

**CFP Food Protection Manager Certification Committee Meeting**  
Courtyard Baltimore Downtown/Inner Harbor ♦ October 4-5, 2012  
*Hosted by Prometric*  
Minutes of the Meeting

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Thursday, October 4, 2012, 8:30 AM – 5:00 PM

Members Present:

- |                             |                                  |                           |
|-----------------------------|----------------------------------|---------------------------|
| 1. Jeff Hawley, Chair       | 10. Larry Lynch                  | 18. Todd Rossow           |
| 2. Ch. Hollenbeck, Vice Ch. | 11. Tom McMahan, Alt (for Tryba) | 19. George Roughan        |
| 3. Julie Albrecht           | 12. Cassandra Mitchell           | 20. Angela Sanchez        |
| 4. Petra Balli              | 13. Jay Neal                     | 21. Davene Sarrocco-Smith |
| 5. Kevin Connell            | 14. Tara Paster                  | 22. Michael Sperber       |
| 6. Courtney Halbrook        | 15. Kate Piche                   | 23. Lisa Staley           |
| 7. Keith Jackson            | 16. Therese Pilonetti            | 24. Bill Vear             |
| 8. Kathy Loudon             | 17. Susan Quam                   | 25. Linda Waters          |
| 9. Geoff Luebkekmann        |                                  | 26. Sharon Wood           |

Voting Members Absent:

- |  |                                |
|--|--------------------------------|
| 1. Tony Carotenuto (no Alt present)    | 4. Jeff Lang (no Alt present)  |
| 2. Christopher Gordon (no Alt present) | 5. Cas Tryba (Alt Tom McMahan) |
| 3. Patrick Guzzle (no Alt present)     |                                |

Nonvoting Members Present:

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Laurie Williams (consultant) | 5. Yao-Wen Huang (Alt-voting) |
| 2. Angela Benton (Alt-voting)   | 6. Paul Marra (Alt-voting)    |
| 3. Bryan Chapman (Alt-voting)   | 7. Joyce Jensen (ACAC)        |
| 4. Liz Corchado (Alt-voting)    | 8. Vijay Krishna (Alt - ANSI) |

Guests Present:

1. Eugene Van Biert, Skillsoft
2. Sandra Kovach, TAP Series - member of the Standards Comparison Workgroup

*Scribe – Geoff Luebkekmann*

**Welcome, Thanks & Recognition, and Committee Member Introductions**

Chair Hawley called the meeting to order at 8:30 AM. Food Protection manager Certification Committee (FPMCC) members introduced themselves and Chair Hawley expressed his deep appreciation to Prometric and specifically Linda Waters and Tiffany Johnson-White for sponsorship of the meeting and their excellent help and facilitation of the meeting arrangements. Roll was called and the anti-trust statement read. A quorum of 25 of 29 voting members was established.

Chair Hawley noted we have 17 returning members and 14 new members, and explained the FMPCC constituencies and composition, and the CFP process and operating structure for the CFP two year cycle.

**Review of FPMCC Charges from 2012 CFP Biennial Meeting**

Chair Hawley provided an overview of the 2012-14 FPMCC charges. It was clarified that CFP-2012 Issues II-30 and II-31 addressed adoption of ISO 17024 in place of (II-30) or as equivalent to (II-31) the current ANSI Accreditation Standards.

Vijay Krishna was recognized to provide an overview of ANSI (and its more than 10,000 standards), ISO (the International Standards Organization), and the Food Protection Manger certifying standards. Krishna explained that ANSI is an affiliate of and delegate to ISO. CFP standards for exam accreditation pre-date the development of ISO 17024 (launched by ISO in 2003). ISO 17024 applies to all types of personnel certification, and is not specific to the food industry or food safety.

Chair Hawley asked the Committee for input on the Preamble to the Standards; it was noted that the Table of Contents Section 7 still refers to “candidates” rather than “examinees.”

Chair Hawley then asked Joyce Jensen, Immediate Past FPMCC Chair, to present to the FPMCC the 2010-12 FPMCC Report that was submitted at Indianapolis, April 2012, to provide background and context from the previous cycle.

Discussion ensued regarding the certifying organizations’ progress on implementing the exam security enhancements in the revised Standards. It was discussed that the work of the FPMCC and its continued progress is dependent on the membership understanding the history of the Committee’s deliberations, goals and objectives, which should be reviewed by each Committee at the beginning of its term.

### **Formation of Security Evaluation Workgroup**

Chair Hawley called for formation of a Security Evaluation Workgroup to address requirements in Issue II-17. The Workgroup was formed, comprised of:

#### **Members:**

1. Christine Hollenbeck, Workgroup Chair (FPMCC Vice Chair)
2. Vijay Krishna, ANSI Representative
3. TBD (by Krishna), ANSI Field Research Design and Data Subject Matter Expert
4. Joyce Jensen, CFP ACAC Representative
5. Kate Piche (NRA Solutions), Certifying Organization Representative
6. Linda Waters (Prometric), Certifying Organization Representative
7. Liz Corchado (National Registry), Certifying Organization Representative
8. Michael Sperber (360), Certifying Organization Representative
9. Tom McMahan Food Industry Representative
10. Davene Sarrocco-Smith, Food Regulatory Representative
11. Jeff Hawley (FPMCC Chair)

#### **Action Item**

Who – Vijay Krishna

What – recommend a ANSI Field Research Design and Data Subject Matter Expert to the Security Evaluation Workgroup.

When – immediately.

The FPMCC agreed that the Security Evaluation Workgroup be tasked to work items listed at #4, Issue 2012 II-017, specifically:

1. Work with ANSI to update the ANSI accreditation application to incorporate the final Standards changes as approved at the 2012 Biennial Meeting, and
2. Develop surveillance documents, and
3. Establish an analysis of framework and research plan for data collection and evaluation of improvement in exam security, and
4. Complete a preliminary study to ensure validity of the evaluation tool, and
5. Develop a timeline for continued improvement in this area.

The FPMCC unanimously agreed to task the Security Evaluation Workgroup with reporting recommendations to the full FPMCC by February 1, 2013, in order for the FPMCC to consider and act on the recommendations and to result in a final product of the Workgroup to be approved by the full FPMCC by March 1, 2013.

**Action Item**

Who – Christine Hollenbeck, Security Evaluation Workgroup Chair  
What – facilitate recommendations from the Security Evaluation Workgroup regarding item #4, Issue 2012 II-017  
When – initial report February 1, 2013; final product to be approved by FPMCC March 1, 2013

*The FPMCC broke for lunch at noon and reconvened at 1 PM.*

**Discussion of FPMCC Meetings for CFP 2012-14 Cycle**

Chair Hawley advised the FPMCC that the meeting expectation of the 2012-14 cycle is:

- Conference calls as needed
- Subcommittee / Workgroup meetings as needed
- Next live meeting: Orlando, Wednesday May 15, 1 PM to Thursday May 16, 3 PM 2013
- Possible live meeting: Fall 2013 if needed
- Live meeting: in conjunction with 2014 CFP Biennial Meeting

**Action Item**

Who – all FPMCC members  
What – facilitate approvals and begin planning to attend a FPMCC meeting at Buena Vista Palace, Orlando, FL Wednesday May 15, 1 PM to Thursday May 16, 3 PM 2013 and potentially a FPMCC meeting in the western US, Fall of 2013.  
When – immediately.

**Review of FPMCC Charges from 2012 CFP Biennial Meeting Issues II-30 and II-31**

Chair Hawley recognized Vijay Krishna (ANSI) for an overview of ISO 17024 and the ANSI Exam Standards. It was earlier clarified that CFP-2012 Issues II-30 and II-31 addressed adoption of ISO 17024 in place of (II-30) or as equivalent to (II-31) the current CFP Accreditation Standards.

Krishna explained that in some respects ISO 17024 is more restrictive than the current CFP Standards, it applies to all personnel certification (not specifically food establishments), and is a global undertaking integrated with the Global Food Safety Initiative. Discussion ensued regarding what impact CFP recognition and/or adoption of ISO 17024 would have, particularly what entity would control modification of the requirements of the Food Protection Manager Certification Standards if ISO 17024 replaces or becomes an alternative to the current CFP Standards.

**MOTION**

Tara Paster moved and Sharon Wood seconded that:  
the FPMCC have access to and understanding of a side-by-side comparison of the current CFP Standards and ISO 17024. Motion passed unanimously.

