scheduled for February 2013.
- 3) Under County Unrestricted Funds (CURF), aka: the general fund (each department must justify their expenses to gain any of these funds). This amount could go up or down for EH and would as a result affect the final budget and fee proposals for FY 2012-2013 or CY 2013.
- 4) In the past, EH has used an average of \$150,000 from CURF to pay for animal bite investigations to control the spread of rabies, various other requests for investigations, outbreak investigations, etc.
  - The food program is 100% fee supported except for benevolent restaurants which receive a 50% decrease on licensing fees using \$2,522 of CURF.
  - Benevolent temporary restaurant administrative fees cover enough to process the application but not the inspections of the facility. Estimated cost to CURF for doing these inspections are \$13,362 per year. Last year there were 131 of these benevolent temporary restaurant licenses issued and the number has been trending upward.

Handout: 2012-2013 Draft Budget – Page 4

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PROPOSED OPTIONS:

**OPTION A = go with the current budget, EH would have to increase fees by 35% for full cost recovery.**

**OPTION B = go with a partial reduction of departmental cost allocation. EH would have to increase fees by 17%.**

- This option would pull out all public health indirect costs and put EH back where it was before the restructure and potentially save \$60,000.

**OPTION C = remove all departmental costs, EH would have to increase fees by 2% for full cost recovery.**

- This would make EH its own department.

**OPTION D = no fee increase, using more CURF (general fund) for EH to break even.**

- EH would need \$273,000 instead of the \$150,000 normal allowance of CURF needed to maintain the current staff now.
- CURF/general fund monies would be used to subsidize license and permit fees to cover the increase in administrative costs.

What reductions have been taken by EH?

- EH is currently operating with the smallest number of employees in twenty years.
  - Under the onsite side: If staff or services are reduced in the EH program, it will have to be turned back over to the state. All revenue from the onsite program would also be turned back over to the state.
  - Under the licensed facilities side: If FTE is cut in this program it would also have to be turned back over to the state.
  - Currently EH has no secretarial or administrative support, only a part time program assistant.

Suggestions by the committee?

- Don't cut more, we don't need any more outbreaks.
- Beware of contract budgets. School sanitary inspection fees are voluntary and if BC's costs get too high, they may start using someone else to perform inspections
  - IE: Oregon State University and other care facilities (daycares) have voluntary contract inspections with EH.
  - These businesses may turn elsewhere; EH doesn't want to price themselves out of the market.

How many food inspections are EH required to perform each year?

- Restaurants are required to be inspected twice a year and schools twice a year.

**\*Committee to be writing a letter of recommendation regarding the Division 12 state mandate and Benton County's violation.**

*SHORT TERM: raise fees by 5% now then look at adjusting the budget over the next six months?*

*LONG TERM: look at departmental cost allocation, departmental structure, does it make sense?*

**MOTION was made to approve and increase food safety fees by 5%; motion seconded, all in favor, so approved.**

**\*EH to meet with the Board of Commissioners and discuss proposed fees, December 18<sup>th</sup>, 2012.**

Work sessions are at 9am, public hearings begin at 12pm.

**VII. Update on move to Sunset Building**

- Cost per square footage is identical to the health department.
- Initial presentation was made to the Board of Commissioners 2-3 weeks ago. EH staff would like temporary hard wall offices for phone call confidentiality, if not they will get cubicles. Difference in price is between \$4,000 & 5,000 dollars.

**VIII. Next Meeting**

*February 25<sup>th</sup>, 2013, Monday in the Siletz Rm., Benton County Health Department.*

**IV. Meeting Adjourned at 3:32 p.m.**