

Conference for Food Protection – Committee FINAL Report

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COMMITTEE NAME: Food Protection Manager Certification Committee (FPMCC)

DATE OF FINAL REPORT: 10.31.19

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Sean Dunleavy, Chair and Sharon Wood, Vice Chair

COMMITTEE CHARGE(S):

The FPMCC exists to carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification. The objective of this standing committee is 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.

COMMITTEE WORK PLAN AND TIMELINE:

The standing charge for this committee is stated above and work on this charge began with a conference call in September 2018. This initial call in September was used to welcome committee members and align on committee activities and outputs.

COMMITTEE ACTIVITIES:

- | | |
|-----------------------|--------------------------------------|
| 1. September 18, 2018 | Conference Call |
| October 23-24, 2018 | Face to Face meeting – San Diego, CA |
| March 26, 2019 | Conference Call |
| April 11 – 12, 2019 | Face to Face meeting – Austin, TX |
| September 9, 2019 | Conference Call |
| October 15 – 16 | Face to Face meeting – Pittsburg, PA |

2. **Overview of committee activities:** While there were no new charges for the FPMCC, the standing charges were completed as follows:

- The Standards Workgroup of the FPMCC completed their work under the leadership of Kate Piche. The Workgroup did this through email assignments, meeting twice in person during the FPMCC face to face meetings and holding one web conference on July 31, 2019. The Standards for Accreditation of Food Protection Manager Certification Programs was reviewed, edited and discussed. Among the recommended changes will be changing the title word “Standards” to read “Standard”. If approved, this will have affects on other CFP references made to this document. (See Issue 1: Attachment III_CFP Food Protection Manager Certification Standards version 1.9.2020)
- The Bylaws Workgroup of the FPMCC completed their work under the leadership of Jeff Hawley. The Workgroup had calls on 3/19, 4/3, 5/22 and 6/13. Additionally, they met in person on 4/11 during our FPMCC meeting. Most of the work was done by email correspondence. New language was added in Article VI, Sections 2 and 5. This Workgroup was also assigned the task of reviewing and making recommendations to the Board regarding the contract between CFP and ANSI. This work was completed, reviewed with the Committee and presented to the Board at the Fall Board meeting for actions and next steps. (See Issue 1: Attachment IV_Revised FPMCC Bylaws 2019)
- The Communications Workgroup of the FPMCC was led by Tara Paster Cammarata. The focus of this Workgroup was to continue to build upon the informational PowerPoint deck that was approved last biennium to be posted on the CFP website. Four teams were formed as follows:

Team 1: - Define and create illustrations for Certificate vs. Certification and Food Employee vs. Person-in-Charge

Team 2: - FAQ review and update – (See below for Board Request)

Team 3: - Information Sharing PowerPoint – (See below for Board Request)

Team 4: - Information Outreach Plan: Abstract Submission – (See below for Board Request) – A CFP member survey was created and approved by the FPMCC for submission to the Board. The request is that this survey be distributed by Board leadership prior to the 2020 Biennial Meeting and data be collected to assist in better understanding educational outreach preferences of members. The FPMCC has a psychometrician on the committee that has offered to collect and analyze the data and report back to the Board as appropriate.

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The survey is the first step prior to developing the Information Outreach Plan and this will be completed in the next biennium. The Information Outreach Plan will include various elements such as social media, links, blog, other organizations (interaction to leverage distribution channels).

A call with the Board leadership on recommended next steps will determine follow up actions. (See Issue 1: Attachment V_FPMCC Communication Outreach PowerPoint 10.24.19)

- The Logistics Workgroup of the FPMCC was lead by Geoff Luebkekmann. The Workgroup conducted approximately 24 vendor calls during this biennium to plan and execute FPMCC meetings on 10-23-2018 (San Diego), 04-11-2019 (Austin), and 10-15-2019 (Pittsburgh). Additionally, Logistics produced meeting minutes for each of these meetings as well as conference call meetings conducted on 09-18-2018 and 09-09-2019. Lastly, on 10-15-2019 Logistics surveyed the FPMCC members present for the FPMCC 2019 Fall Meeting (Pittsburgh) to obtain feedback on FPMCC meeting planning, communication, and execution.

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

See above

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

Not Applicable

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- **No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.**
- 1. To repost the Educational PowerPoint on the CFP website with newly added notes in the notes section of slides.
- 2. To review the revised FAQ document which was edited and updated and if approved, post on the CFP website.
- 3. Review a proposed CFP member survey and if approved, distribute prior to the upcoming 2020 Biennial meeting.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. Issue #1: Report – Food Protection Manager Certification Committee

List of content documents submitted with this Issue:

- (1) Committee Final Report (see attached PDF)
- (2) Committee Member Roster (see attached PDF)
- (3) CFP FPMCC Standards Version 1.9.2020 (see attached PDF)
- (4) FPMCC Bylaws 2019 (see attached PDF)

2. List of supporting attachments: No supporting attachments submitted

- 2018 Fall Conference Call Minutes
- 2018 Fall Meeting Minutes – San Diego
- 2019 Spring Meeting Minutes - Austin
- 2019 Fall Meeting Minutes – Pittsburgh
- FPMCC CFP Communication Outreach PowerPoint 10.24.19
- Revised FAQ for CFP Website 10.24.19

3. Committee Issue #2:

FPMCC Standards for Accreditation of Food Protection Manager Certification

4. Committee Issue #3

FPMCC - Bylaw Revisions