**MOTION**

Tom McMahan moved and Todd Rossow seconded that:  
the FPMCC create a workgroup to study and compare the impacts of ISO 17024 adoption and report findings to the FPMCC. Motion passed unanimously.

The FPMCC created the Standards Comparison Workgroup, and tasked it with the study and comparison of the current CFP Food Protection Manager Certification Accreditation Standards, ISO 17024 (2012) and the applications associated with each, and reporting findings of the study and comparison at the May, 2013 FPMCC meeting. This Workgroup is comprised of:

1. Tara Paster, Co-Chair
2. Sharon Wood, Co-Chair
3. Jay Neal, Co-Chair
4. Vijay Krishna
5. Michael Sperber
6. Keith Jackson
7. Davene Sarrocco-Smith
8. Laurie Williams
9. Angela Sanchez
10. Larry Lynch
11. Kathy Loudon
12. Kate Piche
13. Susan Quam
14. Cassandra Mitchell

15. Courtney Holbrook
16. Bryan Chapman

17. Yao-wen Huang
18. Sandra Kovach

#### **MOTION**

Kate Piche moved and Sharon Wood seconded that:  
the Standards Comparison Workgroup study and compare the current CFP Accreditation Standards and ISO 17024 (2012), and produce a gap analysis on those two standards and also a gap analysis on the CFP Exam Accreditation ANSI application and the ISO 17024 (2012) July 2013 accreditation application.  
Motion passed unanimously.

Discussion ensued regarding concern for how the FPMCC will meet its charges established in CFP Issues II-30 and II-31.

#### **MOTION**

Bill Vear moved and Davene Sarrocco-Smith seconded that:  
the Standards Comparison Workgroup be tasked to complete the Piche motion task first, then complete the McMahan motion task. Initial vote was 16 yes, 4 no, 3 sideways; a motion to reconsider succeeded and under subsequent reconsideration this motion failed.

The members were then directed to break into their Workgroups to begin formulating work plans. The FPMCC Workgroups met, and adjourned at 5:00 PM.

Friday, October 5, 2012, 8:30 AM – 12:00 PM

#### Members Present:

- |                             |                                 |                           |
|-----------------------------|---------------------------------|---------------------------|
| 1. Jeff Hawley, Chair       | 9. Larry Lynch                  | 16. George Roughan        |
| 2. Ch. Hollenbeck, Vice Ch. | 10. Tom McMahan (Alt for Tryba) | 17. Angela Sanchez        |
| 3. Julie Albrecht           | 11. Jay Neal                    | 18. Davene Sarrocco-Smith |
| 4. Petra Balli              | 12. Tara Paster                 | 19. Michael Sperber       |
| 5. Kevin Connell            | 13. Kate Piche                  | 20. Lisa Staley           |
| 6. Courtney Halbrook        | 14. Therese Pilonetti           | 21. Bill Vear             |
| 7. Kathy Loudon             | 15. Susan Quam                  | 22. Linda Waters          |
| 8. Geoff Luebkekmann        |                                 | 23. Sharon Wood           |

#### Members Absent:

- |  |  |
|--|--|
| 1. Tony Carotenuto (no Alt present)    | 5. Jeff Lang (no Alt present)          |
| 2. Christopher Gordon (no Alt present) | 6. Cassandra Mitchell (no Alt present) |
| 3. Patrick Guzzle (no Alt present)     | 7. Todd Rossow (no Alt present)        |
| 4. Keith Jackson (no Alt present)      | 8. Cas Tryba (Alt Tom McMahan)         |

#### Non-voting Members Present:

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Laurie Williams (consultant) | 6. Yao-Wen Huang (Alt-voting) |
| 2. Angela Benton (Alt-voting)   | 7. Liz Kline (Alt-voting)     |
| 3. Bryan Chapman (Alt-voting)   | 8. Joyce Jensen (ACAC)        |
| 4. Liz Corchado (Alt-voting)    | 9. Vijay Krishna (Alt - ANSI) |
| 5. Paul Hineman (Alt-voting)    |                               |

#### Guests Present:

1. Eugene Van Biert, Skillsoft
2. Sandra Kovach, TAP Series - member of the Standards Comparison Workgroup

*Scribe – Geoff Luebkekmann*

### **Standards Comparison Workgroup Report**

Co-Chairs Tara Paster, Jay Neal, and Sharon Wood presented the Workgroup's plan and deadlines. An initial, detailed written report will be submitted by the Workgroup by April 1, 2013. Tara Paster emphasized that the Workgroup members must be active participants with an obligation to provide input. Deadlines presented by the Workgroup are:

December 2012	Workgroup member individual assignments made
February 1, 2013	Workgroup member assignments are due
March 2013	Workgroup conference call
April 1, 2013	Final Workgroup Report submitted to the FPMCC
May 15-16, 2013	Workgroup Deliverables submitted to FPMCC

#### **Action Item**

Who – Standards Comparison Workgroup Co-Chairs Paster, Wood, and Neal  
What – facilitate completion of the Standards Comparison Workgroup plan and reporting pursuant to the deadlines outlined above.  
When – multiple deadlines, from Dec. 2012 through May 2013.

### **Communications Workgroup**

Chair George Roughan provided an overview of the Workgroup and Chair Jeff Hawley assigned tasks to the Workgroup: 1) refining and revising the FPMCC website FAQs, and 2) explore better use of web-based applications to facilitate FPMCC communication, member access to documents in development, and posting final work product.

Members: Larry Lynch, Bryan Chapman, Geoff Luebkekmann

#### **Action Item**

Who – Communications Workgroup Chair Roughan  
What – facilitate work to 1) revise and refine the FPMCC website FAQs, and 2) explore better use of web-based applications to facilitate FPMCC communication, post FPMCC meeting materials, provide member-only access to documents and work product in development, and post FPMCC final work product.  
When – report progress at next FPMCC conference call or meeting.

### **Logistics Workgroup Report**

Chair Geoff Luebkekmann provided an overview of the Workgroup and volunteers were called for. Members were reminded that successful logistics depend on their timely response to deadlines.

Members: Bill Vear, Petra Balli, Kevin Connell, Angela Benton

Future Meeting space offers: Sharon Wood (HEB Conference space, San Antonio); Kevin Connell (WaWa conference space, Philadelphia)

#### **Action Item**

Who – Logistics Workgroup Chair Luebkekmann  
What – facilitate 1) communication and planning for the FPMCC meeting in Orlando, May 2013; and 2) research guidance on Roberts Rules of Order for FPMCC members.  
When – report progress at next FPMCC conference call or meeting.

### **Standards Workgroup**

Chair Kate Piche will convene the Workgroup to address specific tasks.

Members: Davene Sarrocco-Smith, Therese Pilonetti, Yao-wen, Laurie Williams, Julie Albrecht, Kathy Loudon, Larry Lynch, Lisa Staley, Keith Jackson

#### **Action Item**

Who – Standards Workgroup Chair Piche

What – facilitate Workgroup activity to 1) deliberate and formulate of recommendations to FPMCC on appropriate inclusion of ethics content in the Standards, and 2) review the Preamble to the Standards to identify potential revisions and formulate related recommendations to the FPMCC.  
When – report progress at next FPMCC conference call or meeting.

#### **FPMCC Bylaws Workgroup**

Chair Sharon Wood will convene the Workgroup as needed to formulate and recommend Bylaws.

Members: Michael Sperber, Tom McMahan

#### **Action Item**

Who – Bylaws Workgroup Chair Wood

What – facilitate recommendations by the Workgroup to the FPMCC regarding Bylaws changes that may arise from work of the various FPMCC Workgroups during this cycle.

When – report progress at next FPMCC conference call or meeting.

#### **Upcoming FPMCC 2012-14 Meetings**

Chair Jeff Hawley reminded FPMCC members to plan for attendance at two upcoming meetings:

- Next face-to-face meeting is May, 2013 – Buena Vista Palace Hotel (site of CFP 2014), Orlando
- Tentative face-to-face meeting Fall 2013 – western US (TBD)

#### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 9:45 AM, October 5, 2012, and directed the Workgroups to convene as needed.

