



Conference for Food Protection

2014

Biennial Meeting

Orlando, Florida

Council II

Final Issue

***Recommendations with
Assembly of Delegates
Action***

Funding for this conference was made possible, in part, by a grant from the US Food and Drug Administration (Grant # 1 R13FD005053-01 for Project Title: 2014 Biennial Meeting). Views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does any mention of trade names, commercial practices, or organization imply endorsement by the United States Government.

Patrick Guzzle, Chair

Idaho Dept. of Health and Welfare
Boise, ID

Susan Quam, Vice-Chair

Wisconsin Restaurant Assn.
Madison, WI

Regulatory

Cindy Callahan
North Carolina Dept. of Health and
Human Services
Raleigh, NC

Dr. Ernest Julian
Rhode Island Dept. of Health
Providence, RI

Jacqueline Owens
Wisconsin Dept. of Agriculture, Trade
and Consumer Protection
Madison, WI

Donald Todd Mers
Ohio Department of Agriculture
Reynoldsburg, OH

Joyce Jensen
Lincoln-Lancaster County Health Dept.
Lincoln, NE

Jeff Lang
Lane County Environmental Health
Eugene, OR

Christine Sylvis
Southern Nevada Health District
Las Vegas, NV

David Lawrence
Fairfax County Health Dept.
Fairfax, VA

Leslie Cobb
Kentucky Food Safety Branch
Frankfort, KY

Industry

Jeff Hawley
Harris Teeter
Matthews, NC

Courtney Halbrook
Brinker International, Inc
Dallas, TX

Keith Jackson
Performance Food Group
Richmond, VA

Larry Lynch
National Registry of Food Safety
Professionals
Orlando, FL

Kate Piché
National Restaurant Assoc. Solutions
Chicago, IL

Brad Peters
HRB Universal
Birmingham, AL

Brian Turner
Sodexo
Downers Grove, IL

Sharon Wood
H-E-B
San Antonio, TX

Gary Coleman
Underwriters Laboratories
Research Triangle Park, NC

Academia

Dr. Yao-wen Huang
University of Georgia
Athens, GA

Consumer

Susan Grooters
Keep Antibiotics Working
Washington, DC

Council Consultants

Kristin Delea
CDC
Atlanta, GA

John Marcello
FDA
Tempe, AZ

Dr. William Shaw
USDA-FSIS
Beltsville, MD

Parliamentarian

Janet Williams
U.S. FDA
Rockville, MD 20852

Industry Alternates

Angela Benton
Jetro Restaurant Depot
College Point, NY

Emilee Follett
StateFoodSafety.com
Orem, UT

Christina N. Johnson
Publix Super Markets, Inc.
Boynton Beach, FL

David Konop
Target Corporation
Minneapolis, MN

Thomas McMahan
Meijer
Grandville, MI

Tara Paster
Paster Training, Inc.
Gilbertsville, PA

Bob Roncaglia
King Soopers/Kroger
Lakewood, CO

George Roughan
TAP Series LLC
Thousand Oaks, CA

Regulatory Alternates

Larry Holbert
Ohio Department of Health
Columbus, OH

Michael Moore
MA Food Protection Program
Jamaica Plain, MA

Christina Wilson
Columbus Public Health
Columbus, OH

Consumer Alternate

Rance Baker
National Environmental Health Assoc.
Denver, CO

Council II – 2014 Issue Listing

Number	Issue Title	As Submitted	As Amended	No Action	Assembly of Delegates
II-001	Report-Certification of Food Safety Regulation Professionals (CFSRP)	X			Accepted
II-002	Re-create - Certification of Food Safety Regulation Professional Workgroup		X		Accepted
II-003	Align Competency of Inspectors (8-402.10) with Standard 2		X		Accepted
II-004	Report - Program Standards Committee	X			Accepted
II-005	Re-create Program Standards Committee		X		Accepted
II-006	Inclusion of Inspection Result Posting in the Food Code			X	Accepted
II-007	Report - Standardized Data Collection/Electronic Reporting of Inspections	X			Accepted
II-008	SDCERC 4 - Posting IT Subcommittee Report to CFP Website	X			Accepted
II-009	SDCERC 2 - Public Website Posting of Inspection Reports	X			Accepted
II-010	SDCERC 3 - Continued Data Collection to Determine Public Health Scoring	X			Accepted
II-011	Employee Food Safety Training Committee		X		Accepted
II-012	Report - Food Protection Managers Certification Committee (FPMCC)	X			Accepted
II-013	FPMCC 3- Bylaw Revisions	X			Accepted
II-014	FPMCC 2 - CFP Standards Revisions	X			Accepted
