

**Food Innovation Team
Meeting Minutes
January 18, 2022**

Today's meeting was held via Microsoft Teams.

Members present included: Jane Jewett, Lolly Occhino, Blake Nordin, Shelley Erickson, Joe Jurusik, Jodie Burke, and Noelle Harden

Visitors present included: Chris Ohman, Leola Daul, Jeff Luedeman, Alida Sorenson, and Natasha Hedin

The meeting started at 9:00 a.m.

1. Upcoming Dates

The next Food Innovation Team (FIT) Meeting will be Tuesday, March 15th via Microsoft Teams.

2. Welcome and Acceptance of November Meeting Minutes

FIT Chair Jane Jewett reviewed the minutes and discussion from November. The November meeting minutes were accepted without edits.

3. Case Review – Heart and Soul Community Café

- Overview: Presented by owner Leola Daul, the café is a “pay what you can” non-profit business based in Fargo, North Dakota. They are looking to expand into Minnesota in Spring 2022, but only within Clay County. Leola's contact with Clay County is Becky Schmidt. They have done some work in Minnesota under the Special Event license (with a 10-day event limit). Currently, food prep is taking place in licensed kitchens in Fargo (Square One Kitchen and First Presbyterian's kitchen). Food is served from the trailer for immediate consumption and includes items like soups, wraps, sandwiches, hamburgers, salads, desserts, etc. There is always a vegetarian item. Some vegetables are donated from a community garden. The food trailer is outfitted with a freezer, refrigerator, salad prep area, stove with burners, and a flat top grill. Chefs have asked in the past if they can bring food that they've prepped in a home kitchen, but Heart-n-Soul does not currently allow this.
- Fargo/North Dakota regulation: Chris started working with Leola approximately five years ago and had originally licensed her as a full food vendor. They have since switched to the “community-spirited” license, which is free, but still provides regulatory oversight and education. Leola provides an operation schedule to Chris each year, and they perform inspections on a sporadic basis. Currently, Heart-n-Soul operates 1-4 times per month. Chris worked with Leola when they acquired their food truck this past year.
 - North Dakota requirements are not as stringent as Minnesota, but Chris believes this food truck has all the requirements that Minnesota would require (NSF equipment, hand sink, wash-rinse-sanitize sink). North Dakota currently operates under the 2013 Food Code.
- U of M Extension input: Noelle has worked with Leola since she started the business and has also served as a “guest chef”. It was noted that the Great Plains Food Bank in North Dakota will not donate food to Heart-n-Soul because they interpret them to be a traditional business. It was also suggested that Minnesota explore the “community-spirited” licensing model.
- Minnesota Department of Health input: MDH has a delegation agreement with Clay County, so all communication should be happening with them. Leola should be sure to mention that they will only be operating in Clay County, otherwise they will be sent over to MDH.
- Hennepin County input: Leola is recommended to get fully licensed for the food vehicle in Clay County, then there would be no limit on days of operation. Questions that Clay County might ask

include how temperatures are maintained, what equipment is in the kitchen, how staff is trained in food safety, whether they are taking prepared food and reheating it (and if so, how many times).

- Other points of discussion:
 - The food trailer can be utilized as a space for storing or freezing product, however, the product would need to stay in the unit. In Minnesota, the food trailer would need to be licensed, then cutting, freezing, and washing of produce would be allowed inside the trailer.
 - Another option would be to identify a licensed facility in Minnesota and a licensed facility in North Dakota to do all food prep. A church or community center would be a good option, and then there may be indoor space available for events, like a food hall.
 - Donation of meat across the border can be a challenge because it must be USDA-inspected.
 - Product of the farm/garden licensing exemption is essentially the same in Minnesota and North Dakota.
 - In North Dakota, farmers' markets are essentially "off-limits" to regulatory officials, though sales cannot include illegal meat sales, unsafe canning, etc.
 - There are no limitations around sourcing produce from farmers' markets for use in restaurants. Community garden-donated produce is "product of the farm/garden" and is acceptable.

4. SOP and Forms Proposed Revisions

- Jane, Joe, and Lolly met independently between meetings to update FIT documents.
- FIT SOP Highlights: The group took out any implication of regulatory function of FIT. For example, all notes of "recommendation reports" were changed to "case reports and after-action reviews". They added the Exclusion of Liability Statement to the definition section. They edited the FIT meeting process – the FBO does not actually request a FIT meeting, but rather requests to be heard at an upcoming, regularly-scheduled meeting. They updated the language around "a barrier to licensing" and changed instead to a list of different regulatory situations around licensing, exclusions or exemptions, variances, and generally navigating the regulatory landscape.
- Other document updates:
 - SOP_FIT_A1_Data Privacy Warning – Added Exclusion of Liability Statement and non-binding review language.
 - SOP_FIT_A2_Pre-Screening Intake Form – Updated similar language as noted in the FIT SOP and data privacy/Exclusion of Liability Statement.
 - SOP_FIT_A5_Report Template – Determined that it will be the same format for cases and AARs, but an additional SOP_FIT_A6 should be added for AARs; language around "resolution" was changed to "discussion".
- Comments from the group:
 - The case criteria appear to be a departure from the past SOP, so the group needs to decide if that is the plan moving forward.
 - Agreement that this should be discussed at the next FIT meeting, and that adding examples may be helpful to new FIT members.
 - Should there be more of a formalized onboarding process? The group discussed having a sit-down with the FIT Chair or designee to go through resources, documents, the group's history, and other relevant information.
 - Are there ways to get the word out about FIT? When FIT first started, there was a press release and a flyer about the team in both English and Spanish. This might be a good focus for 2022.

- The team should also consider putting together another general Lessons Learned Report to share with the Task Force.
- Tasks:
 - All: Come to the March meeting with input on the changes and be prepared to discuss and vote. The plan will be to bring the updated documents forward to the Task Force in March or May.
 - Jodie Burke: Update the FIT table with the two most recent completed case reports.

5. Potential agenda items for March

- Red River Harvest Co-operative – buying from growers ND and MN and have a delivery location in Moorhead; similar to WI case – currently communicating with growers on cross-border sales, working with the harvest cooperative
- Carla Mertz also had a case to propose
- The next FIT meeting is March 15, 2022, at 9:00 a.m.