



TUESDAY 10/23/2018

Attendance – Voting Members Present, Present by Phone (P), or Absent					
1	Dunleavy, <i>Chair</i>	11	Derr	21	Paster
2	Wood, <i>Vice Chair</i>	12	Guzzle	22	Piche
3	Algeo	13	Halbrook	23	Quam
4	Borwegen	14	Hawley	24	Roughan
5	Brown	15	Hilton	25	Smith, G
6	Chapman	16	Hussein (P)	26	Smith, T
7	Corchado	17	Kender	27	Straughn
8	Daniel	18	Kramer	28	Tyjewski
9	Davis	19	Luebkemann	29	Vacant - Academia
10	Dela Cruz	20	McMillion	30	Vacant - Academia

Attendance – Alternates, Consultants, Others Interested Present or Present by Phone (P)
<p>Alternates present, not activated Mark Conley (National Restaurant Association), Michael Baker (National Registry of Food Safety Professionals), Emilee Follett (P) (StateFoodSafety) Harry Klein (Prometric), Renee Beckham (Regulatory – Local)</p>
<p>Consultants present Beth Wittry (CDC), Laurie Williams (FDA), Julie Albrecht (ACAC), Katie Calder (ANSI, alt for Vijay Krishna)</p>
<p>Other Interested Parties present Larry Lynch (National Registry), Thomas Larson (StateFoodSafety)</p>

FOOD PROTECTION MANAGER CERTIFICATION COMMITTEE (FPMCC) MEETING AGENDA

1. Welcome & Introductions
2. CFP Anti-trust Statement, housekeeping
3. Orientation & Standards Workshop
4. Committee Administration
 - a. Standing committee, reports to Executive Board
 - b. Purpose of Committee
 - c. Constituencies
 - Academia
 - Certification Providers
 - Consumer/Independent
 - Industry (Food Service, Retail)
 - Regulatory (Local, State, Federal)
 - Training Providers
 - d. Voting, non-voting, alternates
 - e. Advisors/consultants (ACAC, ANSI, FDA/USDA, Psychometrician) (non-voting)
 - f. Meeting procedures
 - g. Voting procedures
5. Review of Committee Bylaws
6. Review of FPMC Standards
7. Charges from CFP
8. ANSI-ACAC Report
9. Workgroup formation and tasking
10. Next “live” meeting - Spring 2019 (April, TBD)

- 1. Welcome & Introductions, roll call, housekeeping**
Chair Sean Dunleavy convened the meeting at 8:30 AM, members were welcomed and introduced themselves. Roll was called, a quorum of 20/30 voting members established, and 29 people total were in attendance.
- 2. CFP Anti-trust statement** was read by Chair Dunleavy.
- 3. Minutes of Sept. 18, 2018 conference call** were approved as corrected.

MOTION

Paster moved, **Dela Cruz** seconded that:

The minutes of Sept 18, 2018 be approved with one typo corrected. Motion passed unanimously.

- 4. FPMCC Orientation & Standards Workshop**
Patrick Guzzle presented CFP orientation and an overview of the FPMCC and its work.
- 5. FPMCC Committee Administration, Committee Bylaws review, and 2018-20 Charge**
Vice Chair Sharon Wood reviewed the 2018-20 FPMCC charge; forecast the work of the current biennium, reviewed the FPMCC member composition and described the various stakeholder constituencies; the FPMCC Bylaws; and conveyed the expectation that members embrace the responsibility and obligation to engage and participate in the work of this FPMCC.

2018-20 FPMCC Charge

The Food Protection Manager Certification Committee 2018-20 is charged:

To carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification and to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the Conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

- 6. Food Protection Manager Certification Standards review**
Vice Chair Sharon Wood reviewed the history and importance of the FPMC Standards, their purpose and importance, and the work FPMCC workgroups produced in support of these during the 2016-18 cycle, including the study of ISO Standard 17024 for harmonization with existing FPMC Standards.

2016-18 Workgroup Chair Bryan Chapman reviewed the concept of a “normative document” that was developed last biennium.

2016-18 Communications Workgroup Chair Tara Paster described the communications workgroup activity, and thanked Co-Chair Ryan McMillion for his efforts, and Cynthia Woodley for her edits.

2016-18 Standards Workgroup Chair Kate Piche presented a review of the FPMC Standards and previous Committee work related thereto.