II-015	FPMCC 4- ISO/IEC 17024-2012 as an Option to CFP Standards	X			Accepted
II-016	Amend 2013 Food Code Section 2-102.11 and delete 2-102-20		X		Accepted
II-017	Program Standards Proposed Changes 2-CFP Governing Documents		X		Accepted
II-018	Report - Constitution, Bylaws and Procedures (CBP) Committee	X			Accepted
II-019	CBP 2 - Scope of Executive Board Regarding Policies and Procedures	X			Accepted
II-020	CBP 4 - Clarification of Committee Member Removal for Non-Participation	X			Accepted
II-021	CBP 3 - Clarification of Committee Charges During Biennial Period		X		Accepted
II-022	CBP 6 - Committee and Issue Documents		X		Accepted
II-023	CBP 7 - Issue Placeholder Policy	X			Accepted
II-024	CBP 5 - Board Responsibility Regarding Extracted "No Action" Issues	X			Accepted
II-025	Report: Interdisciplinary Foodborne Illness Training Committee (IFITC)	X			Accepted
II-026	Re-create - Interdisciplinary Foodborne Illness Training Committee (IFITC)		X		Accepted
II-027	Executive Board Review of Committee Documents Deemed Worthy of Publication			X	Accepted

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-001

Council Recommendation:	Accepted as Submitted	<u> x </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> X </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title:

Report-Certification of Food Safety Regulation Professionals (CFSRP)

Recommended Solution: The Conference recommends...:

acknowledgement of the Conference for Food Protection, Certification of Food Safety Regulation Professionals Workgroup Report and the following attachments:

1. 2014 CFP CFSRP Committee Final Report
2. CFP CFSRP Committee Roster
3. Survey Results-Contract/Third Party Inspections- CFP CFSRP 2012-2014

The Conference further recommends thanking all the 2012-2014 CFSRP members, and the organizations/agencies they represent, which allowed them to actively participate on the Workgroup.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-002

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
Delegate Action:	Accepted _____	<input checked="" type="checkbox"/> Rejected _____	

All information above the line is for conference use only.

Title:

Re-create - Certification of Food Safety Regulation Professional Workgroup

Recommended Solution: The Conference recommends...:

that a re-created 2014-2016 Certification of Food Safety Regulation Professionals (CFSRP) Workgroup be charged with the following:

Charge 1: Collaborate with the FDA Division of Human Resource Development, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

1. Continue review of all initiatives: existing, new or under development; involving the training, evaluation and/or certification of food safety inspection officers. This collaborative working relationship will ensure the sharing of information so as not to create any unnecessary redundancies in the creation of work product or assignment of tasks/responsibilities.
2. Review the results of the partnership for food protection training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum. Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
3. Review the results of the partnership of food protection training and certification work group recommendations to determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.

Charge 2: Work in collaboration with the CFP program standards committee to:

1. Provide technical assistance with questions regarding the comments contained in the 2012 CFP CFSRP's Workgroup's uniform inspection program audit pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.

2. Assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1) above to provide better alignment with Standard 4 of the VNRFRPS.

Charge 3: Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-003

Council Recommendation: Accepted as Submitted _____ Accepted as Amended X No Action _____

Delegate Action: Accepted X Rejected _____

All information above the line is for conference use only.

