

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 1

Thursday, September 22, 2016

2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Stephen Hughes, Jessica Otto

CDC Advisor: Adam Kramer

Scribe: TBD

Agenda

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Jo	
3. Conference for Food Protection, Inc. Antitrust Statement	Jo	
4. Identify a Committee Scribe	Eric	
5. Review CFP Timeline for Committee Work: <ul style="list-style-type: none"> • March 2017 – Committee Status Report Due • July 2017 – Committee Status Report Due • November – Final Committee Report Due 	Eric	
6. Review of 2014-2016 Final Report: <ul style="list-style-type: none"> • 2014-2016 Final Report as submitted • Final Survey & Pro-Con Listing • Feedback from returning members 	Eric	
7. Review of 2016-2018 DoK Charges: <ul style="list-style-type: none"> • See below 	Jo	
8. Overview of 2016-2018 DoK Plan of work <ol style="list-style-type: none"> 1. Monthly conference calls 2. Demonstration VS Duties 3. Working Groups 	Jo	
9. Review Action Items:	Eric/Jo	
10. Determine next meeting date & action items	Eric/Jo	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

- Welcome to all new and returning members was completed
 - Official call to order was not completed, this will be addressed on next call
- Committee member roll call completed (*refer to list below*)
- A volunteer scribe was requested during the call,

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- Should no one volunteer before the next meeting a committee member on each call will be chosen at random to take the meeting minutes for each committee call.
- Prior Committee Member feedback:
 - All members should take the time to closely review the original committee's alternative methods for demonstrating knowledge and the pros & cons for those methods that were identified.
 - All committee members should also review Knowledge 2-102.11 Demonstration and Duties 2-103.11 Person in Charge in the 2013 Food Code along with the corresponding sections located on pages 340 – 346 in Chapter Three- Public Health Reasons/Administrative Guidelines of the 2013 Food Code Annexes. Additional information may also be found in Guide 3 B of the 2013 Food Code Annexes.
 - It was suggested that the final alternative methods survey (*completed by the original committee*) be sent to the new committee for review and voting.
 - Committee chairs agreed that this will provide the committee with a good starting point,
 - Committee chairs will 1st need to look into how surveys will be completed by the committee
- Other Discussion Points/Notes of Interest:
 - The committee is expected to complete all charges by the conclusion of this biennial.
 - The FDA has made CFP aware that it anticipates making changes to the Food Code and its Annexes as it relates to **Mandatory Food Protection Manager Certification for Person in Charge**
 - At this time, the impact of this change is unknown and the committee's FDA Advisors will have the responsibility to keep the DoK Committee informed of what the FDA is proposing to change in the Food Code and what impact this may have to the Committee's ability to complete its charges.
 - A committee member had concern with overall committee size and the challenges of effectively completing the committee's monthly conference calls.
 - Committee chairs provided an overview of the CFP Committee structure of voting and at-large members and how these groups will need to focus on developing consensus in order to complete the committee's charges.
 - The following documents will be sent to all members of the committee:
 - 9/22 Agenda & Meeting Minutes
 - CFP Anti-Trust Statement
 - 2014-2016 DoK Final Report & supporting documents
 - 2016-2018 DoK Charges
 - 2016-2018 DoK Roster
 - The next call is scheduled for Thursday the 27th of October at 2:00 pm.

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Meeting Number: 2

Thursday, October 27, 2016

2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Stephen Hughes, Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, • Call to Order • Accept previous meeting minutes	Eric	
2. Motion to Dispense Roll call for non-voting members on future calls	Jo	
3. Conference for Food Protection, Inc. Antitrust Statement	Jo	
4. Identify/ a Committee Scribe • Volunteers or rotate?	Eric	
5. Discussion: • Demonstration of Knowledge vs. Duties of the Person in Charge	Jo	
6. Revisit/Discuss Survey : • Survey Monkey or other? • Volunteers to work on Survey • Goal: Sent out by next call?	Eric	
7. DoK Plan of work & Action Items 4.	Eric/Jo	
8. Determine next meeting date:		

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order:

- First DOK Committee meeting called to order at 2:03pm,
 - Motion accepted.
- Motion for previous meeting minutes to be accepted:
 - Clarification requested regarding final survey from previous suggested alternatives sent to current members
 - It was reviewed that this had not been completed yet due to technical issues and that it was to be addressed further during today's agenda.

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- Minutes accepted as presented.
- 2. Roll Call:**
 - Motion put forth by Committee Chairs to Dispense Roll Call for non-voting members:
 - Suggested that attendance of non-voting audience will be gathered via email
 - This is a standard operating process used by other committees.
 - Member requested that clarification be requested and provided from CFP Board regarding roll call of non-voting members
 - Chair of council II to reach out to CFP Board for recommendations.
 - Motion tabled pending research of options.
 - Roll Call Conducted by Committee Co-Chair
- 3. Conference for Food Protection, Inc. Antitrust Statement**
 - Read by Committee Co-Chair
- 4. Identify a Committee Scribe:**
 - Linda Zaziski has offered to be the committees scribe
 - THANK YOU
- 5. Demonstration of Knowledge vs Duties of a Person in Charge discussion:**
 - Homework: review Sections: 2.102.11, and 2.103.11
 - Review Demonstration of Knowledge any one of three
 - No violations of priority items on current inspection
 - Being a certified food service mgr.
 - Response to questions
 - Review Duties of PIC (trends that these items on inspection and active managerial control)
 - Control over food safety risk factors
 - Trend can be multiple items, or multiple priority items in multiple departments
 - Summary: DoK – What they Know vs Duties - application of the process
 - Request:
 - Provide documents and information gathered from previous committee work. Efforts of previous group recognized. Submissions of previous committee provided to current committee multiple times.
 - Previous committee identified that the differentiation of DOK and Duties is difficult. Current committee recognizes this. New charge is to define difference between DOK and Duties. Survey questions to reflect this to focus specifically on knowledge. (as to not cloud issue with duties)
 - Clarification regarding Standardization of Inspection – Oversight/Communication. Marking instruction on Duties of PIC based on interaction and observation of inspector. Discussion with good answers but implementation portion does not match. For example: Watching actions of manager and employee interaction – Active managerial control and actions.
 - Suggestion:
 - Validate our discussion points with FDA advisor
 - FDA Advisor not on call

