



**TUESDAY 10/15/2019**

<b>Attendance – Voting Members Present or Absent</b>					
1	Dunleavy, Chair	11	Dela Cruz	21	McMillion
2	Wood, Vice	12	Derr	22	Paster
3	Algeo	13	Guzzle	23	Piche
4	Anderson	14	Halbrook	24	Quam
5	Berwegen	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 - Academia
10	Davis	20	Luebkemann	30	Vacant - Academia

<b>ATTENDANCE – ALTERNATES, CONSULTANTS, OTHER INTERESTED PARTIES</b>
<b>Alternates present and activated</b> Renee Beckham (for Hilton)
<b>Alternates present, not activated</b> Michael Baker, Mark Conley, Jason Fine, Samantha Montalbano
<b>Consultants present</b> Vijay Krishna (04/11 only), Laurie Williams; Beth Wittry, Cynthia Woodley
<b>Other Interested Parties present</b> None.

**I. Welcome and opening procedures**

Meeting called to order at 8:30 AM by Chair Sean Dunleavy and Vice Chair Sharon Wood. Member introductions were made, roll called, and the CFP anti-trust statement was read and explained. A quorum of 15 voting members of 28 filled seats was established.

Meeting Sponsors recognized for their generous support:

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

## II. Review and Approval of Spring 2019 FPMCC meeting minutes

### MOTION

**HAWLEY** moved, **PASTER CAMMARATA** seconded that:  
The minutes of the Spring 2018 minutes be approved. Motion passed unanimously.

## III. Executive Board updates – Chair Sean Dunleavy

Hawley was recognized and reported he presented suggested revisions to the ANSI contract to the Executive Board. These will be available in the Executive Board minutes, which will be posted to the CFP website soon. The CFP Biennial Meeting begins March 30, 2020 in Denver, and the FPMCC will meet onsite at that time for its last meeting of the cycle.

It was also reported that the FPMCC must nominate to the Executive Board an ACAC representative to succeed Joyce Jensen, as well as leaders for FPMCC 2020-22.

Wood asked the FPMCC members to consider persons for Chair and Vice Chairs for the 2020-22 biennium. Dunleavy declined to be considered, and Wood stated she would accept consideration.

## IV. ANSI, ACAC Updates

### ANSI – Krishna

Krishna provided an overview of ANSI, including its activities in approving standards as American National Standard (ANS) and explained ANSI's role as the U.S. member body to the International Organization for Standardization (ISO). Krishna explained how ANSI was created, and that it performs work typically undertaken by government bodies outside the US. ANSI maintains over 10,000 US standards and works with over 30,000 international standards.

Krishna updated the committee about ANSI National Accreditation Board (ANAB), a wholly owned subsidiary of ANSI. All accreditation services previously offered by ANSI including the CFP program are now offered through ANAB. WorkCred is an ANSI affiliate whose mission is to strengthen workforce by improving the credentialing system. Additional information about ANAB and WorkCred are available at [www.anab.org](http://www.anab.org) and [www.workcred.org](http://www.workcred.org) respectively.

Krishna provided details about the publication of the application for meeting CFP Normative Requirements for certification bodies applying under ISO/IEC 17024 and CFP-PR-817: ANSI-CFP accreditation under the ISO 17024 pathway. This document is available on the ANSI website at <https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/DocumentDetail?DRId=20927>.

Lastly, ANSI offered a workshop on the CFP 2018 standard in Washington, D.C. on May 29-30, 2019. Approximately 15 participants attended the workshop

### ACAC – no ACAC representative present

Jeff Hawley reported that Sheri Morris, PA Dept. of Agriculture, is willing to serve as ACAC representative, which will be further discussed later in the meeting.

## V. Workgroup Break-out time

Wood tasked the workgroups to break out and finalize work products.

## VI. ACAC Representative for FPMCC 2020-22 – Hawley

[covered earlier and later]

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

A. Standards – Piche

Piche thanked the members for their extensive participation and input and presented the workgroup's proposed revisions. The FPMCC reviewed each, provided comment and discussion, and expressed consensus support for the revisions as submitted. Upon final approval of the revised Standard content, the entire document will be reviewed for proper formatting.

**MOTION**

**CORCHADO** moved, **QUAM** seconded that:

The Standard workgroup revisions be accepted as presented. Motion passed unanimously.

B. Bylaws - Hawley

Jeff Hawley reviewed the FPMCC Bylaw revisions previously approved by the FPMCC at the 2019 Spring Meeting Austin. No additional revisions were proposed by the FPMCC. Additional Bylaw revisions could be necessitated by any associated, subsequent changes to the CFP-ANSI contract.

Hawley additionally reported on proposed revisions to the CFP-ANSI contract - which has been in effect without revision since May 15, 2002 - undertaken by request of the Executive Board. Hawley was asked to lead that review, and presented at the August 2019 CFP Executive Board meeting. The revisions were developed in consultation with ANSI representative Katie Calder, and accepted by the Executive Board with minor edits. The Executive Board will next seek outside legal review of the proposed revised contract for sufficiency and efficacy.

In the revised contract, the term "ANSI" is replaced by "ANSI National Accreditation Board (ANAB)", a wholly owned subsidiary of ANSI.