The final language in this Issue was edited by the Executive Board to provide proper formatting. The changes are considered to be editorial, and not substantive, in nature.

Edited Version of Council Recommendation

Issue 2014-II-003 Edited Version

Title:

Align Competency of Inspectors (8-402.10) with Standard 2

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA requesting a change to the language contained in Section 8-402.10 of the 2013 Food Code to reflect the following direction (new language is underlined):

8-402.10 Competency of Inspectors.

- (A) An authorized representative of the REGULATORY AUTHORITY who inspects a FOOD ESTABLISHMENT or conducts plan review for compliance with this Code shall have the knowledge, skills, and ability to adequately perform the required duties.
- (B) The REGULATORY AUTHORITY shall provide to their authorized representatives a combination of classroom training, in-field training, and ongoing continuing education relating to food safety and shall conduct ongoing verification to ensure that their authorized representatives are correctly identifying violations and properly applying the food code within the establishments.

AND

To charge the Program Standards Committee to solicit the support of industry to:

1. Identify the benefits to industry for regulatory authorities to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
2. Examine methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.

3. Report back at the 2016 Biennial Meeting with recommendations on how the Conference can collaborate with industry to facilitate enrollment and achievement of the Voluntary National Retail Food Regulatory Program Standards.

Original Council Recommendation Considered by Assembly of Delegates

Issue 2014-II-003

Title:

Align Competency of Inspectors (8-402.10) with Standard 2

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA requesting a change to the language contained in Section 8-402.10 of the 2013 Food Code to reflect the following direction (new language is underlined):

8-402.10 Competency of Inspectors.

An authorized representative of the REGULATORY AUTHORITY who inspects a FOOD ESTABLISHMENT or conducts plan review for compliance with this Code shall have the knowledge, skills, and ability to adequately perform the required duties.

The REGULATORY AUTHORITY shall provide to their authorized representatives a combination of classroom training, in-field training, and ongoing continuing education relating to food safety and shall conduct ongoing verification to ensure that their authorized representatives are correctly identifying violations and properly applying the food code within the establishments.

AND

To charge the Program Standards Committee to solicit the support of industry to:

1. Identify the benefits to industry for regulatory authorities to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
2. Examine methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
3. Report back at the 2016 Biennial Meeting with recommendations on how the Conference can collaborate with industry to facilitate enrollment and achievement of the Voluntary National Retail Food Regulatory Program Standards.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-004

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

Report - Program Standards Committee

Recommended Solution: The Conference recommends...:

1. Acknowledgement of the 2012-2014 Program Standards Committee Report, and
2. Acknowledgment of the committee members for their participation on the conference calls and work completed.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-005

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
Delegate Action:	Accepted _____	<input checked="" type="checkbox"/> Rejected _____	

All information above the line is for conference use only.

Title:

Re-create Program Standards Committee

Recommended Solution: The Conference recommends...:

the Program Standards Committee be re-created following the 2014 CFP Biennial Meeting with the following charges:

1. Identify areas where the Voluntary National Retail Food Regulatory Program Standards can be changed or improved to enhance enrollment and implementation; and
2. Work on a project to recognize levels of performance of Program Standards enrollees that will demonstrate the progress of enrollees in a meaningful way and acknowledging the enrollees for taking the necessary incremental steps toward meeting the Program Standards. As part of this project;
 - a. Provide a Cost/Benefit Analysis for recognizing partial achievement of the Retail Program Standards;
 - b. Identify different approaches that could be used to recognize partial achievement of the Retail Program Standards that would not require additional resources to perform or administer; and
 - c. Examine whether there is an additional burden placed on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards.
3. Review the current verification audit requirement and:
 - a. Identify strengths of the current verification audit requirement;
 - b. Identify weaknesses with the current verification audit requirement, with emphasis on any barriers that may result from the current requirement; and
 - c. Determine whether there are potential changes to the requirement, or the administration of the requirement, that could maintain the credibility of the Retail Program Standards while reducing barriers to achievement that may result from the current verification audit requirement.