# CFP Food Protection Manager Certification Committee Meeting

Conference call ♦ January 31, 2013

## Minutes of the Meeting

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### Members Present:

- |                             |                       |                     |
|-----------------------------|-----------------------|---------------------|
| 1. Jeff Hawley, Chair       | 8. Jeff Lang          | 15. George Roughan  |
| 2. Ch. Hollenbeck, Vice Ch. | 9. Geoff Luebkekmann  | 16. Angela Sanchez  |
| 3. Petra Balli              | 10. Tara Paster       | 17. Michael Sperber |
| 4. Chirag Bhatt             | 11. Kate Piche        | 18. Cas Tryba       |
| 5. Kevin Connell            | 12. Therese Pilonetti | 19. Linda Waters    |
| 6. Courtney Halbrook        | 13. Susan Quam        | 20. Sharon Wood     |
| 7. Keith Jackson            | 14. Todd Rossow       |                     |

### Voting Members Absent:

- |                       |                          |
|-----------------------|--------------------------|
| 1. Julie Albrecht     | 6. Larry Lynch           |
| 2. Tony Carotenuto    | 7. Cassandra Mitchell    |
| 3. Christopher Gordon | 8. Jay Neal              |
| 4. Patrick Guzzle     | 9. Davene Sarrocco-Smith |
| 5. Kathy Loudon       | 10. Lisa Staley          |

### Nonvoting Members Present:

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Laurie Williams (consultant) | 4. Joyce Jensen (ACAC) |
| 2. Bryan Chapman (Alt)          | 5. Liz Kline (Alt)     |
| 3. Liz Corchado (Alt)           | 6. Vijay Krishna (Alt) |

### Guests Present:

1. Don Ford, ANSI

*Scribe – Geoff Luebkekmann*

### **Welcome, Remarks, and Introduction**

Chair Hawley called the meeting to order at 1:03 PM, for the purpose of reviewing progress of the Security Evaluation Workgroup and result in a final vote on the Workgroup recommendations by March 1, 2013. Opportunity was provided for the FPMCC members to ask questions and get clarifications. Roll was called and Members reminded of the anti-trust statement.

Chair Hawley introduced Don Ford of ANSI, a training and performance consultant that facilitated the Workgroup's December 2012 meeting in Denver (hosted by NEHA).

### **FPMCC Security Evaluation Workgroup Progress Report**

Don Ford presented highlights of the three documents developed from the December 2012 Workgroup meeting:

1. Evaluation Blueprint: The 5 "Selected Interventions" and the activity undertaken to determine which is most impactful, and in what way, was explained. Establishment of a baseline, a pre-post evaluation, data collection and analysis, review of existing test provider data forensics, and the Workgroup schedule were described.
2. Security Evaluation Workgroup Self-report: This tool will be used to aggregate relevant test provider security-related data. The instrument collects both quantitative and qualitative information and will result in a Baseline Report to gauge impact of any new security provisions.

3. Examinee Test Security Questions: The question examples provided in this document cover 11 categories, are in draft, and final versions will be adopted by each test provider. Method of survey (i.e., online, onsite, or post-class email to examinee) will be determined by each provider.

Interspersed with Don Ford's presentation, in depth discussion ensued regarding the Examinee Test Security Questions Survey document, specifically the questions, responses, and administration methods/channels for that instrument; the Security Evaluation Phases schedule of activity and deadlines (included in the Evaluation Blueprint document); and Proctor/Test Administrator initial- and re-training details.

Don Ford called for questions and Committee members given the opportunity to provide input and seek clarifications.

Don Ford and the Security Evaluation Workgroup were commended for producing excellent progress and work product.

Chair Hawley established a two week comment period and set a FPMCC conference call meeting on or after Feb 14, 2013 to discuss the Security Evaluation Workgroup recommendations and meet the FPMCC March 1, 2013 deadline for final approval of the current work product. The final vote will be conducted electronically.

#### **Motions and Action Items**

No motions or action items were generated at this meeting.

#### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 2:11 PM eastern time, January 31, 2013.

#### **Upcoming Meetings**

All FPMCC members are reminded to plan for attendance at these upcoming meetings:

- Feb 14, 2013 or after: conference call for action on the Security Evaluation Workgroup product
- May 15-16, 2013: face-face meeting, Buena Vista Palace Hotel, Orlando
- Fall 2013: tentative face-to-face meeting, western U.S. (TBD)



**CFP Food Protection Manager Certification Committee Meeting (FPMCC)**  
Buena Vista Palace, Orlando ♦ May 15-16, 2013  
Minutes of the Meeting

Wednesday May 15, 2013 / 12 PM – 5:00 PM

Voting Members Present:

- |                                  |                                      |                           |
|----------------------------------|--------------------------------------|---------------------------|
| 1. Jeff Hawley, Chair            | 13. Geoff Luebkemann                 | 24. Angela Sanchez        |
| 2. Ch. Hollenbeck, Vice Ch.      | 14. Larry Lynch                      | 25. Davene Sarrocco-Smith |
| 3. Julie Albrecht                | 15. Tom McMahan, Alt (for Wood)      | 26. Michael Sperber       |
| 4. Chirag Bhatt                  | 16. Ryan McMillian, Alt (for Waters) | 27. Cas Tryba             |
| 5. Bryan Chapman                 | 17. Jay Neal                         |                           |
| 6. Kevin Connell                 | 18. Tara Paster                      | <u>Non-voting:</u>        |
| 7. Chris Gordon                  | 19. Kate Piche                       | Angela Benton             |
| 8. Liz Corchado, Alt (for Lynch) | 20. Therese Pilonetti                | Paul Hineman              |
| 9. Patrick Guzzle                | 21. Susan Quam                       | Joyce Jensen              |
| 10. Courtney Halbrook            | 22. Todd Rossow                      | Vijay Krishna             |
| 11. Keith Jackson                | 23. George Roughan                   | Laurie Williams           |
| 12. Kathy Loudon                 |                                      | Janiece Attal             |

Absent:

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 1. Petra Balli (no Alt)        | 5. Lisa Staley (no Alt)              |
| 2. Tony Carotenuto (no Alt)    | 6. Linda Waters (Alt Ryan McMillion) |
| 3. Jeff Lang (no Alt)          | 7. Sharon Wood (Alt Tom McMahan)     |
| 4. Cassandra Mitchell (no Alt) |                                      |

*Scribe – Geoff Luebkemann*

**Welcome, Thanks & Recognition, and Committee Member Introductions**

Chair Hawley called the meeting to order at 1:00 PM. Committee members introduced themselves and Chair Hawley Roll was called the anti-trust statement read, and a quorum of 27 of 29 voting members established.

**Committee Administration**

Chair Hawley discussed member vacancies and resignations and asked the committee for input on replacements to consider.

**MOTION**

Rossow moved and McMahan seconded that:  
Minutes of the Baltimore October 4-5, 2012, meeting be accepted as submitted. Motion passed unanimously.

**MOTION**

Rossow moved and McMahan seconded that:  
January 31, 2013 conference call minutes be accepted as submitted. Motion passed unanimously.

**Review of FPMCC Charges from 2012 CFP Biennial Meeting**

Chair Hawley reviewed the 2012-14 FPMCC charges, referring to the information in the April 15, 2013 FPMCC report to the CFP Executive Board, and reviewed the 5 elements of FPMCC charge in Issue 2012 II-017. Issues 2012 II-30 and II-31 which also charge the FPMCC, were reviewed.

**ANSI Report**

Vijay Krishna was recognized to provide an ANSI activity update, discuss the new ANSI Accreditation Application based on changes to the Standards for Accreditation of Food Protection Manager Certification Programs (hereafter, "Standards,") from April 2012 CFP Biennial Meeting. Krishna described the formal assessment process and associated activity. In June 2012 a new application form was adopted to incorporate changes to the Standards. The ANSI compliance assessment process was discussed, and August – October 2013 will be the assessment period for all certification providers.

### **Security Evaluation Workgroup Report**

FPMCC Vice Chair Hollenbeck, Chaired the Security Evaluation Workgroup, and was recognized to provide an update on activity of this workgroup. Hollenbeck reviewed the Workgroup's report, which FPMCC Chair Hawley provided to the CFP Executive Board. The workgroup's deadlines, dates, and activities were discussed. See *Attachment A, "Security Evaluation Workgroup Report," dated April 9, 2013.*

The Workgroup is now waiting for input from technical consultant Dr. Don Ford of ANSI to validate activity to date, and will then continue with the Workgroup plan as previously approved by the FPMCC.

George Roughan was recognized and submitted a document titled "Guidance on Conformance with ANSI/ISO/IEC 17024 Requirements for Certification Program Security." Roughan suggested that Food Protection Manager Certification pursuant to the current CFP Standards is not a certification, but rather a certificate and asked that the FPMCC recognize that. ANSI representative Vijay Singh confirmed that ANSI does in fact recognize Food Protection Manager Certification per CFP Standards as a "certification."