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- Chairs to follow-up with FDA advisor and report back during next meeting
- Discussion/Clarification:
 - If duties are demonstrated they substantiate knowledge. The original charge did not incorporate duty. Survey questions inadvertently folded into duties section which was outside of our original charge.
 - Clarification that previous committee looked at duties section as a possible alternative to DOK.
 - Committee to focus on the 10 alternative methods for demonstrating knowledge from the 2014-2016 DoK Committee
- 6. Survey:**
 - 10 Alternate methods for demonstrating knowledge outlined by 2014-2016 Dok committee to be sent out to entire committee
 - Survey Monkey to be used to send out survey
 - Larry Siglur has offered to send out survey on behalf of the committee
- 7. Action Items:**
 - Committee Chairs:
 - Seek FDA advisor feedback as noted earlier and report back to committee
 - Provide copy 10 Alternate methods for demonstrating knowledge outlined by 2014-2016 Dok committee
 - Committee Members:
 - Complete survey prior to next conference call
- 8. Next Meeting Date:**
 - Thursday, 11/17/16 2pm Eastern

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 3

Thursday, November 17, 2016

2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, <ul style="list-style-type: none"> • Call to Order • Previous meeting minutes review/motion to accept • Antitrust reminder 	Eric	
2. Roll Call	Jo	
3. Discussion: <ul style="list-style-type: none"> • FDA feedback regarding Duties vs Application as it relates to Demonstration of Knowledge 	Jo	
4. Survey : <ul style="list-style-type: none"> • Review response rate 	Eric	
5. Action Item(s): <ul style="list-style-type: none"> • Formation of 2 sub-committees <ul style="list-style-type: none"> ○ Group 1 (alt method 1-5) ○ Group 2 (alt method 6-10) • Identify Group Leaders • Outline group leader role/responsibility 	Eric/Jo	
6. Next meeting date: <ul style="list-style-type: none"> • Tentatively set for Thursday 12/15 2pm (est) 		

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting

MEETING MINUTES:

1. Meeting Called to Order:

- DOK Committee meeting called to order at 2:03pm

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- Motion for meeting minutes to be accepted and seconded:
 - Minutes accepted with meeting date change
- Reminder of Anti-Trust Statement is in effect.

2. Roll Call:

- Roll Call Conducted by Committee Co-Chair

3. Discussion

- FDA feedback (Jessica)
 - When looking at duties observing actions taken in the establishments, inspectors are looking for a pattern. No hard line if observational or interview format. DOK is interview format/question/answer style.
 - DOK – what PIC can explain to you on what they are doing in establishment.
 - DOD (Demo of Duties) is observation of actions taking place.
 - Concern: Language barriers presents a concern. By successful demonstrations illustrates knowledge. Realities in field: different languages, lack of standardization.
 - Caution with alternatives: Difference of knowledge and demonstration. Remember not to rely on duties to ascertain knowledge of PIC.

4. Survey Results

- 33 Surveys completed
- Set up two sub-groups dividing the survey data and analyzing the results and make recommendations to full group on results.
- **ACTION** - Request for total survey data results be sent to committee to see results in whole.
- **ACTION** - Larry: Survey to be sent out for interest in serving on committee and volunteers to chair/co-chair. One person from regulatory and one person from industry as leads.

5. Next Meeting

- Thursday December 15th 2pm

Meeting Adjourned: 2:34pm

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Meeting Number: 4

Thursday, December 15, 2016
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

11. Welcome, Call to Order	Eric	
12. Roll Call	Jo	
13. Review and accept meeting minutes from Nov. 17, 2016 Call	Eric	
14. Conference for Food Protection, Inc. Antitrust Statement - reminder	Jo	
15. Review Committee Survey Results	Eric	
<ul style="list-style-type: none"> • Assign Committees • Review Expectation 		
16. Committee Discussion on options for Sharing information	Jo	
<ul style="list-style-type: none"> • Gmail, FoodSHIELD- etc. 		
17. Next Meeting Date	Jo/Eric	
18. Action Items	Jo/Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order:
 - DOK Committee meeting called to order at 2:00 pm
2. Roll Call Conducted by Committee Co-Chair Motion
3. Motion for meeting minutes to be accepted and seconded
 - Meeting minutes Motion to accepted as submitted (Lance), seconded (Todd) , Motion Accepted
4. Anti-Trust Statement – Reminder

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5. Review Committee Survey (33 submissions)
 - 33 Total surveys completed (24 Industry, 7 Regulatory, 2 Unknown)
 - i. Survey results heavily skewed towards Industry and need to be re-circulated
 - ii. **ACTION - Survey to be recirculated to Voting Members Only**
 - Assign Subcommittees
 - i. Subcommittees to have Co-Chairs: One Regulatory and one Industry person each sharing responsibilities
 1. Subcommittee Group 1: Mic Miklos/**Regulatory Volunteer Needed**
 2. Subcommittee Group 2: Larry Sigler/Julie Hultz
 - ii. Member Suggestion to realign subcommittee questions as follows:
 1. Group 1: Alternate Method 2,3 4,5 & 10
 2. Group 2: Alternate Method 1, 6,7, 8 & 9)
 3. Motion to realign/Seconded. Motion Approved
 - iii. Word Template document will be used to adequately record conversation/decisions
 1. **ACTION – Revise Subcommittee working documents to reflect question realignment noted above**
 - iv. Sub-committee member listing to be shared when compiled
 - Subcommittee Expectations:
 - i. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 1. Differentiation between knowledge and application,
 2. Emphasis on risk factors,
 3. Ease of uniform assessment by regulators and industry,
 4. Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 5. What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
 - ii. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
6. Idea Sharing Options
 - Google Docs or Food Shield for document sharing among subcommittee members
 - Google Docs to be used
7. Next Meeting(s)
 - January 12th 2 pm EST- Subcommittee co-chair meeting: regarding, Sub-Committee charges and process
 - Jan 19th 2pm EST – Full DoK Meeting to review:
 - Results of Voting Member Survey
 - Subcommittee update

