

CITY OF KERRVILLE, TEXAS  
FOOD SERVICE ADVISORY BOARD MINUTES  
OF A REGULAR MEETING

April 26, 2023

**MEMBERS PRESENT**

Marcus Willis, Chair  
Shonna Ebert, Member  
Rebecca Dittmar, Member  
Wendy Massey, Member  
Larry Wray, Member

**MEMBERS ABSENT**

Lee Howard, Member  
Elena Ramirez, Member

**STAFF PRESENT**

Daryle Poe, Health Specialist  
Donna Bowyer, Neighborhood Enhancement/Code Enforcement Manager  
Dorothy Miller, Recording Secretary

**CALL TO ORDER**

On April 26, 2023 the Food Service Advisory Board meeting was called to order at 3:00 p.m. in the City Hall Council Chambers at 701 Main Street, Kerrville, Texas.

**1. VISITOR/CITIZENS' FORUM**

No visitors were present.

**2. CONSENT AGENDA**

**2A.** Approval of minutes from the meeting of February 3, 2021.

Rebecca Dittmar moved to approve the minutes as presented; motion was seconded by Wendy Massey and passed 5-0.

**2B.** Election of Officers

Marcus Willis asked for nomination for vice-chair. Hearing no nominations, Mr. Willis asked if anyone would like to nominate themselves. Shonna Ebert nominated herself for vice-chair; nomination was seconded by Rebecca Dittmar and passed 5-0.

**3. PRESENTATION**

**3A.** Board Member Orientation

Daryle Poe resented a power point entitled Food Service Advisory Board Fundamentals and discussed the following:

- Tools of the Trade
- Food Service Advisory Board information and duties
  - Appointment

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- Term of Office
  - Quorum
  - Ex Officio Member; records
- Duties and powers
  - Appeals
  - Interpretations
  - Advisory Matters

**Meeting Procedure - Rules**

- Rules of Order...Not Rule of Law
- Open Government
  - Open Meetings
  - Public Information Act (records)(Ch. 552, TX. GC)
  - Email, Social Media

**4. STAFF REPORT**

**4A. General staff report**

Mr. Poe inspecting 2017 FDA Code and 2021 Texas Food Establishment Rules (TFER). 2022 FDA code is available but the state has not adopted it yet. Rebecca Dittmar stated the state was looking at adopting it soon and then the local governments will have to adopt it.

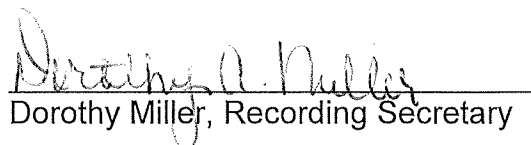
The City of Kerrville is now using My Government Online (MGO) for permitting, payments, and inspections. Staff is working on changing code numbers from the TFER to FDA code numbers.

**5. ADJOURNMENT**

The meeting adjourned at 3:21 p.m.

ATTEST:

  
Larry Wray, Chair

  
Dorothy Miller, Recording Secretary

01/25/2024  
Date Minutes Approved