### **MOTION**

Paster moved and Sarrocco-Smith seconded that:  
Further discussion of this issue be tabled. Motion passed according to this vote:  
Up 20, side 2, down 1

Discussion ensued and members were reminded that the FPMCC is currently engaged in a multi-year work plan that was approved by Council II at the 2012 biennial Meeting.

### **Standards Workgroup Report**

Chair Hawley recognized Kate Piche to provide an update on activity of this workgroup. Piche referred the members to the Standards document dated March 11, 2013, with red text edits and summarized the changes suggested by her workgroup. See *Attachment B, "Standards for Accreditation of Food Protection Manager Certification Programs, rev. March 11, 2013.*

### **MOTION**

Hollenbeck moved and Jackson seconded that:  
Revisions recommended by the Standards Workgroup be accepted as submitted, with removal of the proposed section 4.11, which duplicates sections 4.4 and 4.5.  
Motion passed unanimously.

### **Standards Comparison Workgroup Report**

Co-Chair Tara Paster was recognized to present the Workgroup's report. She expressed deep thanks to the Workgroup members for their diligence and quality of effort. Paster turned the presentation over to Co-Chair Dr. Jay Neal to describe the analysis methodology. The FPMCC members were provided a copy of the Workgroup's comparison document, which Dr. Neal proposed discussing line-by-line. See *Attachment C1, "CFP/ISO Comparison Master," Attachment C2, "CFP/ISO Comparison Master with Review Comments," and Attachment C3, "Jay Neal & Tara Paster ISO Presentation."*

Some FPMCC members expressed concern over not receiving the Workgroup document prior to the meeting, which Co-Chair Paster explained was deliberate and intended to aid members avoid pre-forming judgment of the document. Paster explained that significant preliminary work was undertaken

by University of Houston graduate students under Dr. Neal's guidance, producing an independent analysis by parties with no stake in the outcome of this discussion. The students also provided initial cross-referencing of CFP and ISO provisions of apparent equivalency.

Chair Hawley read Charges II-030 and II-031 and reminded FPMCC members of the scope of the Committee's work. Much discussion occurred regarding the method for reviewing the Workgroup information, and members' comfort with the methodology.

## **MOTION**

Bhatt moved and Rossow seconded that:  
Dr. Neal be allowed to present the comparison entirely without interruption.  
Motion passed unanimously.

Dr. Neal explained the Workgroup document, reviewing sections of CFP Standards and ISO that most closely correspond in intent and spirit.

It was noted that in many instances CFP Standards are more prescriptive and/or specific than ISO, and vice versa. This raised the issue that FPMCC must address its comfort and acceptance of certain lacks of specificity in ISO versus CFP, as it considers the equivalence of the two.

Chair Hawley recessed the FPMCC at 5:12 PM, to reconvene May 16, 2013 at 8:30 AM.

Thursday May 16, 2013 8:30 AM – 11:05 AM

### Members Present:

- |                             |                                 |                    |
|-----------------------------|---------------------------------|--------------------|
| 1. Jeff Hawley, Chair       | 13. Tom McMahan, Alt (for Wood) | 24. Cas Tryba      |
| 2. Ch. Hollenbeck, Vice Ch. | 14. Jay Neal                    | 25. Linda Waters   |
| 3. Julie Albrecht           | 15. Tara Paster                 |                    |
| 4. Chirag Bhatt             | 16. Kate Piche                  | <u>Non-voting:</u> |
| 5. Bryan Chapman            | 17. Therese Pilonetti           | Angela Benton      |
| 6. Kevin Connell            | 18. Susan Quam                  | Liz Corchado       |
| 7. Patrick Guzzle           | 19. Todd Rossow                 | Paul Hineman       |
| 8. Courtney Halbrook        | 20. George Roughan              | Joyce Jensen       |
| 9. Keith Jackson            | 21. Angela Sanchez              | Ryan McMillion     |
| 10. Kathy Loudon            | 22. Davene Sarrocco-Smith       | Laurie Williams    |
| 11. Geoff Luebkeermann      | 23. Michael Sperber             | Janiece Attal      |
| 12. Larry Lynch             |                                 |                    |

### Absent:

- |                             |                                  |
|-----------------------------|----------------------------------|
| 1. Petra Balli (no Alt)     | 5. Cassandra Mitchell (no Alt)   |
| 2. Tony Carotenuto (no Alt) | 6. Lisa Staley (no Alt)          |
| 3. Chris Gordon             | 7. Sharon Wood (Alt Tom McMahan) |
| 4. Jeff Lang (no Alt)       |                                  |

*Scribe – Geoff Luebkeermann*

### **Reconvene of the FPMCC**

Chair Hawley reconvened the FPMCC at 8:40 AM, the antitrust statement referenced, roll called, and a quorum established.

### **Standards Comparison Workgroup Report (continued)**

Co-Chairs Tara Paster and Jay Neal continued presentation of the Workgroup's study and analysis of the CFP Standards and ISO 17024.

The Co-chairs presented revised materials they produced late into the previous evening, summarizing a comparison of each of nine content sections, expressed as a percentage of “yes,” “no,” or “maybe” the sections of CFP Standards and ISO 17024 standards are comparable.

The Co-Chairs concluded their presentation with a finding and recommendation of “not approved” for a transition from the CFP Standards to ISO Standard. [See charge in Issue 2012 II-030, regarding exploration of viability of such a transition.]

Lengthy discussion ensued regarding the core matter of the charge in Issue 2012 II-030, i.e., whether a transition from the CFP Standards to ISO standards is viable. Many opinions were expressed and issues raised including: the potential impact of a such a transition to existing state and local law; the expertise and/or ability of FPMCC to act as a standards drafting body; the comfort of the FPMCC in abandoning existing CFP Standards in favor of ISO.

#### **MOTION**

Guzzle moved and Quam seconded that:

The report of the Standards Comparison Workgroup be acknowledged with understanding that viability of transitioning to ISO 17024 in a manner that ensures the CFP’s continual control over the food protection manager certification accreditation process is not feasible at this time, and the FPMCC continue exploring viability of incorporating components of ISO 17024 standards into the CFP Standards.

Motion passed unanimously, with one sideways exception.

Co-Chairs Paster and Neal asked for additional volunteers for the Workgroup to continue comparison of CFP sections 4, 5, 6, 8, 9 to prepare for the next FPMCC meeting (tentatively scheduled for Fall 2013) with the objective of assessing “equivalency” of the CFP and ISO standards.

It was noted that the FPMCC must complete a thorough analysis of the CFP Standards and ISO in order to meet its charges and provide a quality work product to Council II. Discussion ensued regarding the “impact” of changing or adopting CFP standards, such as by incorporating portions of ISO, and what the definition of “impact” should be.

#### **MOTION**

Chapman moved and Lynch seconded that:

The Co-Chairs and the Workgroup continue their work, specifically focusing on analysis of CFP Standards sections 4, 5, 6, 8, and 9 for equivalency, and that the Workgroup provide their analysis to the FPMCC not less than 15 days prior to the next meeting of the FPMCC.

Motion passed unanimously.

Chair Hawley expressed deep appreciation to Co-Chairs Paster and Neal for their excellent work, including working late into the previous evening to provide new documents and work product for the FPMCC.

#### **Communications Workgroup (website content)**

Chair George Roughan reported on progress the tasks assigned:

- 1) refining and revising the FPMCC website FAQs, and
- 2) explore better use of web-based applications to facilitate FPMCC communication, member access to documents in development, and posting final work product.

Roughan demonstrated website improvements that are currently hosted on his organization’s website for development, for later migration to the CFP’s website. It will use free Google Drive functionality for posting and sharing documents, all behind password protection. Chair Hawley will facilitate engagement of the CFP Executive Board for consideration of migrating these improvements to the CFP website, and the possible use of this technology by the Executive Board.

#### **FPMCC Bylaws Workgroup**

Workgroup member Tom McMahon reported no significant activity, and Chair Hawley asked that further information be reported at the next meeting.

### **Other Business**

Therese Pilonetti asked the FPMCC members to complete a survey she will soon distribute, that will help with efforts to adopt Food Protection Manager Certification requirements in Colorado.

Chair Hawley informed the FPMCC that the term of ACAC Representative Lee Cornman expires at the end of 2014. He will contact potential candidates to assess interest, and asked the FPMCC to begin considering successors.

### **Logistics Workgroup Report**

Chair Geoff Luebkekmann reported that Logistics has no unmet missions or needs at this time.

