AGENDA

1. Call to Order

2. Public Comments

3. Approval of 11/7/2020 Minutes (Action)

4. Old Business
   a. Tracking Log (Information) (Page 2)

5. New Business
   a. Temporary Food License Rules (Pages 3-7)
   b. 2020 Performance Management Overview (Pages 8-10)

6. Administrator Comments
   a. 2020-2022 Strategic Plan (Discussion)
   b. 2020 Legislative Review (Discussion)

7. Adjournment
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<th>ITEM/ISSUE</th>
<th>SUGGESTED BY/RESPONSIBLE PARTY</th>
<th>DATE INITIALLY DISCUSSED</th>
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<td>Opioids/Treatment Aspects</td>
<td>Katy Endress/Monica Hendrickson</td>
<td>2/1/2018</td>
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<td>Matrix information provided to Committee 6/7/18</td>
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<td>Legalization of Marijuana</td>
<td>Mike Kennedy/Monica Hendrickson</td>
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<td>Position Paper; IPHI Framework Finalized; Joint Legislative Event; passed by IL House/Senate</td>
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<td>Violence Mortality and Morbidity</td>
<td>Katy Endress / Monica Hendrickson</td>
<td>8/19/2019</td>
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<td>Met with City of Peoria Police Department. Created internal working committee.</td>
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<td>2020 Legislative Proposals</td>
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COMMITTEE: Strategic Planning  
MEETING DATE: January 9, 2020  
MEETING TIME: 5:30 pm

ISSUE: Updating Temporary Food Permit Rules

BACKGROUND/DISCUSSION: The Temporary Food Permit Rules were last updated and adopted by the Board of Health on December 12, 2011. Between 2011 and 2019, Illinois adopted the 2013 FDA Food Code and then the 2017 FDA Food Code. A committee comprised of three Environmental Health Specialists/Practitioners, the EH Office Assistant, the EH Food Program Coordinator, and the Director of Environmental Health, met throughout 2018 and 2019 to review the current rules and update them to align with our current Code and practices. Most changes have been minor, such as changing the term "Potentially Hazardous Foods" to "Time/Temperature Control for Safety Foods" as specified in the Illinois Food Code. Other changes include setting a minimum requirement for the amount of potable water that must be available for a temporary food event (when there is not a plumbed water source in proximity), and adding a requirement that handwashing be provided if portable toilets are on-site.

STAFF RECOMMENDATION: Staff are recommending the Board take action to implement this procedure beginning January 27, 2020.

COMMITTEE ACTION:

BUDGET IMPACT:  
☐ YES  
☒ NO

STRATEGIC PLAN ALIGNMENT:  
☒ YES  
☐ NO

PREPARED BY: Stephanie Streight and Carey Panier  
DATE: December 26, 2019
Temporary Food License Rules

These rules have been adopted and implemented to comply with Section 10-31 Temporary Food Service Establishments, C, of Chapter 10 Food Safety of the Peoria County Code. Other sections of this code may also apply to the Peoria City/County Health Department Temporary Food Permit Rules.

Other agencies may also regulate temporary food events. Please contact the local municipality and fire departments for their regulations and permit requirements.

APPROVED SOURCE
Food items cannot be prepared in a home. All food must be prepared on site, unless it is prepared in a licensed food establishment and transported properly according to code. If food will be prepared in an unlicensed commercial-type kitchen before the event is licensed, this must be noted on the application and a pre-service inspection may be required.

HOLDING TEMPERATURES FOR TIME/TEMPERATURE CONTROLLED FOR SAFETY (TCS) FOODS
TCS foods, consist of animal products including dairy products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cut tomatoes, cream and custard pies (including pumpkin), etc.

- TCS foods must be held cold at 41°F or less, or hot at 135°F or above.
- Mechanical refrigeration capable of keeping TCS foods at or below 41°F must be provided. The refrigerator must be plugged in prior to the event and must be holding at 41°F or less before food is stocked. Ice and/or ice coolers may not be used to hold TCS foods without prior approval.
- Steam tables, roasters, or other hot holding devices capable of maintaining all TCS foods at 135°F or above are required. Chafing dishes heated by chafing fuel cannot be used for outdoors events. Hot boxes heated by chafing fuel and insulated holding boxes/bags are also prohibited from use unless time only as a control is also used.
- If using time only as a control, written procedures must be submitted with the application. The TCS food must be labeled with the time it was removed from temperature control (hot or cold holding) and used or discarded within 4 hours.

THAWING OF TCS FOODS
Thawing of TCS foods must be done in one of the following ways:
- Under cool running water.
- In a refrigerator.
- As part of the cooking process.
- In a microwave immediately followed by cooking.