4. Serve as a sounding board for FDA with respect to ideas generated during collaboration with the other entities such as NACCHO, PFP, AFDO.
5. Formulate resolutions to issues brought before the committee and report back at the 2016 CFP Biennial Meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-006

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	No Action _____
Delegate Action:	Accepted _____	Rejected _____	

All information above the line is for conference use only.

Title:

Inclusion of Inspection Result Posting in the Food Code

Recommended Solution: The Conference recommends...:

No Action.

Reason:

The 2013 Food Code section 8-304.11(K) already addresses this issue.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-007

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

Report - Standardized Data Collection/Electronic Reporting of Inspections

Recommended Solution: The Conference recommends...:

acknowledgement of the Standardized Data Collection and Electronic Reporting of Inspections Committee Final Report and the IT Subcommittee Report;

thanking the committee members for their work; and

disbanding the committee as its charges are complete.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-008

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

SDCERC 4 - Posting IT Subcommittee Report to CFP Website

Recommended Solution: The Conference recommends...:

posting to the CFP website, as a "white paper" guidance document in PDF format, the IT Subcommittee Report submitted as part of the Standardized Data Collection and Electronic Reporting of Inspections Committee Report.

Note: document is attached to Issue entitled: *Report - Standardized Data Collection and Electronic Reporting of Inspections.*

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-009

Council Recommendation:	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Delegate Action:	Accepted	<input checked="" type="checkbox"/>	Rejected	<input type="checkbox"/>		

All information above the line is for conference use only.

Title:

SDCERC 2 - Public Website Posting of Inspection Reports

Recommended Solution: The Conference recommends...:

that a letter be sent to the FDA recommending that language supporting Section 8-403.50, be added to the 2013 Food Code Annex, and include language:

- a. To promote access to inspection results for public health purposes, the regulatory authority shall treat the inspection report as a public document and make it available for disclosure to a person who requests it as provided by Law.
- b. To encourage regulatory authorities to provide complete copies of those inspection reports, electronically to the public through website databases.
- c. Informing regulatory authorities that wish to develop electronic website databases that a "white paper" discussing information technology (IT) standards and requirements is available on the CFP "Guidance and Documents" portion of the website.
- d. That the Conference recommends that these activities be undertaken with the hope of eventually creating national databases from contributing states and local jurisdictions which would warehouse inspection data for public access by all interested parties.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-010

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

SDCERC 3 - Continued Data Collection to Determine Public Health Scoring

Recommended Solution: The Conference recommends...:

that a letter be sent to FDA encouraging them to continue exploring ways, such as the current work with NACCHO and data collection with the Risk Factor Studies, to determine if there is a statistically significant public health impact related to scoring, and if one scoring system has a greater public health impact.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-011

Council Recommendation: Accepted as Submitted _____ Accepted as Amended X No Action _____

Delegate Action: Accepted X Rejected _____

All information above the line is for conference use only.

Title:

Employee Food Safety Training Committee

Recommended Solution: The Conference recommends...:

that a food employee training committee be formed and charged to:

1. Make recommendations to the Conference for Food Protection in regard to:
 - a) What a food employee should know about food safety, prioritized by risk.
 - b) A guidance document to include recommendations for appropriate operator, regulator, and/or third-party food safety training program(s); including the criteria for the program and learning objectives.
2. Report Committee recommendations to the 2016 Conference for Food Protection Biennial Meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-012

Council Recommendation:	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Delegate Action:	Accepted	<input checked="" type="checkbox"/>	Rejected	<input type="checkbox"/>		

All information above the line is for conference use only.

Title:

Report - Food Protection Managers Certification Committee (FPMCC)

Recommended Solution: The Conference recommends...:

acknowledging the attached Food Protection Manager Certification Committee (FPMCC) report with attachments, and extending thanks to the Committee members for their work.