### **Upcoming FPMCC 2012-14 Meetings and dates**

Chair Jeff Hawley advised the members to plan for attendance at upcoming meetings:

- TBD/ as needed: Workgroups to meet by conference call as needed
- June 3, 2013 – July 8, 2013: Council application period
- Fall 2013: Next face-to-face FPMCC meeting, Western US (1.5 - 2 days)  
Luebkekmann to poll members regarding dates and locations
- December 2013: Final Committee reports due to the Exec Board
- May 3-7, 2014: CFP Biennial Meeting, Buena Vista palace Orlando (FPMCC meets May 2)
- April 16-20, 2016: CFP 2016 Biennial Meeting Boise ID

### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 11:05 AM, May 16, 2012, and directed the Workgroups to convene as needed.

### **Minutes Attachments**

#### **Attachment A**

“Security Evaluation Workgroup Report,” dated April 9, 2013 (Hollenbeck)

#### **Attachment B**

“Standards for Accreditation of Food Protection Manager Certification Programs,” rev. March 11, 2013 (Piche)

#### **Attachment C1**

“CFP/ISO Comparison Master,” dated January 16, 2013 (Neal/Paster)

#### **Attachment C2**

“CFP/ISO Comparison Master with Review Comments,” dated March 11, 2013 (Neal/Paster)

#### **Attachment C3**

“Jay Neal & Tara Paster ISO Presentation,” dated May 16, 2013 (Neal/Paster)

**CFP Food Protection Manager Certification Committee Meeting**  
October 2-4, 2013 ♦ Hyatt San Francisco International Airport  
Minutes of the Meeting

**Wednesday, October 2, 2013, 1:00 PM – 5:00 PM**

**Voting Members Present:**

- |                             |                                   |                             |
|-----------------------------|-----------------------------------|-----------------------------|
| 1. Hawley, Jeff Chair       | 9. Heinicke, Geoff                | 17. Piche, Kate             |
| 2. Hollenbeck, Ch. Vice Ch. | 10. Jackson, Keith                | 18. Pilonetti, Therese      |
| 3. Albrecht, Julie          | 11. Lang, Jeff                    | 19. Quam, Susan             |
| 4. Chapman, Bryan           | 12. Louden, Kathy                 | 20. Rossow, Todd (by phone) |
| 5. Douglas, Craig           | 13. Luebkekmann, Geoff            | 21. Roughan, George         |
| 6. Connell, Kevin           | 14. Lynch, Larry                  | 22. Sanchez, Angela         |
| 7. Guzzle, Patrick          | 15. McMillion, R (Alt for Waters) | 23. Sarrocco-Smith, Davene  |
| 8. Halbrook, Courtney       | 16. Paster, Tara                  | 24. Wood, Sharon            |

**Others Present:**

- |                                       |  |
|---------------------------------------|--|
| 1. Attal, Janiece (by phone)          | 7. Jensen, Joyce (ACAC)                    |
| 2. Brown, Sherman (NRA)               | 8. Krishna, Vijay (ANSI)                   |
| 3. Chong, Korey (Premier Food Safety) | 9. Kovach, Sandra (Alt)                    |
| 4. Corchado, Liz (Alt)                | 10. McMahan, Tom (Alt)                     |
| 5. Crownover, David (NRA)             | 11. Miklos, Mick (NRA)                     |
| 6. Huang, Yao-Wen (by phone)          | 12. Vanwinkle, Terry (Env. Health Testing) |

*Scribe – Geoff Luebkekmann*

**1. Welcome, Remarks, and Introduction**

Chair Hawley called the meeting to order at 1:08 PM. Meeting sponsors that underwrote the meeting room were recognized: The National Registry of Food Safety Professionals, The National Restaurant Association / ServSafe, and the Florida Restaurant & Lodging Association. Housekeeping info was provided to the participants, and members, guests, and interested parties introduced themselves. Chair Hawley advised members that agenda items may be addressed out of order to accommodate presenters.

**2. Roll Call**

Roll was called and a quorum of 24 of 30 voting members was established. McMillion activated for Waters.

**3. CFP Anti-trust Statement**

The anti-trust statement was read and members reminded of their responsibility thereunder.

**4. Approval of FPMCC Orlando Meeting Minutes**

**MOTION**

CHAPMAN moved and PASTER seconded that:  
Minutes of the May 15-16, 2013 FPMCC meeting in Orlando be approved as submitted. Motion passed unanimously.

**5. Review of FPMCC Charges**

Chair Hawley explained how charges impact CFP committee work, and briefly summarized the FPMCC 2012-14 charges which were electronically distributed to the participants prior to this meeting.

**6. Security Evaluation Workgroup Update**

Workgroup Chair Christine Hollenbeck introduced the Workgroup purpose for attendees new to FPMCC, and summarized the Workgroup's focus and activity. Additional and specific information will be presented by Don Ford on October 3, 2013.

## 7. FPMCC Sub-Committee and Workgroup Reports

- a. Standards (Chair: Kate Piche): The workgroup completed its charge from the May meeting and is standing by to react to Dr. Ford's presentation, then assist in formulation of an issue(s) for the 2014 Biennial meeting.
- b. Communications (Chair: George Roughan): Roughan presented "Google docs" document sharing functionality to the CFP Exec Board at the Louisville meeting; The CFP Executive Board ("EB") asked him to pilot this through the FPMCC. Chair Hawley called for FPMCC beta users to pilot the functionality and present the solution and recommendations to the EB. FPMCC members expressed concerns about rights, editing, security, and government IT constraints. An Electronic Documents Workgroup was established: Roughan (chair), Douglas, Wood, Loudon, Heinicke, Paster, Lynch, Chapman, McMahan.
- c. Logistics (Chair: Geoff Luebkekmann): standing by to support and plan for final live FPMCC meeting on site at the 2014 Biennial Meeting.
- d. FPMCC Bylaws (Chair: Sharon Wood): Wood and McMahan provided suggested revisions and edits to the FPMCC Bylaws to be considered by the FPMCC for submission as a 2014 Biennial Meeting Issue.

### ACTION ITEM

Who – Luebkekmann

What – Post next meeting details and all approved minutes on CFP website

When – ASAP

## 8. ACAC Nomination

Chair Hawley recognized Vijay Krishna (ANSI) to explain ACAC, its composition, and consensus-based work. He explained composition is carefully controlled for conflicts of interest, and the ACAC mission is to ensure the integrity and effectiveness of the Food Protection Manager Certification exam accreditation.

Chair Hawley advised the FPMCC that two names have been advanced for consideration: Linda Collins (retired FDA SW Region retail Food Specialist and Council II rep), and Roger Hancock (retired Albertson's food safety executive, private retail food safety consultant). Chair Hawley encouraged the FPMCC members to provide additional recommendations.

## 9. Clarification of Section 5.17, referred to FPMCC by CFP Executive Board

Recently, a matter was brought before the CFP Executive Board, which has been referred to the FPMCC for "clarification." The matter centers on entities administering a certification exam, the relationship between those entities and the certifying organization, and entities that only provide training and perform no exam administration.

Specifically discussed were the terms "contracted to," "directly or indirectly ... guarantee," and marketing claims that could be construed as offering exam "pass assistance." A concern exists that such claims may violate section 5.17 of the CFP Food Protection Manager Certification Standards ("the Standards").

### **CFP Food Protection Manager Certification Standards, Section 5.17:**

The *certification organization* is not permitted to hire, contract with, or use the services of any person or organization that claims directly or indirectly to guarantee passing any certification examination. *Instructors/educators/trainers* making such a claim, whether as an independent or as an employee of another organization making the claim, are not eligible to serve as *test administrators/proctors* for any *certification organization*.

Discussion among the members ensued, and it emerged that the Standards may need amendment to clarify whether this practice, or similar others, violate the spirit or letter of the standards regarding claims that explicitly or implicitly guarantee a candidate will pass a Food Protection Manager Certification exam. Suggestions included:

- 1- Determine if the standard should be revised or amended
- 2- Determine the process for determining and levying consequences of standards violations
- 3- Draft "intent statements" to clarify what the purpose of a particular standard is
- 4- Draft "guidance documents" to clarify what the purpose of a particular standard is
- 5- Clarify that determination of violations and levying of consequences is the responsibility of the certifying organization

#### **MOTION**

GUZZLE moved and HEINICKE seconded that:

Discussion of Standards Section 5.17 be tabled until October 3, 2013. Motion passed unanimously.