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 5

Thursday, February 16 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Eric	
2. Roll Call	Jo	
3. Review and accept meeting minutes from Dec. 15, 2016 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Jo	
5. FDA/ CDC Update on DoK	Jessica Otto	
6. Subcommittee Update: <ul style="list-style-type: none"> • Review of subcommittee charges • Group 1 Update: • Group 2 Update: 	Eric Group 1 Rep Group 2 Rep	
7. Next Meeting Date(s): <ul style="list-style-type: none"> • Group 1: • Group 2: • DoK Committee: 02.16.17 @ 2pm 	Group 1 Rep Group 2 Rep Jo/Eric	
8. Action Items	Jo/Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order:
 - a. DOK Committee meeting called order at 2:00 pm
2. Roll Call Conducted by Committee Co-Chair Motion
3. Motion for meeting minutes to be accepted and seconded
 - a. Meeting minutes Motion to accepted as submitted (Rance), seconded (Hector), Motion Accepted
4. Anti-Trust Statement – Reminder
5. ~~FDA Representative (Jessica Otto) provided overview of changes to the CFPM requirements in 2017 Food Code.~~

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- ~~a. No specific language was provided.~~
- ~~b. It is from a joint issue presented by the FDA and CDC (Issue 2-25, 2016 transferred to Council 1)
 - ~~i. Jurisdictions that required a CFPM received better inspection scores and had fewer outbreaks.~~
 - ~~ii. 2-102.12 Requires PIC to be a CFPM~~
 - ~~iii. Exemption for minimal risk (No Change) Exemption for minimal risk incumbent on Regulatory Authority. Answer to question from Committee.~~~~
- ~~c. 2-102.11 DoK
 - ~~i. Ripple effect from 2-102.12~~
 - ~~ii. CFPM may not be enough to Demonstrate Knowledge difference between having knowledge and showing knowledge.~~
 - ~~iii. (B) Removed~~
 - ~~iv. FDA notes attached.~~~~
- ~~d. 2-102.11(C) No changes.~~
- ~~e. Changes will be made to the Annexes to the appropriate sections.~~

AMENDED LANGUAGE: In its work to develop the 2017 Food Code according to accepted CFP recommendations, FDA presented its thinking on proposed 2017 Food Code changes in response to Issue 2016-II-025 and any follow-on changes that affect the demonstration of knowledge Code section. Any final wording of proposed language has yet to be finalized, approved and cleared through the Agency and any information presented conceptually is pending final Agency clearance of the document.

6. Subcommittee Reports:
 - a. Subcommittee One- has had one conference call and has both combined and eliminated Alternatives for Demonstrating Knowledge based on responses to survey.
 - b. Subcommittee Two has the first call right after the DoK full committee call.
7. Action Items:
 - a. FDA to send out synopsis of discussion and Jo will forward to the group.
 - b. Subcommittees will meet and report back to full committee.
8. Meeting Adjourned at 2:40.

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 6

Thursday, March 16 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Eric	
2. Roll Call	Jo	
3. Review and accept meeting minutes from Feb. 16, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Jo	
5. FDA Food Code Changes (2-102.12 & 2-102.11) Discussion: <ul style="list-style-type: none"> • Present/Review Committee member concerns over FDA Food Code Changes: <ul style="list-style-type: none"> i. 2-102.12 will require the PIC (not just any person in the establishment) to be a CFPM ii. 2) 2-102.11 will no longer allow you to demonstrate knowledge by simply obtaining the CFPM certificate (current ¶B), you will have to use one of the two other current methods to demonstrate knowledge • Open Committee Member Discussion: 	Jo/Eric	
6. Next Meeting Date(s): <ul style="list-style-type: none"> • DoK Committee: 04.20.17 @ 2pm 	Jo/Eric	
7. Action Items: <ul style="list-style-type: none"> • TIME SENSITIVE Voting Member Survey <ul style="list-style-type: none"> i. MUST be completed by ... • Committee Status Report (<i>Time Sensitive</i>) • Sub-Committee Meeting Dates <ul style="list-style-type: none"> i. Group 1: TBD ii. Group 2: TBD 	Jo/Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

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MEETING MINUTES:

1. Meeting Called to Order:
 - a. DOK Committee meeting called order at 2:00 pm
2. Roll Call Conducted by Committee Co-Chair. Quorum Established
3. Motion for meeting minutes to be accepted and seconded
 - a. Amendment Consideration for minutes; highlight pre-decisional under code change as no specific language was shared. Jessica FDA/ to provide verbiage for language amendment for minutes.
 - b. Meeting minutes Motion to accepted as submitted with verbiage amended change Motion accepted (Rance), seconded (Hector), discussion; Motion Accepted as amended.
4. Anti-Trust Statement – Reminder
5. FDA Food Code Changes (2-102.12 & 2-102.11) Committee provided a concern by the FDA, information was shared with the group. Member comments were provided
 - a. Discussion on DOK Committee Member concerns regarding the document
 - i. Member concern: with the proposed changes provided, the food code as presented has a direct impact on our committee to complete our charges. Should comments be included in status report to board?
 - ii. Focus back on the charges – what is the value of moving forward on the charges.
 - iii. FDA has agreed in intention to require more than the fulfillment of more than one paragraphs – is among one (or more) of the 10 of our considerations. If FDA is looking at more then one – then the committee has a concern on our efforts
 - iv. The specific language was put into the document
 1. 2014 issue 216 was accepted with original 5 charges. Committee Charge #3 at that time was to examine options if CFSM was not present.
 2. 2016 cycle – current charges not affected. FDA has not had discussion or changing the “or” to an “and”. The charges of the committee are valid
 3. Issue of concern: The PIC certified – present at all times of the operation. Since PIC is always available; then the alternate methods would be the driver.
 - v. Industry concern, what if PIC is gone for short time (ie banking). In real life PIC is not always at establishments.
 - vi. 10 alternate methods, should still be proposed in recommendations. Not sure specifically when the FDA will be publishing the updated Food Code. Alternate methods are valid, perhaps omitting/limiting those that would address PIC not being present.
 - vii. Should these concerns be voiced in our overall meeting minutes/board report?
 - b. **ACTION ITEM:** Eric/Jo to consult member with identified concern to determine if concern is mitigated with minute verbiage change and/or if additional action is needed – i.e. Survey/Poll for inclusion on board report.
 - i. **3/17/17: Per our call yesterday the committee member who brought the concerns forward has accepted the amended language supplied by the FDA (see amended language below). No Further Action is needed at this time and all committee and subcommittee work will continue.**
 - ii. **3/17/17: Revised meeting minutes for 2/16/17 committee meeting sent to committee.**
6. Sub-Committee Status Report/Action Items
 - a. Member Survey is completed and ready publish/release
 - b. **ACTION ITEM:** Committee Status Report – Urgency: Continue sub-committee work.
 - i. Group I: Update

