

**Group Name:** Tulsa Food Advisory Council

**Council Chairman:** \_\_\_\_\_  
(Initial to evidence approval)

**Date:** October 31, 2018

**Members Present:** David Chambers, Linda Gottschalk, Rocky Sturm, Evan Kelamis, Alisa Schurr, Thomas Hunter, Randy Norman, Eric Bartlett, Andrew Arvay, and Ruth Young

**Members Absent:** Joe M. Blasdel, Harry Lentz, Dr. Timothy Tregoning, Marilyn Been and Dr. Scott Nicholson.

**Others Present:** Collin Graham, Dr. Bruce Dart, DeBrena Hilton, Debbie Watts, and Sara I. Rodriguez

## **MINUTES**

- Legal failed to post open meeting notice for the October 3, 2018 Tulsa Food Advisory Council meeting; a Special Meeting will be conducted on October 31, 2018 at 2:00pm to carry meeting actions.
- An informal meeting was conducted on October 3, 2018 and the following updates were presented:
  - Jennifer Haddaway, Project Manager with Tulsa Health Department provided an update on the Operational Review that Food Protection Services has been going through. Jennifer also explained the phases of the Operational Review which are the Gathering Phase, Assessment Phase, and Recommendation Phase.
  - Debbie Watts provided an update of Plans Reviews, Food-borne Illness, and General complaints.
  - DeBrena Hilton presented to the Council that Food Protection Services will be conducting Active Managerial Control (AMC) consultations at complex food process establishments. The Council provided feedback in reference to the AMC and welcomed the idea.
- Andrew Arvay called the October 31, 2018 meeting to order at 2:03 p.m. The Minutes from June 6, 2018 were distributed and read. A motion to approve the minutes was made by Thomas Hunter and seconded by Randy Norman. The motion passed.
- Council Membership resignation: Timothy Tregoning forwarded his resignation letter to the Council. Mr. Arvay tried to contact Dr. Scott and was unsuccessful. Timothy and Dr. Scott have not attended a meeting for the past 3 years. Mr. Arvay made the motion to accept Mr. Tregoning's resignation and to remove Dr. Scott from the Council. A motion to approve was made by Evan Kelamis and seconded by Linda Gottschalk. The motion passed.
- Mr. Arvay opened the floor for nominations of 2019 Officers for Chairman and Vice Chairman of the Food Advisory Council. Thomas Hunter made the motion that Andrew Arvay be re-elected as Chairman. Randy Norman seconded the motion and the motion passed by acclamation.

MEETING MINUTES – CONTINUED

Mr. Arvay asked for nominations for the position of Vice Chair. Randy Norman made the motion that Eric Bartlett be re-elected as Vice Chair. Linda Gottschalk seconded the motion and the motion passed by acclamation.

- Mr. Arvay proposed the 2019 Food Advisory Council meeting dates be February 13, June 5, and October 2. Thomas Hunter made the motion to approve the meeting dates. David Chambers seconded the motion and the motion passed by acclamation.
- Position Vacancies: Rhea Vaughn-Dobbins was interested in being part of the Council, but unable to accept due to work schedule conflict. Steven Jennings is was also proposed as a candidate and will be invited to the February 13, 2019 meeting. The Council will vote on his acceptance to the Council during the February meeting.
- Linda Gottschalk requested an update from Dr. Dart regarding food industry feedback. Dr. Dart stated that he had been meeting with operators from different parts of the community and an anonymous phone line was currently in place to receive additional feedback. He also iterated that Food Protection Services culture is evolving into a more positive and relationship building role with operators. DeBrena Hilton was the candidate elected to be the Program Manager for Food Protection Services and on December 4, 2018 the Program will be having a Communication workshop. The program is undergoing an Operational Review. Ms. Gottschalk also inquired about Ms. Watts’ current role and Dr. Dart explained that she is a supervisor and that Liz VanOrsDol has been promoted to Plan Review Coordinator.
- Collin Graham asked about the process of the Active Managerial Control (AMC) inspection. Ms. Hilton explained that the inspector will call in advance to set up an appointment with establishment management to converse about food processes, training, and monitoring procedures that the establishment has in place and also offer any assistance. David Chambers requested that for chain restaurants Upper Management be involved in the AMC inspections.
- Meeting was formally adjourned at 2:42 p.m.

AGENDA ITEMS	ATTACHMENTS
<ul style="list-style-type: none"> <li>• Approval of Minutes – June 2018 Regular Meeting <b>(Action Required)</b></li> <li>• Nomination of 2019 Officers <b>(Action Required)</b> <ul style="list-style-type: none"> <li>○ Chair</li> <li>○ Vice Chair</li> </ul> </li> <li>• Schedule of 2019 Meeting Dates <b>(Action Required)</b> <ul style="list-style-type: none"> <li>○ February 13, 2019</li> <li>○ June 5, 2019</li> <li>○ October 2, 2019</li> </ul> </li> <li>• Position Vacancies <b>(Action Required)</b></li> </ul>	<ol style="list-style-type: none"> <li>1. June 2018 Minutes</li> <li>2. Regular Meeting Agenda</li> <li>3. Timothy Trgoning resignation letter</li> </ol>