**Meeting in recess** – Chair Hawley recessed the meeting at 5:00 PM, to reconvene at 8:30 AM the following day.

#### **Thursday, October 3, 2013, 8:30 AM – 5:00 PM**

##### Voting Members Present:

- |                             |                                   |                             |
|-----------------------------|-----------------------------------|-----------------------------|
| 1. Hawley, Jeff Chair       | 10. Jackson, Keith                | 19. Pilonetti, Therese      |
| 2. Hollenbeck, Ch. Vice Ch. | 11. Lang, Jeff                    | 20. Quam, Susan             |
| 3. Albrecht, Julie          | 12. Loudon, Kathy                 | 21. Rossow, Todd (by phone) |
| 4. Chapman, Bryan           | 13. Luebkekmann, Geoff            | 22. Roughan, George         |
| 5. Douglas, Craig           | 14. Lynch, Larry                  | 23. Sanchez, Angela         |
| 6. Connell, Kevin           | 15. McMillion, R (Alt for Waters) | 24. Sarrocco-Smith, Davene  |
| 7. Guzzle, Patrick          | 16. Neal, Jay                     | 25. Wood, Sharon            |
| 8. Halbrook, Courtney       | 17. Paster, Tara                  |                             |
| 9. Heinicke, Geoff          | 18. Piche, Kate                   |                             |

##### Others Present:

- |  |  |
|--|--|
| 1. Brown, Sherman (NRA)                | 7. Jensen, Joyce (ACAC)                    |
| 2. Chong, Korey (Premier Food Safety)  | 8. Krishna, Vijay (ANSI)                   |
| 3. Corchado, Liz (Alt)                 | 9. Kovach, Sandra (Alt)                    |
| 4. Crownover, David (NRA)              | 10. McMahan, Tom (Alt)                     |
| 5. Everly, Vicki (CFP Issues Co-Chair) | 11. Miklos, Mick (NRA)                     |
| 6. Ford, Don (ANSI)                    | 12. Vanwinkle, Terry (Env. Health Testing) |

*Scribe – Geoff Luebkekmann*

#### **10. Meeting Convened**

Chair Hawley convened the meeting at 8:30, the antitrust statement was emphasized, roll called and a quorum of 25 of 30 voting members established.

#### **11. Clarification of Section 5.17 (continued from October 2, 2013)**

Chair Hawley directed the FPMCC to return to discussion of the Executive Board charge that FPMCC clarify Standards Section 5.17.



A motion was made and discussion ensued regarding action to clarify Section 5.17. Members expressed concern the certifying organizations be provided clarity, but that the standard not be made excessively prescriptive. A suggestion was offered that “directly or indirectly” be replaced by alternate language relying on the “merit” of an exam candidate.

Vice Chair Hollenbeck offered an explanation of organizational responsibilities for training providers, exam administrators, and certifying organizations surrounding formulation, application, and execution of the Standards.

#### **MOTION**

LYNCH moved and ROUGHAN seconded that:

The term “indirectly” be deleted from Standards Section 5.17. Vote: yes (4), no (14), side (8). Motion failed.

Discussion ensued regarding the best method to clarify Section 5.17. Inclusion of a “Statement of Intent” to clarify application of Section 5.17 was discussed regarding roles of the proctor/test administrator, and not training, and not the general role of the certifying organizations.

Other suggestions:

- address protection of integrity of the exam for dual role persons
- separate the roles of those involved in the process
- add that application of the intent be equitably or “universally applied”

Chair Hawley directed a breakout group to meet immediately and propose a Statement of Intent for Section 5.17. Davene Sarrocco-Smith was appointed to chair and volunteers were welcomed to draft and present a recommended Statement of Intent to the FPMCC the afternoon of October 3, 2013.

#### **MOTION**

HEINICKE moved and WOOD seconded that:

A Statement of Intent be drafted to be placed in the Standards and clarify the intent of section 5.17. Vote: yes (4), no (14), side (8). Motion failed.

### **12. Bylaws Workgroup – final recommendations**

Tom McMahan and Sharon Wood presented the FPMCC a slate of recommended revisions to the FPMCC Bylaws (*see attachment*).

#### **MOTION**

SARROCCO-SMITH moved and PICHE seconded that:

The recommendations of the Bylaws Workgroup be accepted and incorporated into an Issue for consideration at the 2014 CFP Biennial Meeting. Motion passed unanimously.

### **13. Security Evaluation Workgroup Baseline Report & Update - Don Ford, ANSI consultant**

Vice Chair Hollenbeck provided background on the Workgroup’s purpose and activity in researching security violation matters, and introduced Don Ford, an ANSI expert in instructional design, education, and evaluation. Ford explained quantitative security research activity and approaches to security improvement (*see attachment*).

Ford’s Observations:

- cheating will always exist and cannot be completely eliminated through proactive security
- there actually is a very small occurrence of security violations, however “one is too many”
- a small number, about 6%, of proctor/test administrators are problematic regarding security breaches, and a method to mitigate them is warranted

- shipping and handling is the most common area for security breaches, which can be outside the proctor/test administrator control (shipper accidents, errors, loss)
- significant, but differing, efforts are being deployed by the certifying organizations
- management quality assurance systems have been more universally implemented and are more robust, though not yet fully implemented (will be complete in 2014), which should positively impact security breaches, it is noted that increased scrutiny and awareness may be expected to increase detection
- the volume and populations involved are large, and inherently difficult to manage
- the proctor/test administrator population is decreasing, for unknown reasons
- proctor/test administrator training and retraining have improved
- proctor/test administrator disciplinary action has not gone far enough, with a low instance of revoking testing privileges
- Revoking practices consistency among providers can be improved
- Not all security breaches constitute intentional “cheating”
- Increased detection and reporting, and improved surveillance contribute to rising numbers of security breaches, and do not necessarily indicate increased security breach occurrence
- Test site physical attributes vary significantly, and can contribute to irregularities, i.e., exam administration in an operating restaurant
- Exam administration irregularities from incorrect execution of proctor procedure is most common administrative security breach, such as: exam candidate access to smart phones, improper candidate spacing, failure to control for noise in the test environment
- Test center irregularities have increased compared with “on site” occurrence of irregularities
- Test site physical requirement standards may need improvement
- Intentional cheating instances have been very low (2010 – 10, 2013 – 16), and increased observations are likely due to improved surveillance
- Effective data forensic methods have been deployed and contribute to increased detection of intentional cheating; minimum requirements for their use may warrant inclusion in the Standards
- Overall, detection has improved, which should lead to better management of the problem
- Proctor/test administrator intentional cheating collusion (2 instances per 1000) is extremely low

#### Ford's Recommendations

- Continue proctor/test administrator re-training, and coordinate with changes made to the Standards
- Improve proctor/test administrator screening and selection, and increase disciplinary consequences
- Shipping irregularities can be minimized using reputable, traceable means
- Consider more rigorous test site physical standards, especially related to consistency across all sites to reduce variation in physical environment and provide best test environment
- Encourage and facilitate whistle blower activity among test takers

#### Ford's Next Steps

- More data collection and analysis upon full implementation of new security provisions July 2014

FPMCC member discussion included concern that violators be prevented from moving from one certifying organization to another, which can be hampered by legal constraints. Also raised was concern that the FPMCC understand whether Ford's data indicate a systemic or other characterization of the state of security in CFPM activity.

Ford stated cheating will always exist, and cannot be completely eliminated through proactive security. The matter of comparing the state of CFPM test security to that in other fields was raised.

Chair Hawley expressed appreciation to and commended the certifying organizations for their cooperation and generous gift of their time; Vice Chair Hollenbeck for managing the Workgroup, and Don Ford for his work and contributions to CFPM security improvement.

## 14. CFP 2014 FPMCC Issue Development

Long-time CFP member, former FPMCC member, and 2014 Biennial Meeting Issues Co-Chair Vicki Everly was recognized and briefly explained preparation and planning for 2014 Issue submission and Committee Reports. Everly directed members to the CFP website for written guidance and information.

The FPMCC broke for lunch at 11:30 AM to reconvene at 1:00 PM, to allow time for the Intent Statement Workgroup to meet.

The FPMCC reconvened at 1:00 PM, and Intent Statement Workgroup Chair Davene Sarrocco-Smith reported the group needed additional time and will continue work after today's general session.

**15. Standards Comparison Workgroup – presented by Tara Paster, Sharon Wood, Jay Neal**  
Chair Hawley recognized the Workgroup's Co-Chairs to present their report. Jay Neal recapped the Workgroup charge (2012 CII-031) and methodology used to compare the provisions of CFP Food Protection Manager Certification Standards and ISO 17024.

