

Mississippi State Department of Health Administrative Manual	Topic: Professional Enrichment
	Subtopic:
Effective Date: June 1, 2015	Reference:
Revision Date: April 22, 2015	Section 17.0

Policy Regarding Food for Business Meetings

The following policy applies to all MSDH meetings, training, workshops, and conference meals and/or refreshment purchases. Meals may be purchased for meetings if:

- Meals cannot be obtained on an “on-your-own” basis without disrupting the meeting for more than an hour.
- Two-thirds of the participants do not work for a Mississippi state agency.
- The meeting must extend one hour before and one hour past mealtime.
- The cost of the meals cannot exceed the daily limit of \$41 per person. If only lunch is served, the maximum limit is \$11 per person. If only dinner is served, the maximum limit is \$23 per person.
- All meetings are held in-state, unless exempted or waived by the State Health Officer. No meal provided at a meeting may be claimed separately by an employee on their individual travel reimbursement request.
- Under no circumstances may alcoholic beverages be purchased nor consumed at agency events. Agency funds cannot be used to purchase refreshments for in-house agency staff meeting or training.

Healthy Catering Policy for Business Meetings, Conferences, and Events

Foods ordered for MSDH sponsored meetings, conferences and events that are paid from MSDH budgets, regardless of funding source(s), must be in accordance with the MSDH Healthy Catering Policy. All sponsored events, also supported by MSDH will include the following healthy items:

- Fruits and/or vegetables
- Low-fat milk and dairy products
- Foods made from grains (like wheat, rice, and oats), especially whole grains

The following are some examples of healthy food and beverage options for meetings or events:

Beverages

- Water—bottled and spring water
- Non-caloric beverages such as coffee (regular or decaf)
- Diet sodas
- Nonfat or 1% milk or dairy-free alternative (soy, rice milks, lactaid), coffee/tea creamers
- 100% fruit and vegetable juices, less than 6-8 ounces per serving

Breakfast:

- Fresh and dried fruits
- Yogurt (non-fat, low-fat, or soy)
- Bagels—whole-grain; small or cut in half or quarters
- Muffins—low-fat, whole grain, small, or mini
- Oatmeal
- Granola bars—low-fat, low-sugar, high fiber
- Light cream cheese, low sugar jams/jellies
- Lean Meats—fat-free turkey or chicken
- All-natural peanut butter
- Egg and egg whites
- Breads and toasts—whole grain, low-fat, low-sugar

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Breaks and Snacks:

- Fresh/dried fruit
- Raw vegetables
- Cheese cubes or slices
- Pretzels—plain, whole grain
- Tortilla chips—baked
- Low-fat yogurt dip, fat-free or low-fat dressing, salsa, bean dip
- Popcorn—low-fat
- Crackers, flavored rice cakes—whole grain, low-fat
- Granola bars
- Hummus with pita bread wedges
- Healthy trail mix (made with nuts, dried fruits, etc.)

Lunch:

- Emphasize fruit, vegetables, whole grains, and nonfat or low fat dairy products.
- Include lean meat such as skinless poultry, pork loin, fish, beans, and tofu, or eggs, nuts, and seeds.
- Select food with no trans-fat, and low in saturated fat, sodium, and added sugar.
- Choose food that is grilled, broiled, baked, or sautéed with herbs and spices.
- Sandwich bar with whole grains, low-fat meats and cheeses, and grilled vegetables
- Vegetable wraps
- Lower-fat/lower calorie desserts—fresh fruits with low-fat yogurt, angel food cake with fruit topping

General Guidelines for MSDH-Hosted Events:

- Serve lower-calorie and lower-fat foods
- Serve low sodium foods
- Remember to include a vegetarian option; especially when hosting larger groups.
- Preference is given to seasonal and local foods.
- Serve lower fat versions of condiments (e.g. dressings, mayo, cream cheese, or sour cream)
- Eliminate high fat, high sugar, high sodium and low fiber items at meetings, such as:
 - Cakes, donuts, pastries, cookies, regular muffins
 - Soda and fruit drinks (that contain less than 100% juice)
 - Chips
 - Fried foods
 - Cream based sauces and soups

These standards are encouraged for employee celebrations, meetings, or gatherings.

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Failure to adhere to food policy guidelines or failure to receive approved authorization may result in the employee being responsible for food payment.

All exceptions to this policy must be submitted in writing to and approved by the Director of Health Administration prior to the meeting.

For technical assistance and support for menu planning please contact:

MSDH Office of Preventive Health
Phone: 601-206-1559

MSDH Nutrition Services
Phone: 601-576-7820

or

See MSDH's **Healthy Catering and Event Guide** at
<http://msdh.ms.gov/msdhsite/index.cfm/43,4717,277,pdf/HealthyCatering.pdf>