

# Mobile Food Unit Workgroup Charter

Environmental Health Continuous Improvement Board | Developed August 2019

## 1. PURPOSE

Create a simple, consistent, and flexible transient food licensing and enforcement system to protect public health.

## 2. BACKGROUND

The food industry in Minnesota is constantly changing and evolving, in particular with transient food services. The current regulatory environment has not easily adapted to this industry sector's changing needs. The food safety regulations surrounding transient food system licensing and enforcement can present barriers to efficient and effective compliance for both operators and regulators. These issues led to the creation of the Mobile Food Unit Workgroup within the Environmental Health Continuous Improvement Board.

## 3. VISION

A community of stakeholders that has created a standard transient food regulatory system with expectations that are transparent and easy to understand.

## 4. MEMBERSHIP

Members include representatives from the Minnesota Department of Health, Minnesota Food Truck Association, Minnesota Counties, and other local health departments.

## 5. MEETINGS

- A. Meet at least six times per year.
- B. Meetings will be held in-person in St. Paul with a remote option (such as Skype) available.

## 6. GUIDING PRINCIPLES

The workgroup will operate using the following principles:

- A. **Continuous Improvement**
- B. **Forward Thinking** – The workgroup will honor the past, yet focus on the future.
- C. **Customer Focus** – Customers will be identified and their perspectives will be considered in workgroup decisions and actions.
- D. **Inclusive** – Processes will be transparent, collaborative and inclusive.
- E. **Accountable** – The workgroup will hold itself accountable for its actions.

- F. **Partnership** –The workgroup recognizes that environmental health in MN relies on the state local partnership; each of the partners needs each-other. The workgroup will strive to serve as a model of this partnership.

## **7. TEAM NORMS**

Decision-Making: Decisions will be made by consensus. A formal vote process will be used to gauge consensus. If the vote determines consensus does not exist the workgroup will use various methods to reach consensus.

In addition, the workgroup will adhere to and hold each other accountable to the following ground rules and member expectations.

### Ground Rules:

- Honor differences
- Accept that conflict and disagreement will happen
- Be prepared and actively participate in the meeting, silence will be considered agreement
- No meetings after the meeting
- Listen to understand
- Respect the value of each individual's contribution
- Focus on issues not people

### Member Expectations:

- Attendance – If a member misses more than two meetings per calendar year or two consecutive meetings, their continued membership will be considered by the co-chairs. The co-chairs may request the member to forfeit their membership.
- Participation – Members are expected to prepare for and actively participate in meetings.
- Representation – Members have been selected to represent a certain constituency. Members are expected to communicate with and seek input from those they represent.