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1. Stood down pending results of call today
- ii. Group 2 Update:
 1. Meeting went through alternative methods. Identified pros/cons.
 2. Need to complete the corrective actions and alternate method food code language if that is still needed.
7. Next Meeting – April 20, 2017, 2:00EST
 - a. Eric to add reminder note to invite - **COMPLETE**
8. Meeting Adjourned: 2:45pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 7

Thursday, April 20 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Eric	
2. Roll Call	Eric	
3. Review and accept meeting minutes from March. 16, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. General DoK Update: <ul style="list-style-type: none"> • Timeline for Committee Work: <ul style="list-style-type: none"> ○ March 2017 – Committee Status Report Due - COMPLETE ○ July 2017 – Committee Status Report Due ○ November – Final Committee Report Due Committee Status report submitted to Council II Chairs • FDA/CDC invited to participate on all Sub-Committee Calls 	Eric	
6. DoK Roster: <ul style="list-style-type: none"> • Regulatory Voting Member Replacement <ul style="list-style-type: none"> ○ Deana Copeland – Harris County Public Health (TX) • Vote for approval to remove non-participating AT-Large members 	Eric	
1. Subcommittee Update: <ul style="list-style-type: none"> • REMINDER – Next DoK Status report due in July • Group 1 Update: • Group 2 Update: 	Eric Group 1 Rep (Mick) Group 2 Rep (Julie)	
2. Next Meeting Date(s): <ul style="list-style-type: none"> • Group 1: TBD • Group 2: 5/4/17 @ 2pm • DoK Committee: 05.18.17 @ 2pm 	Group 1 Rep (Mick) Group 2 Rep (Julie)	
3. Open Dialog (questions)		
4. Adjournment:	Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
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2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.

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3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order
 - a. DOK meeting called to order at 2:03pm
2. Roll Call Conducted by Committee Chair – Voting Member Quorum NOT established
 - a. Meeting held but no official voting action able to be completed
3. Motion for minutes to be accepted (Mick) Seconded (Rance), No discussion – Minutes Approved
4. Anti-Trust Statement – Reminder
5. General DoK Update
 - a. Timeline reminder for Committee Work
 - i. March 2017 – Committee Status Report Submitted
 - ii. ACTION ITEM – July 2017; Committee Status Report Due
6. DoK Roster:
 - a. Request for Replacement Regulatory Voting Member submitted to CFP Executive Board
 - i. Deana Copeland submitted for approval in place of Tom Arbizu
 - ii. Note: Changes to voting and at large membership need to be approved through executive board
 - iii. **VOTE** – Quorum Needed. After motion/vote, Change needs to be submitted/accepted by CFP Executive Board
7. Subcommittee
 - a. Sub -Committee 1 (Mick)
 - i. Sub Committee Met twice.
 - ii. Currently discussing and voting on recommendations.
 - iii. Aggressive plan to meet deadlines
 - b. Sub Committee 2 –
 - i. Met April 12, no quorum
 - ii. Discussed pros/cons, gave ideas for corrective actions.
 - iii. Discussed same language throughout.
 - iv. Discussed code language – FDA advised code language could be provided as conceptual in nature (specifics not required). May be more applicable when considering 1, 6, 9 - Care should be taken
 - v. Next steps – Sub-Committee Quorum - approval
8. **ACTION ITEMS:**
 - a. DoK Roster Changes:
 - i. During next DoK Full Committee Call - Motion/Vote to remove Non-Participating At-Large committee members from roster. [Voting member quorum required](#)
 - *Non-Participation defined as: Has never been on conference call, participated in any surveys or provided any feedback/discussion – no active or passive involvement.*
 - ii. After motion/vote:
 - Change needs to be submitted for acceptance by CFP Executive Board
 - b. Chairs to send out DoK meeting reminders for calls through September
 - i. Reminders to include reminders
9. Next Meeting Dates
 - a. DoK committee – May 18, 2017, 2pm EST

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- b. Sub-Committee 1
 - i. **ACTION:** TBD – Mick to Advise
 - c. Sub Committee 2
 - i. May 4, 2017, 2pm EST
10. Adjourned at 2:32pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 8

Thursday, May 18 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Jo	
2. Roll Call	Jo	
3. Review and accept meeting minutes from March. 16, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
<ul style="list-style-type: none"> • General DoK Update: • Timeline for Committee Work: <ul style="list-style-type: none"> ○ March 2017 – Committee Status Report Due - COMPLETE ○ July 2017 – Committee Status Report Due ○ November – Final Committee Report Due Committee Status report submitted to Council II Chairs • Previous meeting action items: <ul style="list-style-type: none"> ○ Deanna Copeland Replacement Regulatory Voting Member - Approved by board ○ Chairs to send out DoK meeting reminders for calls through September - Completed 	Eric/Jo	
5. DoK Roster: <ul style="list-style-type: none"> • Due to STATE Level Regulatory voting member change: DoK Committee is seeking a replacement state level voting member to submit to CFP Board for review/approval. • Motion: Vote for approval to remove non-participating AT-Large members – Voting Member Quorum Required (<i>Non-Participation defined as: Has never been on conference call, participated in any surveys or provided any feedback/discussion – no active or passive involvement.</i>) 	Eric/Jo	
5. Subcommittee Update: <ul style="list-style-type: none"> • REMINDER – Next DoK Status report due in July • Group 1 Update: • Group 2 Update: 	Eric Group 1 Rep (Mick) Group 2 Rep (Julie)	
6. Next Meeting Date(s): <ul style="list-style-type: none"> • Group 1: TBD • Group 2: 5/4/17 @ 2pm • DoK Committee: 05.18.17 06.15.17 @ 2pm 	Group 1 Rep (Mick) Group 2 Rep (Julie)	
6. Open Dialog (questions)	--	
7. Adjournment:	Jo	