The FPMCC requests that the Conference recommends continuation of the following charges (from Issue #: 2012 II-017) assigned to the Food Protection Manager Certification Committee (FPMCC) for the 2014-2016 biennium:

1. Continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.
2. Evaluate the results of the exam security evaluation process and Standards revisions approved by the 2012 CFP Biennial Meeting to ensure that they are resulting in substantial improvement of exam security
3. Report back to the Executive Board and the 2016 Biennial Meeting of the Conference for Food Protection.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-013

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> X </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title:

FPMCC 3- Bylaw Revisions

Recommended Solution: The Conference recommends...:

approval of the revisions to the Food Protection Manager Certification Committee Bylaws.

1) All revisions are contained within document titled: "Food Protection Manager Certification Committee Bylaws (draft October 2013)" to Issue #1 Titled "Report - Food Protection Managers Certification Committee".

2) A summary of the proposed non-substantive revisions include:

1. Changes to Article VIII, Section 8:

a) Addition of the verbiage to the first sentence: "to address the charges of the Board and complete the duties of the Committee."

b) Moved the second sentence that reads, "Workgroups shall provide written reports and recommendations to the Committee for deliberation." to Article XII, Section 3.

2. Changes to Article XII:

a) Changed order of Sections 1-3 to improve the flow of information

b) Removed second sentence in Section 3, reworded the sentence, and then moved to Section 2 of the same Article.

3. Changes to Article XIV:

a) Added new verbiage to the end of the first sentence: "and then submitted as an Issue during the next biennial meeting."

b) Removed the second sentence as it was now reworded into the first sentence and no longer needed.

4. Change to footer to reflect: "Revised Bylaws pending approval at 2014 Biennial Meeting".

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-014

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> X </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title:

FPMCC 2 - CFP Standards Revisions

Recommended Solution: The Conference recommends...:

approval of revisions to the Standards for Accreditation of Food Protection Manager Certification Programs to incorporate Annex A language into the standards, added definitions and minor non-substantive changes to improve clarity and accuracy.

All revisions are contained within document titled: "Food Protection Manager Standards draft 10 28 13" attached to Issue #1 Titled "Report - Food Protection Managers Certification Committee". Strikethrough font indicates content being removed, underline indicates content added and red font indicates already existing word was italicized- all changes have been highlighted in yellow.

A summary of the changes include:

- A. In the Preamble, add content from Annex A.
- B. In Annexes section of the Preamble, remove current Annex A reference and rename Annex B the new Annex A.
- C. Alter the Table of Contents to reflect recommended changes.
- D. In Section 1.0 "Definitions" - add specified definitions for Examination Developers, Examinee and Potential Examinee.
- E. In "Section 4.0 - Food Safety Certification Examination Development" - add standards 4.12 and 4.15 language and renumber standards as noted.
- F. Fix typo in Section 8.0 title.
- G. Remove Annex A content and rename "Annex B" as "Annex A".

H. Revised Section 5.17 for clarification.

The Conference also recommends that the revised Standards for Accreditation of Food Protection Manager Certification Programs be posted on the CFP website in PDF format.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-015

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

FPMCC 4- ISO/IEC 17024-2012 as an Option to CFP Standards

Recommended Solution: The Conference recommends...:

the Food Protection Manager Certification Committee (FPMCC) determine the process and requirements for potential acceptance of the International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17024-2012 for food protection manager certification as an additional option to and without impact on the existing CFP Standards for Accreditation of Food Protection Manger Certification Programs and report back its findings at the 2016 Biennial Meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-016

Council Recommendation: Accepted as Submitted _____ Accepted as Amended X No Action _____

Delegate Action: Accepted X Rejected _____

All information above the line is for conference use only.

