



**THURSDAY 04/11/2019**

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

<b>ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES</b>
<p><b>Alternates present and activated</b>            Michael Baker (for Corchado); Renee Beckham (for Straughn); Emilee Follett (for Chapman); Harry Klein (for McMillion); Bridget Sweet (for Vacant – Academic)</p>
<p><b>Alternates present, not activated</b>            Mark Conley; Jason Fine; Melissa Smith;</p>
<p><b>Consultants present</b>            Vijay Krishna (04/11 only); Laurie Williams; Cynthia Woodley</p>
<p><b>Other Interested Parties present</b>            Tom Larsen (State Food Safety)</p>

**I. Welcome and opening**

Meeting called to order 8:30 AM; intros, roll call, anti-trust, sponsor thank-yous, quorum established. – Sharon.

Sponsor recognition:

1. Susan Quam    Wisconsin Restaurant Association
2. Kate Piche    National Restaurant Association
3. Larry Lynch    National Registry of Food Safety Professionals
4. Ryan McMillion    Prometric
5. Tom Anderson    360 Training
6. Emilee Follett    State Food Safety
7. The Florida Restaurant and Lodging Association

## II. Review and Approval of Fall 2018 FPMCC meeting minutes

### MOTION

Hawley moved, Dela Cruz seconded that:

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

### III. Executive Board meeting updates – Sharon Wood reported for David Lawrence:

Next Executive Board meeting is Aug 13, 14 at Diversey headquarters; the 2022 Biennial Meeting location is Houston, TX; Vicki Everly was announced as the new CFP Executive Assistant, succeeding Aggie Hale. Nomenclature for CFP is under study and consideration being given to “Congress for Food Protection.” Wood presented the FPMCC interim report to the Executive Board. New media (apps, social, etc) are under review for use by CFP to help promote the mission and general understanding of CFP activity.

### IV. ANSI Updates – Vijay Krishna

Krishna reported on history and evolution of ANSI: over the last 100 years, over 200 professional societies have participated in developing ANSI standards in their respective industries; ANSI is the U.S. representative to ISO, which has over 120 member countries and covers over 30,000 standards.

Krishna further reported on ANSI’s relationship with CFP: the CFP develops the FPMC standards, and ANSI audits and affirms conformity with the letter and intent of those standards; provides annual training to approximately 350 assessors across all content areas; in 2019 FPMC audits will be made against the 2018 revision of the associated standards, in addition to ISO 17024 plus the associated normative documents (the application for audit is under development); some FPMC providers will be dually audited and accredited. The history of harmonization and application of both FPMCC Standards and ISO 17024 was explained, along with the benefit of unifying assessment / reducing duplication in compliance auditing.

On May 29-30, 2019, ANSI will host an open workshop for understanding CFP FPMC accreditation at its Washington, DC, offices. The target audience is currently accredited organizations, those contemplating accreditation, and the various members of that organization that participate in the accreditation process.

Piche noted new items in the application appear to have been added and asked for explanation on the inclusion and benefit of those; Krishna responded that the 2018 Standards change invited an opportunity to revise the application and assure the appropriate evidence is being collected; in summary the changes were due to both the Standards change and the opportunity for ANSI to continually improve the process; development of the normative documents questions for the application are anticipated to follow.

Wood recognized Jeff Hawley, who explained the CFP process for benefit of newer members.

**ACAC updates** – no ACAC information was presented.

### V. Workgroup Break-out time

Overviews – Wood called on each workgroup chair for a brief overview of their purpose and work for benefit of newer committee participants, then the workgroups convened.

### VI. Workgroup reports, work product review, deadlines

#### A. Standards – Piche

Piche reported three task areas were assigned to the workgroup:

1 - “guidance document” discussion revealed it would have no requirement for conformity, and consensus was that the accrediting org is the appropriate entity to formulate any guidance and the ANSI CFP Workshop will fill some of that need.

2 - ISO 17024 “normative document” – the workgroup recommended that this be added as a stand-alone Appendix B to the Standards

3 – Look at the Standards as relates to “remote proctoring;” provide recommendations related thereto to the FPMCC.

## MOTION

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

The ISO 17024 normative document be added to the FPMC Standards as a new Appendix A and be required for compliance with the FPMC Standards, and the current Appendix A be relabeled Appendix B. Motion passed with unanimous consent.

- The workgroup reviewed the ANSI application for accreditation, based on the 2018 changes to the Standards and ANSI continual improvement opportunities: some semantic changes to application questions were developed with consensus support; the matter of application questions regarding “alternate non-traditional proctoring” was discussed and Krishna offered characteristics on how this would be acceptably deployed and recommends not creating specific additions to the Standards for this type of proctoring; Anderson suggested there is a need to assess whether the current Standards are sufficient to address alternate, non-traditional proctoring; Woodley suggested consideration of reference adoption of standards currently under development by NCTA-NTPA regarding non-traditional proctoring; discussion ensued regarding a number of questions – derived directly from the Standards – that bear opportunity for improved clarity and potential for improvement; the workgroup will follow those opportunities and continue developing recommendations to the Committee.

### B. Communications – Paster

The workgroup was tasked with developing communication tools and content for public dissemination to foster understanding among the regulatory and industry communities of the work and mission of the CFP, and formed 4 teams:

1) Food Handler vs. Food Manager – a document was developed to describe and clarify these two roles and their differences; the Committee reviewed the content and developed consensus on the final version.

2) FAQs document – last updated in 2005, the team focused on making these brief and less technical; the Committee reviewed the content and developed consensus on the final version.