2016-2018 DoK Charges:

4. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:

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- f) Differentiation between knowledge and application,
 - g) Emphasis on risk factors,
 - h) Ease of uniform assessment by regulators and industry,
 - i) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - j) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
5. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
6. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order
 - a. DOK meeting called to order at 2:01 pm
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED**
3. Motion for minutes to be accepted as written: (Mick) Seconded (Rance), No discussion – Minutes APPROVED
4. Anti-Trust Statement – Reminder
5. General DoK Update
 - Timeline reminder for Committee Work
 - i. March 2017 – Submitted: **APPROVED**
 - ii. ACTION ITEM – July 2017; Committee Status Report Due
 - Replacement Regulatory Voting Member submitted to
 - i. Deanna Copeland, to replace Tom Arbizu as voting member - CFP Executive Board: **APPROVED**
 - DoK Meeting Invites/Reminders sent out until September 2017 - **COMPLETE**
6. DOK Roster
 - **ACTION:** State Regulatory representative McQuire (retired) - Seeking volunteer
 - Note: Board Approval is required for full acceptance
 - **MOTION** (Quorum Established): Vote for approval to remove non-participating AT-Large members from member listing. (Rance Baker) Motioned for removal of non-participating as-large members. (Todd Rossow) seconded. Vote: **APPROVED**
 - Discussion: Mick requested number of people that this is affecting. Rance: Have we reached out to non-participating members.
 - **ACTION:** Create list of At-Large members to be removed. Only total number of those to be removed to be submitted to CFP Executive Board for approval.
7. Subcommittee
 - Sub -Committee 1 (Mick)
 - i. Sub Committee meeting every week.
 - ii. Review survey (of all members) feedback. Conclusion. Reduce 5 methods down to three based on survey feedback as noted by sub-committee minutes
 - iii. Reviewed pros/cons 2, 5, 10 - COMPLETED
 - iv. Methods 5 and 10 did not fall within scope of charge - Stricken from action
 - v. Only one method (#2) meets requirements for forward movement.
 1. Charge I: Identify corrective action (Deadline; next week Thursday)
 2. Charge II: Recommend alternative methods as new or updated food code language. GOAL: to have language sub-committee approved for June 15.

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- Sub Committee 2 – (Julie)
 - i. Met several times, minutes to be provided
 - ii. Discussed pros/cons, solutions for corrective actions, language barriers, code language.
 - iii. Reviewed original survey
 - iv. Subcommittee - Has been unable to reach quorum for vote to remove items
 - v. Next steps – Quorum for Sub-Committee Approval - consider electronic voting
- 8. Open Dialog/Action Items:
 - Note: If desired; Members can attend subcommittee discussion calls
 - **ACTION:** Dates/Contact information on Sub-committee dates to be provided to all voting members
 - **ACTION:** Share Sub Committee meeting minutes to be provided to DoK members
- 9. Next Meeting Dates
 - DoK committee – June 15, 2017: 2pm EST
- 10. Motion to Adjourn (Todd Rossow) Seconded (Rance Baker): Motion Accepted; Adjourned at 2:26pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 9

Thursday, June 15 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Jo	
2. Roll Call	Jo	
3. Review and accept meeting minutes from May, 18, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Previous meeting action items: <ul style="list-style-type: none"> • DoK Roster revisions: <ul style="list-style-type: none"> ○ Submit regulatory voting member replacement for board approval - Submitted for review on 6.10.17 ○ Submit list of non-participating At-Large members for removal board for approval – Submitted for review on 6.10.17 • Share Sub Committee meeting minutes to be provided to DoK members – Completed on 6.5.17 • Dates/Contact information on Sub-committee dates to be provided to all voting members – Dates to be provided by during call by Group leads 	Eric/Jo	
6. DoK Key Upcoming Dates: <ul style="list-style-type: none"> • 7.5.17 – DoK Chairs submit progress report to Council II Chairs • 7.20.17 - Group 1 & 2 submit DRAFT to DoK Chairs Language for Alternative Methods • 8.17.17 - Discussion on draft language proposed by subcommittee • 9.7.17 – <i>IF NEEDED</i> – <i>Continued discussion of Draft language</i> • TBD – Final DoK Vote on alt methods • 10.02.17 – Progress report to Council II Chairs • 11.30.17 – Issue submitted to Council II Chairs 	Jo	
7. Subcommittee Update: <ul style="list-style-type: none"> • REMINDER – Next DoK Status report due in July • Group 1 Update: • Group 2 Update: 	Eric Group 1 Rep (Mick) Group 2 Rep (Julie)	
8. Next Meeting Date(s): <ul style="list-style-type: none"> • Group 1: TBD • Group 2: TBD • DoK Committee: 07.13.17 @ 2pm 	Group 1 Rep (Mick) Group 2 Rep (Julie)	
7. Open Dialog (questions)	--	
8. Adjournment:	Jo	

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2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order
 - b. DOK meeting called to order at: 2:00
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED YES**
3. Motion for minutes to be accepted as written: Todd Rossow, seconded: Michelle Haynes, no discussion
Minutes APPROVED
4. Anti-Trust Statement – Reminder
5. General DoK Update:
 - Review of roster revisions submitted to CFP Board for approval. Items currently being reviewed by board and approval should be forthcoming.
 - Subcommittee minutes were emailed out on 06.05.17
6. Review of upcoming dates and deadlines for committee's work:
DoK Key Upcoming Dates:
 - **7.5.17** – DoK Chairs submit progress report to Council II Chairs
 - **7.20.17** - Group 1 & 2 submit DRAFT language to DoK Chairs Language for Alternative Methods
Reminder language does not need to be fully formed. FDA is looking for intent and will formulate exact language based on committee's suggestions.
 - **8.17.17** - Discussion on draft language proposed by subcommittee
 - **9.7.17** – *IF NEEDED* – *Continued discussion of Draft language***TBD** – Final DoK Vote on alt methods
 - **10.02.17** – Progress report to Council II Chairs
 - **11.30.17** – Issue submitted to Council II Chairs
Expanded plan of work with deadlines attached for committee review.
7. Subcommittee updates:
Both groups are having issues establishing a quorum on calls.
 - Subcommittee 1: Bridget Sweet: group cancelled recently scheduled meeting. Will approve minutes from calls through electronic vote. Will have full report and draft language available for next full committee call.
 - Subcommittee 2: Julie Hults: Group has completed assigned work and needs to vote to remove method 8 from the list of methods available. Group has not been able to establish quorum and has requested full committee vote. Information will be attached and formal electronic voting process begun to move groups work forward.
 - No committee members had discussion points or questions for subcommittees. Electronic voting process will move ahead.
8. Subcommittee Meeting Dates