The Workgroup consensus remains that the two documents are similar but not equivalent, and that the Standards are more prescriptive than ISO.

Member discussion ensued, including whether the two documents can credibly be compared; what the role of each might be should both be recognized; what the purpose of such a comparison is; and what the future landscape of accreditation looks like relative to international initiatives.

Chair Hawley recognized Mick Miklos for analysis. Miklos stated "reciprocity" would be enabled should ISO 17024 be recognized as equivalent to the CFP FPMC standards; 13 comments by the researchers/reviewers that the Standards are prescriptive and food safety specific; ISO 17024 is generic to personnel certification and ignores the specifics of food safety; Knowledge-Skills-Abilities (KSAs) are needed to formulate a proper Job Task Analysis (JTA), neither of which is contemplated by ISO 17024; under a recognition of ISO 17024, a reliance on Codex Alimentarius would be created, and Codex is virtually silent on retail food safety while the CFP Food Protection Manager Accreditation Standards are closely aligned with FDA Food Code; Substitution of Codex for FDA Food Code would omit Food Code Chapter 2 person-in-charge responsibilities.

Vicki Everly was recognized, and explained the intent of Issue 2012 CII-031 is to consider moving standards formulation and writing out of the FPMCC, and instead rely on experts in that field, i.e., ISO. Additionally, she recommends the FPMCC charge itself with continued consideration of ISO 17024 in the 2014-16 biennium, and attach the Comparison Workgroup's work products to the FPMCC final report.

Sharon Wood asked whether ANSI would continue involvement in CFPM accreditation without separation of the trainer / proctor-test administrator; ANSI's Vijay Krishna and Chair Hawley both indicated that ANSI withdrawal from CFPM certification activity is not currently under consideration.

#### **MOTION**

HOLLENBECK moved and LANG seconded that:

Based on an independent analysis produced by University of Houston researchers, as twice reviewed by the Standards Comparison Workgroup, the FPMCC finds that CFP Food Protection Manager Certification Standards and ISO 17024 are not equivalent as standards for food manager certification. Vote: yes (19), no (3), side (3). Motion carries.

#### **MOTION**

LYNCH moved and ROUGHAN seconded that:

The FPMCC determine the process and requirements for acceptance of ISO 17024 for food manager certification as an additional option to and without impact to the existing CFP Standards for Food Protection Manager certification. Motion passed unanimously.

Topics for future FPMCC consideration, derived from discussions of ISO 17024, include:

1. FPMCC define goals or conditions of completion for evaluating ISO 17024 as applied to food manager certification
2. Identify specific stakeholder impacts of accepting ISO 17024 for food manager certification
3. Formulate a charge covering this activity for the 2014-16 Biennium

Chair Hawley adjourned the FPMCC at 4:15 PM, to reconvene at 8:00 AM, and tasked the Intent Statement Workgroup to complete its work and report a recommendation to the FPMCC on October 4, 2013.

### Friday, October 4, 2013, 8:00 AM – 12:00 PM

#### Voting Members Present:

- |                             |                                   |                            |
|-----------------------------|-----------------------------------|----------------------------|
| 1. Hawley, Jeff Chair       | 9. Heinicke, Geoff                | 17. Paster, Tara           |
| 2. Hollenbeck, Ch. Vice Ch. | 10. Jackson, Keith                | 18. Piche, Kate            |
| 3. Albrecht, Julie          | 11. Lang, Jeff                    | 19. Pilonetti, Therese     |
| 4. Chapman, Bryan           | 12. Louden, Kathy                 | 20. Quam, Susan            |
| 5. Douglas, Craig           | 13. Luebkekmann, Geoff            | 21. Roughan, George        |
| 6. Connell, Kevin           | 14. Lynch, Larry                  | 22. Sanchez, Angela        |
| 7. Guzzle, Patrick          | 15. McMillion, R (Alt for Waters) | 23. Sarrocco-Smith, Davene |
| 8. Halbrook, Courtney       | 16. Neal, Jay                     | 24. Wood, Sharon           |

#### Others Present:

- |                                       |                         |
|---------------------------------------|-------------------------|
| 1. Brown, Sherman (NRA)               | 5. Jensen, Joyce (ACAC) |
| 2. Chong, Korey (Premier Food Safety) | 6. Kovach, Sandra (Alt) |
| 3. Corchado, Liz (Alt)                | 7. McMahan, Tom (Alt)   |
| 4. Crownover, David (NRA)             | 8. Miklos, Mick (NRA)   |

*Scribe – Geoff Luebkekmann*

**Meeting Convened** - Chair Hawley convened the meeting at 8:00 AM, the antitrust statement was re-emphasized, roll called and a quorum of 24 of 30 voting members established.

#### **16. Intent Statement Workgroup – Davene Sarrocco-Smith, Chair**

The Workgroup met through lunch and again after FPMCC adjournment on October 3, 2013 and proposes the following statement to clarify intent of Standards section 5.17:

In order to retain the integrity of the certification process, 5.17 is intended to provide Certification Organizations a method of evaluating individuals' and/or organizations' claims to guarantee passing any certification examination if they are performing the role of instructor/educator/trainer and proctor/administrator. This area of the standard does not apply to training organizations and their employees not contracted to a Certification Organization.

#### **MOTION**

CHAPMAN moved and ROUGHAN seconded that:  
The Statement of Intent be accepted as proposed. Vote: yes (23), side (1). Motion carries.

Chair Hawley thanked the members of the Intent Statement Workgroup: Chair Davene Sarrocco-Smith, Therese Pilonetti, Kathy Loudon, Jeff Lang, Brian Chapman, Liz Torres-Corchado, and Tom McMahan.

### **17. Other Business**

Chair Hawley called for any other business, questions, clarifications, or action items. It was noted that FPMCC has completed its required work on the FPMCC Bylaws and Charges 30 and 31; Charge 17 is ongoing, and that work on the final Committee Report will now begin.

#### **MOTION**

PICHE moved and PASTER seconded that:  
The FPMCC be charged to encourage and assist regulatory jurisdictions that are seeking to implement food protection manager certification. Motion passed unanimously.

It was noted that interpretation from FDA regarding precise application of the Food Manager requirements would be useful to the work of the FPMCC, and Chair Hawley offered to contact FDA in that regard. Chair Hawley will also seek updated letters from FDA and CDC to the CFP in support of food protection manager certification.

Chair Hawley advised the FPMCC that minutes of this meeting will be distributed soon, a brief conference call scheduled for approval, and all approved minutes posted to the CFP website.

### **FPMCC Upcoming Dates, Deadlines, Meetings**

All FPMCC members are reminded to plan for these upcoming meetings:

- Oct 11, 2013 Issue writing and submission teleconference workshop
- Nov 1, 2013 FPMCC workgroup reports due to the FPMCC Chair
- Dec 6, 2013 final Committee Reports due to Exec Board
- Jan 24, 2014 CFP Issue Submission deadline
- May 1-7, 2014 CFP Biennial Meeting, Orlando
- May 2, 2014 (tentatively Friday 3-5 PM) final 2012-14 FPMCC face-face meeting, Orlando
- May 4, 2014 Chair Hawley presents 2012-14 FPMCC Final Report at the "Sunday Committee Presentations" meeting
- Fall 2014 FPMCC 2014-16 organizational meeting
- Spring 2015 live FPMCC meeting (in conjunction with Exec Board meeting), Boise ID

### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 9:15 AM.

**CFP Food Protection Manager Certification Committee Meeting**  
Conference Call ♦ November 22, 2013  
Minutes of the Meeting

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Voting Members Present:

- |                             |                       |                            |
|-----------------------------|-----------------------|----------------------------|
| 1. Hawley, Jeff Chair       | 7. Luebkemann, Geoff  | 13. Roughan, George        |
| 2. Hollenbeck, Ch. Vice Ch. | 8. McMillion, R (Alt) | 14. Sanchez, Angela        |
| 3. Connell, Kevin           | 9. Neal, Jay          | 15. Sarrocco-Smith, Davene |
| 4. Corchado, Liz (Alt)      | 10. Paster, Tara      | 16. Tryba, Cas             |
| 5. Heinicke, Geoff          | 11. Piche, Kate       |                            |
| 6. Lang, Jeff               | 12. Quam, Susan       |                            |

Others Present:

1. Huang, Yao-Wen

*Scribe – Geoff Luebkemann*

**1. Welcome, Remarks, and Introduction**

Chair Hawley called the meeting to order at 1:00 PM.