- 7. American National Standards Institute (ANSI) and ANSI-CFP Certification Accrediting Committee (ACAC) reports**
Katie Calder, ANSI representative (alternate for Vijay Krishna) is ANSI Senior Director of Accreditation Services and reported: her role and responsibilities with ANSI; that as ANSI celebrates its 100th anniversary in 2018 it is undergoing a “digital evolution;” that ANSI is the official US member body to the International Standards Organization (ISO), holds several permanent roles with ISO, and works extensively with federal agency members; ANSI’s role in accreditations and conformity assessment and the diversity of these undertakings; the differentiation between “certificate” and “certification” and self- second- and third-party demonstrations of standards conformance; revisions to the ANSI ISO 17011 accreditation process; the ANSI certifying body accreditation application process; ACAC roles, members, and the contract between CFP and ANSI; that the FPMC Standards pre-date the existence of ISO 17024 and ANSI involvement in food safety; and ANSI 2019 initiatives.

8. Workgroup Formation and Tasking

Workgroup Chairs and participants from the 2016-18 biennium recapped their activities and framed the work for the current biennium. These Workgroups were formed and action items assigned:

Standards Workgroup – Kate Piche, Chair

Members: Emily Follett, Susan Algeo, Liz Corchado-Torres, Hector Dela Cruz, Michael Baker, Sue Tyjewski, Beth Wittry

- 1) Review ANSI's application for accreditation for alignment with the FPMC Standards.
- 2) Review the "Normative Document" relative to FPMC Standards, ANSI application for accreditation, and alignment with any FPMC Standards revisions.

Bylaws Workgroup – Jeff Hawley, Chair

Members: Liz Corchado-Torres, Patrick Guzzle, Susan Quam, Hector Dela Cruz, DeBrena Hilton, Dawn Borwegen, Justin Daniel, Courtney Halbrook, Susan Algeo, Sharon Wood, K. Calder/V.Krishna, Sima Hussein

- 1) Review the current CFP-ANSI contract and:
 - a) consider whether it meets CFP needs, addresses rules of engagement for the parties, and establishes service expectations, and produce related recommendations for improvement.
 - b) consider adding a clause that establishes coordination and alignment of ANSI accreditation application updates and the FPMC Standards.
 - c) ensure current version of the FPMC Bylaws are posted on FPMCC web page.

Communications Workgroup – Tara Paster, Chair

Members: Terri Smith, Shana Davis, Laurie Williams, Bryan Chapman, Renee Beckham, Harry Klein, Gina Kramer, Mark Conley, Ryan McMillion, Patrick Guzzle

- 1) Develop communication that clearly differentiates "food handler certificate" and "food protection manager certification," support correct characterization of these in regulators' information, and:
 - a) create clarity in the differentiation of "ANSI accredited certification bodies" and "training providers," recommend methods to communicate that.
 - b) create clarity in the differentiation of "food manager certification" and "food handler training," and recommend methods to communicate same.
- 2) Review and update the "Regulatory Outreach" powerpoint presentation, and
 - a) complete the speaker's notes for each slide, create user instructions.
- 3) Develop a communication marketing/outreach plan that includes
 - a) a social media strategy.
 - b) methods to best engage and educate regulatory and industry stakeholders on the CFP; the FPMCC; the differentiation among training, certificate and certification activity.
 - c) leveraging meetings of FDA Regionals, NACCHO, NEHA, AFDO and similar conferences; direct outreach to industry, health departments, and professional stakeholder groups.
 - d) a promotion and distribution plan for the "Regulatory Outreach" powerpoint presentation.
- 4) Review and revise FPMCC web page FAQs (circa 2005) for relevance and accuracy.

Logistics Workgroup – Geoff Luebke, Courtney Halbrook, Co-Chairs

- 1) Plan and support meetings for remainder of the 2018-20 biennium.

FPMCC - all

- 1) Provide feedback to the CFP Executive Board on its position statement re: ServSafe and National Registry as separate entities, for the sole purpose of judging the statement to be clear or unclear, without debate or discussion on the merits of the statement, and without revision thereto.

9. Next "live" meeting - Spring 2019

Tentatively scheduled April 11-12, 2019, at a location to be determined.

MOTION

Chapman moved, and **Corchado** seconded that:

The FPMCC adjourn, and the Workgroups meet during the remainder of the Fall Meeting time.

Motion passed unanimously.