COOKING TEMPERATURES FOR TCS FOODS
- Cooking equipment capable of rapidly heating foods to proper temperatures is required.
- Food must be cooked to the following internal temperatures:
  - Fruits and vegetables for hot holding: 135°F.
  - Raw eggs for immediate service, fish, intact meat including beef and pork: 145°F for 15 seconds.
  - Raw eggs for hot holding; tenderized, mechanically injected, or ground fish or meats: 155°F for 17 seconds.
  - Poultry; stuffed poultry, fish, meats or pastas; wild game: 165°F.
COOLING AND REHEATING OF TCS FOODS

- TCS foods previously cooked at a licensed food establishment must be rapidly reheated to at least 165°F for 15 seconds in approved heating equipment.
- Steam tables, crock pots, chafing dishes, etc. cannot be used for reheating foods.
- Foods prepared on-site of the temporary event are prohibited from being cooled and reheated unless prior approval is granted.

TRANSPORTING OF FOOD

- Hot foods must be maintained at 135°F or above during transport.
- Cold foods must be maintained at 41°F or less during transport.
- If transporting and set-up times are greater than thirty (30) minutes, a temperature log listing the time foods were removed from temperature control, and the starting temperature of foods (upon removal from temperature control), is required.

WORKER HEALTH

- Workers who are sick or have vomiting, diarrhea, jaundice, or sore throat with fever are prohibited from working, which includes preparing for or setting up the event.

PERSONAL HYGIENE

- Bare hand contact is prohibited with ready to eat foods. Gloves, utensils, etc. must be provided to prevent bare hand contact.
- Workers must have their hair effectively restrained to prevent contamination of food and food contact surfaces.
- Smoking, eating, chewing gum, and drinking is prohibited within the food stand.

HANDWASHING FACILITIES

- Handwashing facilities must be provided in each food booth and must include the following:
  - A spigotted container with a “hands free” on/off valve that provides a continuous stream of warm water that leaves both hands free for vigorous rubbing.
  - Larger stands or areas with multiple food handling or ware washing areas will be required to have multiple hand washing stations.
  - A minimum of five (5) gallons of clean water per hand washing station or water service within 200 feet is required.
  - Warm water at a temperature of 100°F
  - A catch basin to collect wastewater (a high sided bucket is recommended), and properly dispose of all wastewater.
  - Soap in a pump and single-use sanitary towels in a dispenser.

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Ideal Temporary Hand Washing Set up

![Ideal Temporary Hand Washing Set up](image)

CP 2019 EH SharePoint>Food Program>Forms and Applications>Temporary Food Event Forms
WAREWASHING FACILITIES
- A covered WASH, RINSE, and SANITIZE set-up must be provided to properly wash and sanitize utensils and food equipment. Clean buckets or other containers with lids or other covers may be used for these compartments.
- Dish soap, an approved sanitizer, and test strips for the sanitizer must be provided.
- **Use of extra utensils instead of a three-compartment sink set-up is prohibited unless prior approval is obtained.**

CLEANING & SANITIZING
- A properly labeled bottle of approved sanitizing solution and disposable towels must be provided.
- Chlorine (bleach) is recommended. The bleach must be EPA registered (splash-less, scented, and concentrated bleaches are not EPA registered). The solution must be between 100-200ppm.
- Test strips for the sanitizer used must be provided and used.
- Premixed sprays and wipes are often not approved for use on food contact surfaces as sanitizers. It is not recommended that these products be purchased.

CONSUMER UTENSILS
- Provide only single-use utensils for customer use.

EQUIPMENT
- Accurate thermometers are required in all refrigeration units.
- Metal stem type thermometers (calibrated to ±2°F) must be used to monitor food temperatures.
- Alcohol pads or sanitizer must be used to clean thermometers between uses.
- Equipment must be situated in a manner to prevent food contamination.
- Non-absorbent, durable, and easily cleanable covered garbage receptacles must be provided.
STORAGE OF FOOD, UTENSILS AND RELATED ITEMS

- Food and food items must be protected during preparation, storage, and display. This includes protection from pests by use of lids, screening, or other effective means.
- Store all foods and utensils at least 6 inches off the ground.
- Open grills and other open cooking or serving areas should not be located under trees or other bird perching areas.

TOILET FACILITIES

- There must be at least one toilet facility per 15 employees within 200 feet of the food stand.
- Toilet facility must have approved handwashing facilities.