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- No subcommittee meeting dates established at this time. As dates are decided will be emailed to entire group.
9. Open dialog: No comments or questions from Committee
10. Motion to adjourn: Rance Baker, Second: Bridget Sweet. Meeting ended at 2:32 pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 10

Thursday, July 27, 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

Agenda

1. Welcome, Call to Order	Eric	
2. Roll Call	Eric	
3. Review and accept meeting minutes from May, 18, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Previous meeting action items: <ul style="list-style-type: none"> DoK Roster revisions – Approved by CFP Board 	Eric	
6. DoK Key Upcoming Dates: <ul style="list-style-type: none"> 7.20.17 - Group 1 & 2 submit DRAFT Alternative Methods Language to DoK chairs for review. 7.21.17 – DoK progress report submission deadline to Council II Chairs 8.17.17 - Discussion on draft language proposed by subcommittee 9.7.17 – <i>IF NEEDED</i> – <i>Continued discussion of Draft language</i> TBD – Final DoK Vote on alt methods 10.02.17 – Progress report to Council II Chairs 11.30.17 – Issue submitted to Council II Chairs 	Eric	
9. Subcommittee Update: <ul style="list-style-type: none"> Group 1 Update: <ul style="list-style-type: none"> Meeting minutes: Electronic vote results Method 10 Alternate language update Next meeting date/time Group 2 Update: <ul style="list-style-type: none"> Method 8: Electronic vote results Remaining methods update Next meeting date/time: 	Group 1 Rep (Bridgett)	Group 2 Rep (Mary)
10. Review & Discussion of remaining Alternate Methods:	Eric	
11. Next Meeting Date(s): <ul style="list-style-type: none"> DoK Committee: 08.17.17 @ 2pm 		
7. Open Dialog (questions)	--	
8. Adjournment:	Eric	

2016-2018 DoK Charges:

- Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:

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Demonstration of Knowledge Committee

- a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
 3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

MEETING MINUTES:

1. Meeting Called to Order
 - c. DOK meeting called to order at: 2:01pm
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED: No**
 - Non-voting members - to send names to Eric
3. Motion for minutes to be accepted as written: Michelle, seconded: Deanna, no discussion Minutes APPROVED/NOT
4. Anti-Trust Statement – Reminder
5. DoK Roster revisions – **Approved by CFP Board**
6. Reminder of Key Dates
 - Submission was made to Chair, additional notes to be added from today's meeting
7. Next key date: August 17 - Draft proposal of draft language w/in sub-group available.
8. Sub-Committee Update:
 - Sub-Committee 1 (Bridgett)
 - i. E-vote - preferred method of communication
 - ii. Method 2 - Alternative Language next step
 - iii. Next Meeting August 2, Discussion on Method II language; completed on August 11
 - iv. Notes to be provided from last meeting to share with group at large.
 - Sub-committee 2 (Mary)
 - i. E-vote to strike method 8 - Results TBD (Mary to obtain from Larry)
 - ii. Method 1, 6, 7, 9 remaining
 - iii. Amended Code language sketched out; most recent version of recommended/conceptual code language to Eric
9. Including in final document, recommendations around 1, 6, 7, 9, 10 - (5) overall methods submitted as recommendations from our group. Circulated to committee at large for discussion/comment at that time.
10. Next Meeting August 17, 2017
11. Motion to Adjourn - Linda motioned to adjourn, Michelle seconded
12. Meeting Concluded at 2:25pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 11

Thursday, Aug 17, 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

1. Welcome, Call to Order	Eric	
2. Roll Call	Jo	
3. Review and accept meeting minutes from May, 18, 2017 Call	Jo	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Previous meeting action items: • None	Eric	
6. DoK Key Upcoming Dates: • 8.17.17 - Discussion on draft language proposed by subcommittee • 9.7.17 – Final DoK Report review • 10.02.17 – Progress report to Council II Chairs • 11.30.17 – Issue submitted to Council II Chairs	Eric	
7. Subcommittee Update: • Group 1 Update: o 08.11.17 - Meeting minutes: o Review Method 10 Alternate language • Group 2 Update: o Review of Language for Methods 1, 6, 7 & 9 o Next meeting date/time:	Group 1 Rep (Mick) Group 2 Rep (Mary)	
8. Next Meeting Date(s): • 9.7.17 @ 2pm (eastern) Final DoK Report review	Eric	
9. Open Dialog (questions)	--	
10. Adjournment:	Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

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Demonstration of Knowledge Committee

MEETING MINUTES:

