

**Food Innovation Team  
Meeting Minutes  
May 21, 2019**

Today's meeting was held in Room A462, Orville L. Freeman, 625 Robert Street N, St. Paul.

Members present included: James Backstrom (via WebEx), Lauri Clements, Julia Selleys, Carrie Rigdon, James Roettger, Jane Jewett, Kathy Zeman, Lolly Occhino (via WebEx), Molly Herrmann (via WebEx), Collin Kappenman, Alida Sorenson

Visitors present included: Nicole Neeser w/ DMID, Nicole Droher w/ DMID, Mary Jo Forbord w/Prairie Horizon Farms LLC

Meeting started 9:20 a.m.

Jim Roettger – motion to approve minutes

Lauri Clements – 2nd motion

**1. Upcoming Dates**

The next Food Innovation Team (FIT) Meeting will be Tuesday, July 16 – location TBD.

**2. FIT committee's purpose**

The FIT members reviewed the committee's purpose as a subcommittee of the Minnesota Food Safety and Defense Task Force (FSDTF). The FSDTF and its subcommittees are advisory bodies only. The job of the FIT subcommittee is to aid Food Business Owners (FBOs) with complex questions and offer suggestions based on member's experience and expertise. The FSDTF and its subcommittees do not have any enforcement or regulatory authority, and are not liable for any issues or consequences arising out of the use of the FSDTF or any subcommittees thereof.

**3. FIT Administrative Tasks**

Collin Kappenman, MDA, lead a review of the FoodSHIELD. Collin highlighted some capabilities within FoodSHIELD such as project management, meeting invites, account personalization, and notifications. FIT was interested in the document collaboration capabilities and would like to utilize this feature more in the future.

**4. FIT SOP Review**

Jane Jewett facilitated a conversation to revise the FIT SOP, MNTF.SOP.10.01. The FIT members discussed the SOP language should be revised to encompass all food safety regulatory issues instead of just licensing issues. Language changes to the SOP were made. A draft SOP will be sent to the FIT members for review prior to the July FIT meeting.

**5. Case Review and Discussion – Prairie Horizon Farms**

FIT membership and the visitors reviewed the Case Study involving Prairie Horizon Farms owned by Mary Jo Forbord. The current business model and key issues identified were reviewed and discussed at length by FIT members and the visitors. A draft recommendation report was created and the report will be finalized and distributed to Mary Jo Forbord. An update on the recommendation report will also be given at the MN Food Safety and Defense Task Force meeting by Kathy Zeman.

**6. Agenda items for July 16:**

TBD