Title:

Amend 2013 Food Code Section 2-102.11 and delete 2-102-20

Recommended Solution: The Conference recommends...:

that a committee be formed with the following charges:

1. Review the current methods in Food Code Section 2-102.11 for demonstrating knowledge.
2. Identify the pro's and con's of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.
3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
4. Identify the pro's and con's of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the committee should assess the pro's and con's of each alternative method in light of the following areas:
 - a. Differentiation between knowledge and application;
 - b. Emphasis on risk factors;
 - c. Ease of uniform assessment by regulators and industry;
 - d. Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier.
 - e. What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person In Charge.
5. Report back to the 2016 Biennial Meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-017

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	<input checked="" type="checkbox"/> No Action _____
Delegate Action:	Accepted _____	<input checked="" type="checkbox"/> Rejected _____	

All information above the line is for conference use only.

Title:

Program Standards Proposed Changes 2-CFP Governing Documents

Recommended Solution: The Conference recommends...:

modification language to the CFP Governing Documents be incorporated as follows: (new language is underlined; language to be deleted is in strikethrough):

1.) Amending the CFP Constitution and Bylaws **Article XIV Committees** by adding a new subsection in Section 2. and subsequent renumbering as follows:

Section 2. The following standing committees shall be established:

Subsection 1. Audit Committee;

Subsection 2. Constitution and Bylaws/Procedures Committee;

Subsection 3. Issue Committee;

Subsection 4. Food Protection Manager Certification Committee;

Subsection 5. Nominating Committee;

Subsection 6. Program Committee;

Subsection 7. Program Standards Committee;

Subsection 7. 8. Resolutions Committee; and

Subsection 8. 9. Strategic Planning Committee.

2.) Amending the CFP Constitution and Bylaws **Article XV Duties of the Committees** by adding new language in Section 7., and subsequent renumbering of Sections 7-9. The new Section is as follows:

Section 7. The Program Standards Committee shall report to the Board. The Program Standards Committee shall provide ongoing input to the FDA on issues that arise with the Voluntary National Retail Food Regulatory Program Standards.

Subsection 1. The Committee shall serve the Conference by indirectly assisting Voluntary National Retail Food Regulatory Program Standards enrollees in making progress towards meeting the Standards.

3.) Amending the Biennial Meeting/Conference Procedures Manual by adding new language in Section VIII B. 1. The new Section will read as follows:

VIII. Committees

B. Standing Committees

1. The following standing committees shall be established: the Audit Committee; Constitution and Bylaws/Procedures Committee; Issues Committee; Food Protection Manager Certification Committee; Nominating Committee; Program Committee; Program Standards Committee; Resolutions Committee; and Strategic Planning Committee.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-018

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> X </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title:

Report - Constitution, Bylaws and Procedures (CBP) Committee

Recommended Solution: The Conference recommends...:

acknowledgement of the submitted report and appreciation for the work of the 2012 - 2014 Constitution, Bylaws and Procedures Committee members.

The Conference further recommends that the Constitution, Bylaws and Procedures Committee continue work on assigned charges to:

1. Review the Conference for Food Protection governing documents (*Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Meeting Manual, position descriptions, conference policies, etc.*) to facilitate a merger and conformance of these documents into a comprehensive "*Conference for Food Protection Manual.*" (originally assigned via Issues 2012 II-001 and 2012 II-004)
2. Review the CFP Commercialism Policy to discern whether it is sufficient to apply to situations where the CFP name or logo is used in an unsanctioned manner by entities other than the CFP. (originally assigned at the August 2012 Executive Board Meeting)
3. Report back to the Executive Board; and submit recommendations as Issues at the 2016 Biennial Meeting.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-019

Council Recommendation:	Accepted as Submitted	<u> X </u>	Accepted as Amended	<u> </u>	No Action	<u> </u>
Delegate Action:	Accepted	<u> X </u>	Rejected	<u> </u>		

All information above the line is for conference use only.