1. Meeting Called to Order
 - DOK meeting called to order at: 2:00pm
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED: YES**
 - Non-voting members - to send names to Jo
 - **Note:** representatives from FDA not available, record questions and send to them/reflect in meeting minutes.
3. Motion for minutes to be accepted as written: Andy, seconded Brenda, no discussion. Minutes - **APPROVED**
4. Anti-Trust Statement – Reminder
5. Key Dates
 - **9.7.17** – Final DoK Report review
 - **10.02.17** – Progress report to Council II Chairs
 - **11.30.17** – Issue submitted to Council II Chairs
6. Previous meeting action items
 - Concern voiced regarding short notice to review sub-committee language. Concern recognized. 9/7/17 date will be used to review recommended alternate language
 - i. **ACTION ITEM:** Review of alternate language proposed by subcommittees
 - ***-**SEE ATTACHMENT:** Subcommittee Alternate Language pdf (attachment provided for today's meeting)
7. Sub-Committee Update:
 - Sub-Committee 1 (Mick)
 - Subcommittee deleted 4 of the 5 proposed methods/options - Just one method recommended
 - Rationale: Code should provide more flexibility for PIC - behavior being observed conforms to managing the risk.
 - Sub-committee 2 (Mary)
 - i. Method 1, 6, 7, 9
 - ii. Rationale: Demonstrating verses questioning
 - iii. Includes reference to using job aides
8. Next Meeting: Conference Call 9/1/17
 - Review and vote on final Alternative Language
 - i. Send comments/concerns on proposed alternate language to Jo/Eric for discussion
 - ii. Webinar style meeting suggested for use for review meeting
9. Motion to Adjourn - Rance Baker motioned to Adjourn meeting. Todd seconded.
10. Meeting concluded at 2:26pm

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 12

Thursday, Sept. 21, 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Jo DeFrancesco

1. Welcome, Call to Order	Eric	
2. Roll Call	Jo	
3. Review and accept meeting minutes from May, 18, 2017 Call	Jo	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Previous meeting action items: • None	Eric	
6. DoK Key Upcoming Dates: • 9.7.17 – Final DoK Report review • 10.02.17 – Progress report to Council II Chairs • 11.30.17 – Issue submitted to Council II Chairs	Eric	
7. Subcommittee Update: • Group 1 Update: • Group 2 Update:		
8. Next Meeting Date(s): • 9.7.17 @ 2pm (eastern) Final DoK Report review	Eric	
9. Open Dialog (questions)	--	
10. Adjournment:	Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

Meeting Minutes:

1. Call Began at 2:00 pm
2. Called to Order: Eric Moore
3. Attendance:
 - Quorum Present

2016-2018 CFP Demonstration of Knowledge Committee

4. No Minutes from last call to approve
5. Eric reviewed important dates for committee in October and November
6. Subcommittee Update:
 - Committee chose to forgo synopsis of Subcommittees work and move into discussions.
 - It was suggested that methods 1,5,6 and 9 be combined as the intent is similar.
 - The below Alternative language was proposed and emailed out to group.
 - *“The PIC can demonstrate food safety knowledge as it relates to the specific food operation through the use of job aids or other practical means such as showing how they take temperatures, calibrate a thermometer, mix or test sanitizer, showing a posted employee health policy or list of major food allergens and in general being in compliance with Section 2-103.11 as verified during the current inspection.”*
 - Above Language to be addressed in depth on next call 09/29/17.
 - Concerns were stated about the lack of language in method on the PIC’s knowledge of the employee health policy.
 - It was discussed and pointed out that section 2-201 of the code addresses the issue in depth.
 - Someone placed phone on hold and music forced early end to call.
 - Jessica Otto gave FDA Conference number and second call was initiated,
 - Due to lack of time a call was rescheduled for Friday the 29th of September at 2pm.

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 13

Thursday, Sept. 29, 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

1. Welcome, Call to Order	Eric	
2. Roll Call	Jo	
3. Review and accept meeting minutes from May, 18, 2017 Call	Jo	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Review 9/21/17 Meeting Minutes:	Eric	
6. DoK Key Upcoming Dates: <ul style="list-style-type: none"> • 9.7.17 – Final DoK Report review • 10.02.17 – Progress report to Council II Chairs • 11.30.17 – Issue submitted to Council II Chairs 	Eric	
7. Subcommittee Update: <ul style="list-style-type: none"> • Group 1 Update: • Group 2 Update: 		
8. Next Meeting Date(s): <ul style="list-style-type: none"> • 9.7.17 @ 2pm (eastern) Final DoK Report review 	Eric	
9. Open Dialog (questions)	--	
10. Adjournment:	Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

Meeting Minutes:

1. Meeting Called to Order
 - DOK meeting called to order at: 2:01pm EST
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED: YES**
 - Non-voting members - to send names to Jo
 - **Note:** representatives from CDC not available, record questions and send to them/reflect in meeting minutes.
3. REVIEW of 9/21/17 meeting minutes

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- **Continuation** of call that experienced technological issues
 - i. Review of previous discussion from last Thursday
 - 1. Talked through Group 1 alternate language suggestion
 - 2. Recommendation: Message 1, 5, 6,9 combined into one total grouping/bucket language
 - Date to be Determined: Vote/Discussion on topics discussed
- 4. Anti-Trust Statement – Reminder
- 5. Continue discussion from 9/21/17 DoK Committee call:
 - Begin with discussion of Group 2 Alternative Method Language
 - i. Background to methods/alternative language
 - 1. All the methods are all somewhat the same
 - 2. Completed worksheet on the methods
 - ii. Alternate language summary documents reviewed for Group 2
 - 1. Comment: literally where we left off on last call; beginning to talk about method 7 is distinct from the others. Similarities in other methods and method 5 from group 1. Seek to give PIC alternate option to demonstrate. Method 7 takes us back to 2014 to original issue (2 of the 3 existing options) Belief that Method 7 takes away flexibility. Goal is flexibility - belief that this is taking us in the wrong direction.
 - a. Charges: if to look at alternative methods coming up with pros/cons and alternate language. Submit to committee
 - b. The FDA will need to review everything that is submitted for approval. Council debate will take place prior to submission to FDA.
 - 2. Review of Charge: 2016/2018 - Eric re-read charge for clarification.
 - a. Charge 1 has been completed
 - b. Charge 2 allows for committee flexibility to combine/propose.
 - 3. Vote to remove Method 7
 - 4. Consider submitting combine Methods
 - a. Show how we came to this conclusion - Would this be submitted? Can do in abbreviated method (Synopsis) along with

Motion: To remove Method 7.

