

Conference for Food Protection – Committee FINAL Report

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

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COMMITTEE NAME: Ad Hoc Committee Membership Committee

DATE OF FINAL REPORT: July 11, 2019

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Brenda Bacon, Chair of Ad Hoc Committee Membership Committee

COMMITTEE CHARGE(S):

1. Review proposals from the CB&P in the “Organizational Options for Committees” attachment to the CB&P Committee periodic status report dated 3/1/2019;
2. Form a single proposal addressing committee constituency size and at-large membership; and
3. Report findings back to the Board at the August 2019 Board meeting.

COMMITTEE WORK PLAN AND TIMELINE:

1. Conference call(s) by July 9 to determine recommendation to the Executive Board.
2. Submit final report to the Executive Board to deliberate at the August 2019 meeting.

COMMITTEE ACTIVITIES:

1. Dates of committee conference calls: May 31, 2019 and July 9, 2019.
2. Overview of committee activities.

Dave Gifford, Thomas McMahon, David Lawrence and Brenda Bacon participated on a May 31 conference call. The C&BL committee suggestions in their status report were discussed and it was determined that none of the options were ideal. Discussed replacing the term “at-large” with “alternate”. Discussed the unwieldiness of the very large council committees when there is an abundance of at-large members due to the language in the C & BL requiring all volunteers serve on the committee they signed up for. This Ad Hoc committee determined that a fixed number of alternates would be selected from the committee volunteers. These alternates would be included in all committee activities and could be called upon by Committee Chair and Vice Chair to replace a voting member should they depart the committee voluntarily or from non-participation. This will make it clear to all committee members who are voting and who are alternates (much like Council members during the conference). Other CFP members can listen in on the committee deliberations. The council committee rosters would provide a list of voting members, consultants and alternates. Deliberation included that the primary mechanism for CFP members to get experience to better serve on Council is through committee work. Having the alternates would be easy for committee chairs to select a member to fill a vacancy. Committees should strive for balanced representation.

The conference call on July 9, 2019 finalized discussion of the amount of alternates for committees and to revise language in C&BL Article XV Section 13. Present on this call was Dave Gifford, Amber Daniels, Thomas McMahon, David Lawrence and Brenda Bacon. Ann Johnson provided email comments throughout this process and provided valuable input.

3. Charges COMPLETED and the rationale for each specific recommendation: See 2 above.
4. Charges INCOMPLETE and to be continued to next biennium: N/A

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Approve the recommendation provided by the Ad Hoc Committee Membership Committee and assign to C&BL Committee to submit an issue to the 2020 Biennial Meeting of the Conference for Food Protection.

LISTING OF CFP DOCUMENTS TO BE SUBMITTED BY COMMITTEE:

1. *Report – Ad Hoc Committee Committee Report*
 - a. List of content documents submitted with this Report:
 - (1) *Committee Member Roster (see attached PDF)*
 - (2) *Article XV Section 13 with strikeouts and additions*
 - (3) *Article XV Section 13 “clean copy”*

2012-2014 Issues Committee Roster

Committee Name: Committee Membership Ad-Hoc Committee								
Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Telephone	Email
Bacon	Brenda	Chair	Industry	Harris Teeter	Matthews	NC	704-844-4443	bbacon@harristeeter.com
Gifford	Dave	Member	Regulatory	WA State Dept. of Health	Olympia	WA	360-236-3074	dave.gifford@doh.wa.gov
Daniels	Amber	Member	Regulatory	Mecklenburg Co. Health	Charlotte	NC	704-621-2291	amber.daniels@meckNC.gov
McMahan	Thomas	Member	Industry	Meijer	Grandville	MI	616-249-6035	thomas.mcmahan@meijer.com
Johnson	Ann	Member	Regulatory	FL Dept of Ag & Consumer Services	Tallahassie	FL	850-728-5894	anna.johnson@freshfromflorida.com
Lawerence	David	Member	Regulatory	Fairfax Co. Health Dept	Fairfax	VA	703-246-8435	david.lawrence@fairfaxcounty.gov

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COMMITTEE NAME: Constitution ByLaws and Procedures Committee

DATE OF FINAL REPORT: November 1, 2019

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Davene Sarrocco-Smith, Chair

COMMITTEE CHARGE(S):

Issue #2018 II-024

1. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
2. Review membership and constituency at-large members on all committees and offer recommendations on how to address the quantity and functionality of committees.
3. Report back to the Executive Board; and submit recommendations as Issues at the 2020 Biennial Meeting.