Title:

CBP 2 - Scope of Executive Board Regarding Policies and Procedures

Recommended Solution: The Conference recommends...:

1) the amendment of the Conference for Food Protection Constitution and Bylaws, Article V, creating a new Section 3 clarifying the Boards ability to create policies and procedures as necessary to manage the affairs of the Conference as follows (new language underlined):

Article V Duties of the Assembly and the Board

Section 1. The Assembly with recommendation from a Council or the Board shall approve or reject all recommendations including those pertaining to the Constitution and Bylaws, any Conference procedures, all Memoranda of Understanding or other formal agreements and other necessary actions including resolutions; and establish Conference policies and positions on all subjects related to the objective of the Conference except as delegated (by the Assembly) to the Board. If a recommendation is approved, it shall be referred to the Board for appropriate disposition. If a "No Action" recommendation is rejected, the Issue will be referred to the Board for its consideration.

Section 2. The Board shall manage the affairs of the Conference.

Section 3. The Board may establish operational policies and procedures, with the concurrence of two-thirds (2/3) of the voting Board members, that detail management functions and oversight of the Conference organization. Such operational policies and procedures may include, but are not limited to budget, finances, expenditures, and coordination and implementation of biennial meeting obligations and operations.

2) The subsequent renumbering of Sections 4 through 15.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-020

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

CBP 4 - Clarification of Committee Member Removal for Non-Participation

Recommended Solution: The Conference recommends...:

amendment of the Conference Procedures Section VIII, (F.5.) relative to removal of non-participating committee members as follows (new language underlined):

Section VIII, F.5. A Committee member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as Committee members assessed by the Committee Chair and evaluated by the Committee. The Committee member may be subject to removal from the Committee. Removal of a Committee member for failure to perform duties as specified above shall require the concurrence of 2/3 of the voting members of the Committee to generate a recommendation for removal that is forwarded to the Board for review and determination of action.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-021

Council Recommendation: Accepted as Submitted _____ Accepted as Amended X No Action _____

Delegate Action: Accepted X Rejected _____

All information above the line is for conference use only.

Title:

CBP 3 - Clarification of Committee Charges During Biennial Period

Recommended Solution: The Conference recommends...:

amendment of the Biennial Meeting/Conference Procedures Manual, Section VIII. Committees, Paragraph H. Committee Meetings, Subparagraph 1., to include new language outlining a process for seeking clarification on committee charges as follows (new language underlined):

H. Committee Meetings

1. Committees may convene during the two years before the Conference meeting to complete discussions of the Issues assigned to them. The assignments are a result of previous Council recommendations that were passed by the Assembly of State Delegates.

If a Committee deliberates an Issue and by majority vote determines that clarification of the Issue is needed, specificity of Issue parameters for completion of Issue charges is needed, or that an Issue charge exceeds the mission of the Conference, the Committee may seek guidance from the Executive Board through the Council Chair. The Council Chair shall submit the identified concerns with the Committee's recommendation for clarification of the Issue to the Executive Board for review and deliberation. On behalf of the Assembly, the Executive Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Committee and the Executive Board shall be included in the Committee's final report and presented to the Council at the next biennial meeting; the final report shall also include documentation and clarification regarding the original charges.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-022

Council Recommendation: Accepted as Submitted _____ Accepted as Amended x No Action _____

Delegate Action: Accepted X Rejected _____

All information above the line is for conference use only.

Title:

CBP 6 - Committee and Issue Documents

Recommended Solution: The Conference recommends...:

To charge the Constitution and Bylaws Committee to further edit the suggested language below and incorporate into the Conference Procedures Manual.

B.2.- Committee submitted documents may impact the image, credibility and integrity of the conference as an organization.

B.2.a.- With the exception of material that has been copyrighted and/or has registration marks, committee documents submitted to the executive board online through the issue management program, including all work products (issues; reports; and content documents) generated by a conference committee become the property of the Conference.

B.2.b.- Issues and supporting documents submitted to the conference by an independent entity or individual reflect only the submitter's ideas, values, opinions and findings and those documents do not become the property of the Conference.