C. Communications – Tara Paster Cammarata

Paster Cammarata provided an overview of four elements to the workgroup's Outreach Plan:

- 1) CFP FAQs and an integrated Food Handler - Food Manager Comparison Chart
- 2) CFP Communication Outreach PowerPoint 2019
- 3) Workgroup sub-team content areas
- 4) Targeting elements of the Outreach Plan:
  - a) organizations to contact
  - b) specific communication channels to deploy
  - c) need for a CFP statement of authority to replicate and disseminate the outreach material
  - d) a survey tool to shape the tactical aspects of the Outreach Plan

The documents were reviewed at length, in depth, and finalized with comments and edits from the FPMCC. Some recommended revisions may require CFP Executive Board approval which Sharon Wood will pursue.

**MOTION**

**LUEBKEMANN** moved, **ROUGHAN** seconded that:

The documents and elements of the Outreach Plan prepared by the Communications Workgroup and finalized by consensus of the FPMCC, be transmitted to the Executive Board for approval and execution. Motion passed unanimously.

D. Logistics

The Logistics Workgroup planned and executed the Fall Meeting Pittsburgh, and circulated a survey to FPMCC members to further refine and improve meetings. Results will be compiled and reported to the FPMCC.

Vice Chair Wood recessed the meeting at 4:30 PM, to reconvene October 15, 2019 at 8:30 AM.

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<b>Alternates present, not activated</b> Michael Baker, Mark Conley
<b>Consultants present</b> Laurie Williams
<b>Other Interested Parties present</b>

Vice Chair Wood reconvened the FPMCC at 8:35 AM. Roll was called and a quorum of 15 voting members of 28 filled seats established.

**Communications – Tara Paster Cammarata**

Wood recognized Tara Paster Cammarata to continue workshoping the Communication Workgroup Outreach Plan. The FPMCC reviewed and provided comments on a survey document that Paster Cammarata produced overnight, to be used to gauge CFP members’ communication preferences. The FPMCC provided comments and suggestions, and the survey document was accepted by consensus as edited. Paster Cammarata will circulate the final product.

**ACAC representative**

Wood returned the FPMCC to discussion of ACAC representation, and directed the members attention to the resume of Sheri Morris, PA Dept. of Agriculture. Jeff Hawley explained Morris’ background and qualifications and advised she expressed willingness to serve.

<b>MOTION</b>
<b>HAWLEY</b> moved, <b>PASTER CAMMARATA</b> seconded that: Sheri Morris be nominated to the Executive Board for approval as ACAC representative. Motion passed with unanimous consent.

Discussion then moved to selecting FPMCC leaders for the 2020-22 biennium. Nominations were made from the floor that Sharon Wood be selected Chair, and Susan Quam Vice Chair. In Chair Dunleavy’s absence, Wood passed the gavel to past Chair Jeff Hawley and the candidates left the room. No additional nominations were advanced, and discussion closed.

## **MOTION**

**HAWLEY** moved, **HALBROOK** seconded that:

Sharon Wood be nominated to the Executive Board for FPMCC 2020-22 Chair and Susan Quam for FPMCC 2020-22 Vice Chair. Motion passed unanimously.

The candidates returned to the room and were congratulated on their nominations.

### **VIII. Committee Housekeeping and Final Comments**

Wood recognized Hawley to review deadlines and dates for reports and issues submission leading into the 2020 Biennial Meeting, which are posted on the CFP website (browse foodprotect.org, click conference administration, click calendar). Vice Chair Wood is authorized to prepare the necessary FPMCC documents and reports for submission, and will circulate them to the FPMCC members for informational purposes.

A final meeting of this FPMCC is scheduled 5-6 PM Sunday, March 29, 2020 in conjunction with the CFP Biennial Meeting in Denver.

The FPMCC members then discussed ideal length and format for the FPMCC meetings, with consensus that these could be shorter, could use distance meeting technology, should be driven by the FPMCC workload and charges, and determined by the Chair and Vice Chair as needs dictate.

Tom Anderson of 360Training, an accredited certification body, stated his organization had employees conduct more than twenty "audits" using prohibited practices to test CFPM exam security.

Discussion ensued regarding the general state of exam security and related technology, with consensus emerging that this be considered in the next biennium.

The meeting was adjourned at 10:00 AM.

**Food Protection Manager Certification Committee Fall Meeting**  
**October 15–16, 2019 | Sheraton Pittsburgh Station Square**  
**Pittsburg, PA**  
rev. 2019-09-09

**October 15, 2019**

8:30 a.m. Meeting Call to Order - Sharon Wood, Vice Chair

- I. Welcome and opening procedures
  - o Chair welcome and comments
  - o Committee member and guest introductions
  - o Reading of the CFP Anti-trust Statement
  - o Attendance, quorum, and alternate activations
  - o Review of Bylaws requirements for membership and voting alternates
- II. Review and approval of FPMCC Fall 2018 Meeting minutes – Geoff Luebkekmann
- III. Board Meeting Update – Sean Dunleavy
- IV. ANSI, ACAC Updates – Vijay Krishna
- V. ACAC Representative for FPMCC 2020 - 2022
- VI. Workgroup Breakout Sessions – 1 hour
- VII. Begin Workgroup reports, work product review, deadlines
  - A. Standards
  - B. Bylaws
  - C. Communications
  - D. Logistics

**October 16, 2019**

8:30 Meeting Call to Order

- Continue Workgroup reports, work product review, deadlines
- o Standards
  - o Bylaws
  - o Communications
  - o Logistics
- VIII. Committee housekeeping
- o Member roster review, vacancies, contact info verification
  - o CFP 2020 Biennial Meeting Reports and Deadlines
- Adjourn