Executive Board Charges

1. Work with the Strategic Planning Committee to discuss the impact of changing the name of our organization from "Conference for Food Protection" to "Congress for Food Protection".
2. Work with Issue Committee Chairs regarding framework of Issue management process, specifically what is taking place from Issues being made public until the Biennium.
3. Add "App Liaison" position to the CFP Procedures document.
4. Define "student" for registration purposes, self-reporting and what happens if they get a job during the cycle? Do they have to pay again or registration fee or just let the student registration fee carry over until the next cycle?
5. Chair to review the Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language preventing Issue submitters from contacting Council members in advance of the Biennial Meeting.
6. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.
7. CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of "governing," "administrative," and "instructional."
8. Chair to work independently with Issue Committee Chairs regarding Issue integrity.
9. CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues.
10. Review the CFP MOU with NACCHO.
11. Define roles of Co-Chair and Vice Chair in the CFP Biennial Meeting/Conference Procedures document

COMMITTEE WORK PLAN AND TIMELINE:

1. Fourth Wednesday of every month conference calls took place. As of the February 27, 2019, conference call frequency had been increased to the 2nd and 4th Wednesday of every month with the primary goal of continuing review and editing the Constitution and By Laws
2. Sub-committees were formed fall 2018: At-Large Constituency; Strategic Planning; Constitution review.
3. Sub-committees were formed spring 2019 and worked independently: Student Registration; Formatting; Grammar review, and MOU review.
4. Council Chair to work independently with Issue Committee Chairs regarding Issue integrity, spring 2019.

COMMITTEE ACTIVITIES:

1. Full committee conference calls took place; 9/26/18, 10/24/18, 12/12/18, 1/23/19, 2/13/19, 2/27/19, 3/27/19, 4/10/19, 5/8/19, 5/22/19, 6/12/19, 6/26/19, 7/10/19, 10/9/19, 10/30/19.
2. Subcommittees were formed
 - a. At-Large constituency subcommittee
 - i. Brought drafts to full committee for discussion. Full committee reviewed and agreed on Committee At-Large document Jan. 23, 2019.
 - b. Strategic Plan
 - i. Worked with SPC and brought document for full committee review and agreement on Oct. 24, 2018, with an additional week for comments before SPC chairs were given last feedback on October 31, 2018.
 - c. Constitution Review
 - i. Continual review and editing of the 2018 Constitution and By Laws took place.

- d. Formatting for the Constitution
 - i. Current Constitution has inconsistent formatting throughout the document. Subcommittee provided this format: *Article/Section/Subsection/a*1. to be used throughout the document. The full committee voted and this format was agreed upon.
 - ii. The reformatting of the Constitution will wait until after the Fall 2019 Executive Board meeting. Committee agreed.
- e. Grammar review of the Constitution
 - i. Discussion regarding review for the edited version of the Constitution took place. Subcommittee thought it best to wait until after the Fall 2019 Executive Board meeting. At that time grammar corrections to the Constitution will be made. Full committee agreed.
- f. Student Registration subcommittee
 - i. Objective was to develop a procedure for what CFP should do when “students” gain employment during the 2-year, already paid, membership. (See Content document)
 - (1) Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment.
 - (2) Recommendation that the Board should establish a set fee reduction for students to easily guide fees for future biennial conferences and publish fees in all Conference materials that reference fees.
 - ii. The draft was brought to the full committee for discussion. Full committee reviewed and agreed on document.
- g. *MOU subcommittee reviewed the MOU between NACCHO & CFP*
 - i. Verbage changes in sections III B, III C were recommended for clarification and section III D added a relevant example.
 - ii. No conflicts were found within the Constitution and the MOU with CFP & NACCHO.
 - iii. The full committee voted and the additions to the MOU were agreed upon.
- 3. Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026)
 - i. In order to create a merge of existing documents, the documents being merged need to be harmonious with each other. Due to discord within the same documents as well as discord between documents, the rational approach was to have a solid foundational document. The CFP's foundational document is our Constitution. Once the Constitution is a solid foundational document, steps can be taken to make the rest of the CFP documents harmonious with the Constitution and each other.
- 4. Chair corresponded with Issue Committee Chairs regarding Issue integrity
 - a. Communications between Constitution, Bylaws, and Procedures Chair and Issue Co-chairs were held in March, 2019 to discuss Issue Submission Procedures. It was decided the best course of action was to add to the Council Member Position Description under Responsibilities and Duties “COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT”. This gives the ability for Council Chairs and Council members to approach items of concern with Issues and have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics.
- 5. A general point of clarification was raised asking if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance. *Council Chair completed*
 - a. Council Committee Chairs and all Council committee members are to be on a roster approved by the Executive Board. CFP Biennial Meeting/Conference Procedures 2018 document VIII A. 1. This is also in the Constitution with existing conflicting language.
 - i. Article XIV Section 13, subsection 1 of the 2018 CFP Constitution state that the Committee Chair and Vice Chair each have a vote.
 - ii. Council Chairs or Council Vice Chairs are not on a Council Committee roster.
 - iii. Standing Committees shall be made to provide a balance in representation like all Conference committees.(Constitution Article XIV Section 1 and CFP Biennial Meeting/Procedures document VIII C 1)
 - iv. There is nothing in the Constitution regarding Standing Committee membership. The Procedures document lumps all Committees together with no notation of size or who votes.

1. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. Worked with the Strategic Planning Committee to discuss the impact of changing the name of our organization from “Conference for Food Protection” to “Congress for Food Protection”.
- b. Addressed At Large constituency and provided board with several options. (See Content Document)
- c. Worked with Issue Committee Chairs regarding framework of Issue management process, specifically what is taking place from Issues being made public until the Biennium.
- c. Added “App Liaison” position to the CFP Procedures document Section V, C. passed by Executive Board 1/28/19.
- d. Defined “student” for registration purposes, self-reporting and what happens if they get a job during the cycle? Do they have to pay again for registration fee or just let the student registration fee carry over until the next cycle? (See Content Document) Executive Board approved Fall 2019. All changes are administrative.
- e. Chair reviewed Issue management process with the Issue Committee Chairs to determine if the CFP governing documents have language

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preventing Issue submitters from contacting Council members in advance of the Biennial Meeting (Issue integrity). No written language exists.

- f. Chair reviewed governing documents for point of clarification if committee and council chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance.

(1) Recommendation

- Council Committee Chairs and all Council committee members are to be on a roster approved by the Executive Board. CFP Biennial Meeting/Conference Procedures 2018 document VIII A. 1. This is also in the Constitution with existing conflicting language. Addressed in new draft Constitution.
- Article XIV Section 13, subsection 1 of the 2018 CFP Constitution state that the Committee Chair and Vice Chair each have a vote.
- Council Chairs or Council Vice Chairs are not on a Council Committee roster.

- g. CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” Executive Board passed 11/1/19 (see Content document)

- h. Chair to work independently with Issue Committee Chairs regarding Issue integrity.

(1) Recommendation

Add to the Council Member Position Description under Responsibilities and Duties “COMMIT ONESELF TO ISSUE INTEGRITY AND ETHICAL CONDUCT”. This gives the ability for Council Chairs and Council members to approach items of concern with Issues that have been submitted but not yet discussed at council to handle situations that might arise with integrity and ethics. Approved at Fall 2019 Executive Board meeting.

- i. CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues. (see Content document)

- j. Reviewed the CFP MOU with NACCHO and had grammatical changes the Executive Board accepted Fall 2019 Board meeting. (see Content document)

- k. Issue 2018 II-024 the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual." (Issues 2012-II-001, 2012-II-004, 2014-II-018 and 2016-II-026

- (1) In order to create a merge of existing documents, the documents being merged need to be harmonious with each other. Due to discord within the same documents as well as discord between documents, the rational approach was to have a solid foundational document. The CFP's foundational document is our Constitution. Once the Constitution is a solid foundational document, steps can be taken to make the rest of the existing CFP documents harmonious with the Constitution and each other.

2. Charges **INCOMPLETE and to be continued to next biennium:**

- a. Define roles of Co-Chair and Vice Chair in the CFP Biennial Meeting/Conference Procedures document

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

1. Committee is requesting the Board to have verbiage added to the Biennial Meeting/Conference Procedures document. The verbiage could be added under VII B9; or it can be a stand alone item; or under VIII A. 1 (a).

-The proposal: After the Assembly approves Constitutional changes, those changes be automatically sent to the Constitution and ByLaws Committee. The CB & P will review the Constitution and ByLaws and Biennial Meeting/Conference Procedures document and update all sections that would apply to the changes the Assembly of Delegates approved.

Reasoning: to attempt to keep the two governing documents updated and consistent.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **CBPC Issue #1: Report – Constitution ByLaws & Procedures**

a. List of content documents submitted with this issue:

- (1) *Committee Final Report*
- (2) *Committee Member Roster*
- (3) *CB & P At-Large Committee Membership Options*
- (4) *Categorization of CFP documents*
- (5) *Draft revised CFP Constitution and ByLaws*
- (6) *Draft Memorandum Of Understanding between CFP & NACCHO*

b. List of supporting attachments

- (1) Conference call meeting minutes
- (2) Attendance at conference calls

2. *CBPC Issue #2: Draft Revised Constitution and ByLaws*
3. *CBPC Issue #3: At Large constituency*
4. *CBPC Issue #4: Draft Memorandum Of Understanding between CFP and NACCHO*