- Discussion: was voted on 2014 and this committee to keep it or not that why it was included for discussion.
 - New information for reconsideration: FDA moving towards PIC certified requirement. Ultimately changes #7
- Call the Question (Mick) Motion to end debate. Todd Seconded Call the Question
 - Debate Ended
- Vote to end debate: Discussion Ended
- Vote on Removing Alternate Method 7
 - The group has come to consensus to remove alternate method 7
- 5. Discussion on combining/summarizing into one method.
 - a. Some distinctions, noted into summary.
 - b. One combined summary
 - c. Attachment sent individually and under 9/21/17 meeting minutes.
 - i. Intention theoretically to combine methods and they would be added after 2-11 (c) as an 'or'

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- d. Concern of training/certification folks still can't demonstrate - leaving in b 'or' d; still not affecting change
 - i. Consider removing 'b'
 - 1. Exceeds change - not asked to amend language.
 - 2. Need to look at locations that are not adopting the most current version of the food code
 - e. Consider rewording posting on wall. Point to job helper "and explain"
 - i. Strike showing posting out of the combined language. Section (c) already meets that requirement.
 - ii. Mick requested to re-write submission after call
 - 1. No concerns voiced about removing discussed language
 - o **Motion: To combine and remove verbiage from section terminology noted below:**
 - *The PIC can demonstrate food safety knowledge as it relates to the specific food operation through the use of job aids or other practical means such as showing how they take temperatures, calibrate a thermometer, mix or test sanitizer, ~~showing a posted employee health policy or list of major food allergens~~ and in general being in compliance with Section 2-103.11 as verified during the current inspection.*
 - Discussion on motion
 - Denote that this revised recommendation would be shown as (D) - forth recommendation of demonstration of knowledge
 - Vote to combine 1, 5, 6, 9 with verbiage stricken - Approved
 - o What we are putting forward jurisdictions who do adopt the food code - just checking for certification not demonstration.
 - Intervention with debits from risk observations. This line item not really make a difference.
 - Will not be able to state someone cannot demonstrate knowledge
 - Is this considered alternate? Or language change
 - Is (b) is going to be required? or Will it be moved into its own section. Believed to be a discussion at CFP. Concern related to double citations and or inability to cite for demonstration by virtue of certificate.
 - Important to denote dissenting opinion on final report
6. Upcoming Dates
- October 2 - Progress Report to Committee Chair
 - November 30 - Final issue submitted
7. Subcommittee Update
- Next Steps
 - i. Put together submission/report
 - ii. Share with committee
 - iii. Recommendations to be made to Council
8. Next Meeting: October 19 at 2pm EST - Eric to send a meeting notice out early next week.
9. Meeting Adjourned: Motion to Adjourn, Seconded. Adjourned at: 2:52pm EST

2016-2018 CFP Demonstration of Knowledge Committee

Meeting Number: 14

Thursday, October 19, 2017
2:00 p.m. EDT

Conference Call: 1-877-394-5901

Access Code: 2995496

Co-Chairs: Jo DeFrancesco, Eric Moore

FDA Advisors: Jessica Otto

CDC Advisor: Adam Kramer

Scribe: Linda Zaziski

1. Welcome, Call to Order	Eric	
2. Roll Call	Eric	
3. Review and accept meeting minutes from September, 18, 2017 Call	Eric	
4. Conference for Food Protection, Inc. Antitrust Statement - reminder	Eric	
5. Review 9/21/17 Meeting Minutes:	Eric	
6. DoK Key Upcoming Dates: • 11.30.17 – Issue submitted to Council II Chairs	Eric	
7. Discussion on Draft Proposal - Motion/Vote to Accept	Eric	
8. Thank-You to Committee - Charges Complete		
9. Adjournment:	Eric	

2016-2018 DoK Charges:

1. Identify and evaluate the pros and cons of *Alternative Methods to Demonstrating Knowledge*, a document created by the 2014-2016 DoK Committee (Attachment VI to the DoK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
 - a) Differentiation between knowledge and application,
 - b) Emphasis on risk factors,
 - c) Ease of uniform assessment by regulators and industry,
 - d) Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier,
 - e) What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
2. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
3. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

Meeting Minutes:

1. Meeting Called to Order
 - DOK meeting called to order at: 2:01pm EST
2. Roll Call Conducted by Committee Chair – Voting Member: **QUORUM ESTABLISHED: YES**
 - Non-voting members - to send names to Jo
3. REVIEW of 9/29/17 meeting minutes
 - Combining of methods to one group. One member voiced concern in combination.
 - No questions received regarding last meeting
 Motion to Accept Meeting Minutes: Andy moved to accept meeting. Bridgett seconded Motion Accepted
4. Anti-Trust Statement – Reminder
5. Review of Draft Version of submission to chapter chairs

2016-2018 CFP Demonstration of Knowledge Committee

- Clean version sent to members for review.
 - Eric reviewed the draft of the submission
 - For attachment review - contact Eric
 - Submission efforts read/reviewed
 - Open for discussion
 - Clarification of Section D; removal of showing a list of employee health and allergens - inadvertently included. So noted/ Will be removed.
 - Priority foundation notation inclusion question - would need to be factored in. Maria to provide Eric determination elements. Note: Committee did not focus on this throughout the committee charge - operated under the understanding that FDA would address. Add denotation, FDA will rubric/for correction/final determination.
 - Formatting concerns, change word due to two.
 - Part B Number 2: Do we need to specify accredited program? Add ANSI. Food code already has a definition. ACCREDITED PROGRAMS (needs to be all caps)
 - Recommendation to review code to insure terms are in same form as noted in code. Changes and additions noted with italics and underlines. Eric and Jo to review and revise as needed.
6. Upcoming Dates
- 11.30.17 Eric and Jo - Final Submission to Council II Chairs
7. Motion made to accept draft (Rance Baker) Motion seconded (Todd Rosow),
- Vote: Motion unanimous - **ACCEPTED**
 - i. Accepted with following edits: Clarification of Section D; removal of showing a list of employee health and allergens - inadvertently included. So noted/ Will be removed. Page 2, Change tense, word due changed to two, Section 3: in number 2 a, b, c, d Adequately cited to food code type face, bolded and underlined. Priority foundation notation added.
 - ii. Add Priority Foundation denotation, FDA will rubric/for correction/final determination.
 - Eric/Jo to send out final version/submission to Committee Members.
8. Thank you to all Committee Members - Charges for Committee Complete.
9. Meeting Adjourned: Motion to Adjourn, Seconded. Adjourned at: 2:38pm EST