3) User guide document for the “FPMCC explainer powerpoint” – after deliberation and feedback, the team decided to eliminate this document and incorporate the relevant content directly into the previously developed “FPMCC explainer powerpoint.”

4) Information Outreach Plan – need to catalog organizations, events, conferences, and meetings where the target audience that would benefit from these communications tools gather; this plan will incorporate social, links, blogs, and the direct communication channels of relevant organizations; need to develop communication tools for the target audiences.

Wood recessed the Committee at 4:30 PM to allow additional workgroup time.

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<p><b>Other Interested Parties present</b>                      Tom Larsen (State Food Safety)</p>

Wood reconvened the Committee at 830 AM; attendance taken; a quorum established.

C. Bylaws – Hawley

Hawley explained the Committee composition, the role of alternates and the importance of their attendance to remain informed and ready to serve as needed.

Hawley explained two proposed Bylaw revisions, to Sections 2 and 5, both of which codify and clarify current operating practice.

The recommended revisions proposed:

Article VI, Section 2 - (underlined section is new text)

The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers from the most recent biennial meeting [...]

Article VI, Section 5 - (underlined section is new text)

In the event a Committee member resigns or is no longer able to serve the remainder of their term the Chair shall select an alternate from the affected constituency to fill the open seat.

## MOTION

**Hawley** moved, **Sweet** seconded that:

The FPMCC Bylaws be revised as follows in underlined text:

Article VI, Section 2 - (underlined section is new text)

The Committee Chair and Vice-Chair will select committee members and alternates from the list of volunteers from the most recent biennial meeting [...]

Article VI, Section 5 - (underlined section is new text)

In the event a Committee member resigns or is no longer able to serve the remainder of their term the Chair shall select an alternate from the affected constituency to fill the open seat.

Motion passed with unanimous consent.

Hawley then explained the current Bylaws certification organization fractionalized voting formula, and recommended this be revised. Discussion ensued regarding capping the certification organization members at the current 5, and if additional providers become accredited, then the 5 voting attendees be selected for each meeting.

Anderson suggested that the certification organization voting members could be capped at a percentage of the voting memberships, and / or establish term limits for the certification organization voting members. He further suggested the constituency vote weighting be capped. Additional discussion ensued.

## MOTION

**Hawley** moved, **Hilton** seconded that:

the Bylaw Workgroup be authorized to develop language to cap voting certification organization members at 9. Motion passed, with one sideways (Roughan) based on the importance that certification organizations not be limited in their voice.

Discussion ensued regarding meeting attendance, regulator commitment and challenges to attendance, use of technology to facilitate meetings and help for travel-challenged regulators, obstacles for regulators to access technology (i.e., federal prohibitions on certain web applications). More discussion will be raised at future meetings.

Hawley advised the Executive Board requested the FPMCC review the ANSI contract, executed in 2002, for recommendations. Among the topics to review: deliverables and reporting expectations (currently scant); expiration date; performance review function (none currently exists); ANSI attendance at FPMCC meetings (none currently exists); provision for an alternate to the primary ANSI attendee (none currently exists); any other expectations to consider.

Discussion took place and a number of recommendations were generated for reporting to the CFP Executive Board.

Hawley then raised the matter of nominating a successor to ACAC representative Joyce Jensen, whose term expires in 2020, and encouraged the Committee to immediately begin considering candidates due to the difficulties presented by experience requirements and avoiding conflicts of interests. It was suggested that nominee qualifications be communicated to the FPMCC members for dissemination and recruiting purposes.

Hawley then covered items in the CFP Master Calendar:

- June 5, 2019 Council application deadline
- Nov. 1, 2019 FPMCC Final report deadline; Committee Issues submission deadline

- Dec. 31, 2019 Issue submission deadline

D. Logistics – Luebkekmann

- Logistics was asked to save Oct. 15 & 16, 2019, for the FPMCC Fall meeting
- Discussion ensued regarding meeting logistics, i.e., is F&B important, whether the current schedule pattern (Tuesday all day, Wednesday half day) meets the FPMCC needs.
- the members expressed desire to allocate workgroup break out time during meetings
- volunteers were sought to complete a meeting logistics survey: Daniel, Hilton, Beckham, Anderson, Smith M, Wood, Roughan, Woodley, Paster, Williams, Dawn, Gina, Hawley

**VII. Committee Housekeeping**

These items were covered in other sections of the agenda.

Wood adjourned the meeting at 10:25 AM, encouraging the workgroups to use that time as needed.

DRAFT

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**Food Protection Manager Certification Committee (FPMCC)**  
**Austin, TX | April 11- 12, 2019**  
**Accepted by the Committee April 11, 2019**

**Thursday 8:30 a.m. Meeting Call to Order**

- I. Welcome and opening procedures
  - A. Chair welcome and comments
  - B. Committee member and guest introductions
  - C. Reading of the CFP Anti-trust Statement
  - D. Attendance, quorum, and alternate activations
  - E. Review of Bylaws requirements for membership and voting alternates – Sharon Wood
- II. Review and approval of FPMCC Fall 2018 Meeting minutes – Geoff Luebkemann
- III. Board Meeting Update – Notes from David Lawrence
- IV. ANSI, ACAC Updates – Vijay Krishna
- V. Workgroup Breakout Sessions – 2 hours
- VI. Workgroup reports, work product review, deadlines
  - A. Standards
  - B. Communications

**Friday 8:30 Meeting Call to Order**

- Continue Workgroup reports, work product review, deadlines
- C. Bylaws
  - D. Logistics
- VII. Committee housekeeping
- A. Member roster review, vacancies, contact info verification
  - B. CFP 2020 Biennial Meeting Reports and Deadlines
  - C. Fall 2019 meeting dates

Adjournment