



## Meeting Minutes – August 13, 2024

### 1) Welcome!

- a. Oakland County Health Division (OCHD) staff introduced themselves.
- b. Guests introduced themselves.

### 2) Review of Licensing and Plan Review

- a. Food Establishment Licensing
  - i. Reviewed what requires a food service license.
  - ii. Reviewed exemptions from food licensing.
  - iii. Reviewed the Michigan Cottage Food Law.
- b. Jurisdictions
  - i. Reviewed what types of food operations OCHD regulates.
  - ii. Reviewed what types of food operations the Michigan Department of Agriculture and Rural Development (MDARD) regulates.
- c. Licenses Issued by OCHD
  - i. Reviewed the four different food service licenses issued by OCHD:
    - 1. Temporary Food Establishment
    - 2. Fixed Food Establishment
    - 3. Mobile Food Establishment
    - 4. Special Transitory Food Units
  - ii. More information about food service licenses can be found on our website here: [Oakland County Health Division Food Safety](#)
- d. Food Service Establishment Plan Review
  - i. Discussed what drives food establishment plan review.
  - ii. Discussed what the role of the plan reviewer is.

- iii. Discussed the flow of the food establishment during the plan review process.
- iv. Discussed who requires plan review and who does not.
- v. Reviewed the food service plan review process overview. [Food Establishment Plan Review Flow Chart](#)

### **3) County Resource Handout**

- a. Reviewed the Oakland County community resource website as a group and requested feedback: [Oakland County Community Resources](#)
- b. Suggested that Oakland County create a one-page infographic with a QR code to the Oakland County community resource website that could be posted in an employee breakroom/community bulletin board in the workplace.
- c. Discussed a new health division initiative coming to OCHD – community health workers will be available to help point community members to resources offered by the county.
- d. Discussed to reach out to OCHD if you are interested in hosting an in-house vaccination event at one of your food establishments.

### **4) OCHD Environmental Health Program Website**

- a. Reviewed the OCHD Food Safety website as a group.
- b. Requested feedback regarding what works and what does not.
- c. Suggested to highlight the Food Safety section of the website as some may not know to first look under environmental health services to find what they are looking for.

### **5) Group Resource Sharing**

- a. Any questions from the group? None

### **6) Follow-up Survey**

- a. Please complete the meeting follow-up survey here: [Food Service Industry Forum - August 2024 Meeting](#)
- b. The slides from today's meeting will be put on our website here: [OCHD Food Service Industry Forum Website](#)
- c. Our next meeting will be scheduled for January 2025.