WATER SUPPLY AND WASTE DISPOSAL

- Water must be from an approved source- public or commercially bottled. If water is from a private or semi-private water well, satisfactory coliform and nitrate samples, less than a year old, must be submitted with the application.
- Hoses used to provide water shall be food grade quality, and backflow and back siphonage devices shall be provided to protect the water supply.
- An approved toilet facility must be within 200 feet of the booth.
- At least 20 gallons of clean potable water shall be available per food stand per day of operation if the stand is not within 200 feet of water service. Potable water supply shall be protected with a backflow protection device, if applicable.
- Liquid waste must be drained or hauled to a public sewer or other regulated system. No wastewater (including handwashing water) may be discharged to ground or storm drains.
- If waste tanks are used, they must be serviced regularly to not overflow.

CONDITIONS NOT ADDRESSED

- These policies are intended to be administrative guidelines for Health Department personnel in the conduct of their duties. It is understood that, in the interest of protecting public health, Health Department staff may deviate from these guidelines based on their professional judgment. If a decision is made to not adhere to these guidelines, personnel shall document the conditions that necessitated the deviation and the underlying factors that influenced that finding.
- In order to protect the public and prevent against public health hazards or nuisances, the Health Department reserves the right to impose additional regulatory health protection requirements beyond those outlined in these guidelines if conditions warrant such action.

This policy was adopted by the Peoria County Board of Health on the 27th day of January, 2020\(*expected date of adoption*\)
Community Health Improvement Plan
Goal 1: Improve breastfeeding rates among Peoria WIC participants.
   Objective 1: Increase breastfeeding initiation of Peoria WIC participants by 5% from 55.4% to 60.4% by December 31, 2020.
   Objective 2: Increase 6-month breastfeeding duration of Peoria WIC participants by 3% from 18.4% to 21.4% by December 31, 2020.

Goal 2: Decrease the rates of Gonorrhea and Chlamydia by 10% by December 31, 2020.
   Objective 1: Develop and implement Extragenital testing (EGT) and Expedited Partner Therapy (EPT).
   Objective 2: Develop and implement new Brown Bag testing procedure.
   Objective 3: Education and social media implementation.

Efficiency
Goal 1: Reduce overall permitting time for wells and septic system permits.
   Objective 1: Ensure “normal” well and septic applications are permitted/denied in 10 days or less by December 31, 2020. (normal = those applications not requiring any variance requests or additional site visits/meetings between contractor, EHS/EHP and/or management)
Goal 2: Reduce overall time for finalizing wells and septic systems inspections and paperwork.
   Objective 1: Ensure well and septic inspections are completed, reviewed and uploaded into CDP in 10 days or less by December 31, 2020.

   Objective 1: Increase overall patient satisfaction in the health clinic by 10% by December 31, 2020.

Goal 4: Increase the ability of Vital Records to provide service to Peoria County residents, businesses and health data stakeholders.
   Objective 1: Bring 2018 Birth Data entry up to date by April 1, 2020.
   Objective 2: Bring 2019 Death Data entry up to date by July 1, 2020.
   Objective 3: Bring 2019 Birth Data entry up to date by October 1, 2020.
   Objective 4: Keep 2020 Birth Data entry up to date daily by December 31, 2020.
   Objective 5: Keep 2020 Death Data entry up to date daily by December 31, 2020.

Strategic Plan
Goal 1: Utilize computer skills effectively and efficiently for billing and charting within the PCCHD Dental Clinic Staff.
   Objective 1: Decrease the number of eligibility and charting errors for the dental clinic billing by 5% by December 31, 2020.

Goal 2: Increase dental health equity to improve overall health in Peoria County.
   Objective 1: Decrease by 15% the number of no-show referral appointments made by the PCCHD Dental Clinic to the OSF GPR Dental Clinics and dentist specialists in the community by December 31, 2020.

Goal 3: Develop one comprehensive Emergency Operations Center (EOC) for Peoria City/County Emergency Management Agency (EMA) by December 31, 2022.

Goal 4: Develop one Emergency Operations Plan (EOP) for Peoria City/County EMA by December 31, 2022.
   Objective 1: Review current EOP’s and crosswalk for similarities.

Goal 5: Improve communications and outreach with clients using Environmental Health services in Peoria County with an emphasis on increasing outreach and educational materials from 7 to 15 (115%) for the Spanish speaking community.
   Objective 1: Increase or revise (15 educational items in Spanish) prioritized forms, applications and handouts; develop training videos, presentations and other educational tools for food service workers and sewage, water and lead contractors by December 31, 2020.
Goal 6: Ensure that all PCCHD positions have an accurate job description with outreach abilities and technology skills specified for success by December 31, 2020.

Objective 1: Ensure all positions have the bonafide qualifications and skills specifically listed to accurately reflect requirements of the job.