B.2.c- An independent entity or individual who submits an issue with attached content documentation gives their automatic consent to the Conference to publish that information, for deliberation and dissemination.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-023

Council Recommendation:	Accepted as Submitted	<input checked="" type="checkbox"/>	Accepted as Amended	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Delegate Action:	Accepted	<input checked="" type="checkbox"/>	Rejected	<input type="checkbox"/>		

All information above the line is for conference use only.

Title:

CBP 7 - Issue Placeholder Policy

Recommended Solution: The Conference recommends...:

amending the Biennial Meeting/Conference Procedures Manual Section IV A. 4. to include new language under a new subsection b. to read as follows (new language underlined):

b. Placeholder or "blank" Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:

1) for CFP committees (e.g., "recommendations" from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline).

2) to separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.

3) when circumstances are beyond the control of the Issue submitter, or the submitter's employer/organization, and the use of a placeholder Issue is approved by the Executive Director.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-024

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

CBP 5 - Board Responsibility Regarding Extracted "No Action" Issues

Recommended Solution: The Conference recommends...:

amendment of the Biennial Meeting/Conference Procedures Manual by creating a process for consideration of extracted issues in a new Section IX. Extracted Issues, as follows (new language underlined):

IX. Extracted Issues

Extracted "No Action" Issues that are rejected by the Assembly during the biennial meeting are referred to the Executive Board for its consideration. The Executive Board shall deliberate the extracted "No Action" Issue with the option to form a small ad hoc committee of no more than eight members to further deliberate this Issue as needed and provide a final recommendation by the next calendar meeting of the Board. Whenever possible, the committee shall include a member of the Assembly of Delegates who voted to reject the "No Action" and the individual who submitted the original Issue to the Conference, provided that individual is a member of the Conference for Food Protection. The other Executive Board members on this committee shall be comprised of equal regulatory and industry members along with members who may be selected from any other constituency as necessary to provide balance and direction to the committee dependent upon the issue. The actions that may be taken by the Executive Board include: a confirmation of "No Action" on the Issue; support of the Assembly rejection with a recommendation to forward Issue to an existing or created committee to deliberate and resubmit at next biennial meeting; and, other appropriate actions as the Executive Board determines.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-025

Council Recommendation: Accepted as Submitted X Accepted as Amended No Action

Delegate Action: Accepted X Rejected

All information above the line is for conference use only.

Title:

Report: Interdisciplinary Foodborne Illness Training Committee (IFITC)

Recommended Solution: The Conference recommends...:

1. Acknowledgement of the report of the Interdisciplinary Foodborne Illness Training Committee.
2. Thanking the Committee members for their work and dedication for completing the charges.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-026

Council Recommendation:	Accepted as Submitted _____	Accepted as Amended _____	X	No Action _____
Delegate Action:	Accepted _____	X	Rejected _____	

All information above the line is for conference use only.

Title:

Re-create - Interdisciplinary Foodborne Illness Training Committee (IFITC)

Recommended Solution: The Conference recommends...:

Re-create the Interdisciplinary Foodborne Illness Training Committee (IFITC) with the charges of:

1. Use the Crosswalk submitted in the 2012-2014 Committee report to identify current gaps in the training for Program Standard #5 as established by Council to Improve Foodborne Outbreak Response (CIFOR) and the Partnership for Food Protection as best practices for foodborne illness investigation.
2. Identify new training programs as they relate to the Crosswalk and Standard #5.
3. Work within the Conference process to post the Crosswalk document from the 2012-2014 Committee to the CFP Website.
4. Report back to the 2016 biennial meeting a revised Crosswalk document for foodborne illness investigation.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.

**Conference for Food Protection
2014 Issue Form**

Issue: 2014 II-027

Council Recommendation: Accepted as Submitted _____ Accepted as Amended _____ No Action **X**

Delegate Action: Accepted **X** Rejected _____

All information above the line is for conference use only.

Title:

Executive Board Review of Committee Documents Deemed Worthy of Publication

Recommended Solution: The Conference recommends...:

No Action: Issue withdrawn by submitter.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.