**2. Roll Call**

Roll was called and a quorum of 16 of 30 voting members established. Alternates activated: Corchado for Lynch; McMillion for Waters.

**3. Approval of October 2-4, 2013 FPMCC San Francisco Meeting Minutes**

Members offered several clerical corrections, and the draft minutes were immediately amended accordingly.

**MOTION**

ROUGHAN moved and TRYBA seconded that:

Minutes of the October 2013 FPMCC meeting in San Francisco be approved as amended. Motion passed unanimously.

**4. FPMCC Charges Status Update**

Chair Hawley advised that the Committee Report will cover

- Completion of work on Issue 17
- Completion of work on Issue 30 and 31, with inclusion of the ISO / CFP FPMC Standards comparison document for 30 and 31
- and secure doc sharing from Roughan

It was noted that FPMCC has completed its required work on the FPMCC Bylaws and Charges 30 and 31; Charge 17 is ongoing, and that work on the final Committee Report will now begin.

New issues: update changes to the Standards; update to comm bylaws, and a new charge to develop standards and processes to recognize ISO 17024 as an alternative to the current Standards.

Discussion ensued to brief members that missed the San Francisco meeting on Committee's current posture regarding ISO 17024 and the CFP FPMC Standards.

Another conference call will be scheduled to approve the committee's 2014 Issues; tentatively to be the week of Dec 15; Luebkemann to poll the members.

**6. FPMCC Final Committee Report Status Update**

Chair Hawley to distribute electronically, members to supply comments by "Reply All," and Chair Hawley will compile and submit to the CFP Executive Board by December 6, 2013.

### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 1:30 PM.

### **FPMCC Upcoming Dates, Deadlines, Meetings**

All FPMCC members are reminded to plan for these upcoming meetings:

- Dec 6, 2013 final Committee Reports due to Exec Board
- Jan 24, 2014 CFP Issue Submission deadline
- May 1-7, 2014 CFP Biennial Meeting, Orlando
- May 2, 2014 (tentatively Friday 3-5 PM) final 2012-14 FPMCC face-face meeting, Orlando
- May 4, 2014 Chair Hawley presents 2012-14 FPMCC Final Report at "Sunday Presentations"
- Fall 2014 FPMCC 2014-16 organizational meeting
- Spring 2015 live FPMCC meeting (in conjunction with Exec Board meeting), Boise ID

**CFP Food Protection Manager Certification Committee Meeting**  
Conference Call ♦ January 13, 2014  
Minutes of the Meeting

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Voting Members Present:

- |                          |                        |                            |
|--------------------------|------------------------|----------------------------|
| 1. Hawley, Jeff          | 9. Halbrook, Courtney  | 17. Quam, Susan            |
| 2. Hollenbeck, Christine | 10. Heinicke, Geoffrey | 18. Roughan, George        |
| 3. Albrecht, Julie       | 11. Lang, Jeff         | 19. Sanchez, Angela        |
| 4. Bhatt, Chirag         | 12. Loudon, Kathy      | 20. Sarrocco-Smith, Davene |
| 5. Chapman, Bryan        | 13. Luebke, Geoff      | 21. Tryba, Casimir         |
| 6. Connell, Kevin        | 14. Neal, Jay          | 22. Waters, Linda          |
| 7. Douglas, Craig        | 15. Paster, Tara       | 23. Wood, Sharon           |
| 8. Guzzle, Patrick       | 16. Piche, Kate        |                            |

Others Present:

- |                   |                     |
|-------------------|---------------------|
| 1. Attal, Janiece | 5. Kovach, Sandra   |
| 2. Benton, Angela | 6. McMahan, Thomas  |
| 3. Corchado, Liz  | 7. McMillion, Ryan  |
| 4. Huang, Yao-Wen | 8. Williams, Laurie |

*Scribe – Geoff Luebke*

**1. Welcome, Remarks, and Introduction**

Chair Hawley called the meeting to order at 1:00 PM, for the purpose of discussing content and submission of an FPMCC Committee Issue regarding consideration of ISO/IEC 17024-2012 as an additional option to the existing CFP Standards for food protection manager certification. While this matter was discussed and a unanimous motion passed during the October 2013 San Francisco FPMCC meeting, Chair Hawley heard additional input from FPMCC members warranting further discussion of this matter.

**2. Roll Call, Antitrust Statement**

Roll was called and a quorum of 25 of 31 voting members established, with alternates activated: Corchado for Lynch, McMahan for Rossow. A summary of the CFP Antitrust statement was read.

**3. FPMCC Committee Issue and ISO/IEC 17024-2012 discussion**

Member discussion of several options for inclusion in the FPMCC Committee Issue ensued. Tryba submitted a written option to Chair Hawley, and withdrew it in favor of the Piche option.

Piche option:

“FPMCC determine if the CFP should accept ISO/IEC 17024 Standard for Personnel Certification Programs as an additional option to the existing CFP Standards for Food Protection Manager Certification and if so, detail the process and requirements for acceptance of ISO/IEC 17024 Standard for Personnel Certification Programs as an option.”

Roughan alternative option:

“FPMCC determine if the CFP should accept ISO/IEC 17024 Standard for Personnel Certification Programs as an additional option to the existing CFP Standards for Food Protection Manager Certification.”

Hollenbeck stated she prefers the original version as approved by FPMCC at San Francisco:

“The FPMCC determine the process and requirements for acceptance of ISO 17024 for food manager certification as an additional option to and without impact to the existing CFP Standards for Food Protection Manager certification.”



## **MOTION**

HOLLENBECK moved and CORCHADO seconded, with friendly amendment by PICHE, that: FPMCC determine the process and requirements for potential acceptance of ISO/IEC 17024-2012 for food protection manager certification as an additional option to and without impact on the existing CFP Standards for Food Protection Manager Certification.

Motion passed: 20 YES, 1 NO.

Tryba dissented based on concern that this motion creates a perception of endorsing *ISO/IEC 17024-2012* as accepted/acceptable certification standards in addition to the existing CFP Standards.

### **4. FPMCC Issue formulation**

Chair Hawley will ensure today's action is included in FPMCC Issue formulation.

### **Adjournment**

Chair Hawley adjourned the meeting with unanimous consent at 2:00 PM.

### **Dates, Deadlines, Meetings**

FPMCC members are reminded of these upcoming dates:

- Jan 24, 2014 CFP Issue Submission deadline
- May 1-7, 2014 CFP Biennial Meeting, Orlando
- May 2, 2014 (tentatively Friday 3-5 PM) final 2012-14 FPMCC face-face meeting, Orlando
- May 4, 2014 Chair Hawley presents 2012-14 FPMCC Final Report at the "Sunday Committee Presentations" meeting
- Fall 2014 FPMCC 2014-16 organizational meeting
- Spring 2015 live FPMCC meeting (in conjunction with Exec Board meeting), Boise ID

**CFP Food Protection Manager Certification Committee Meeting**  
Orlando, FL – Buena Vista Palace Hotel • May 2, 2014, 3:00 PM Eastern  
Minutes of the Meeting

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**Voting Members Present**

- |                             |                                 |                       |
|-----------------------------|---------------------------------|-----------------------|
| 1. Jeff Hawley, Chair       | 8. Larry Lynch                  | 13. Therese Pilonetti |
| 2. Christine Hollenbeck, VC | 9. Tom McMahan (for Marra)      | 14. George Roughan    |
| 3. Bryan Chapman            | 10. Ryan McMillion (for Waters) | 15. Angela Sanchez    |
| 4. Courtney Halbrook        | 11. Tara Paster                 | 16. Lisa Staley       |
| 5. Keith Jackson            | 12. Kate Piche                  | 17. Sharon Wood       |
| 6. Kathy Louden             |                                 |                       |
| 7. Geoff Luebkemann         |                                 |                       |

**Others Present**

1. Liz Corchado, Alternate
2. David Crownover, Alternate
3. Joyce Jensen, ACAC
4. Laurie Williams, FDA

**Interested Parties and Guests Present**

1. Sandra Kovacs, TAP Series
2. John Marcello, FDA
3. Lisa Whitlock, FDA
4. Donna Wanucha, FDA
5. Laurie Farmer, FDA
6. Christie Lewis, State Food Safety
7. George Nakamura, State Food Safety

**Absent**

- |                    |                       |                           |
|--------------------|-----------------------|---------------------------|
| 1. Julie Albrecht  | 9. Christopher Gordon | 17. Susan Quam            |
| 2. Petra Balli     | 10. Patrick Guzzle    | 18. Todd Rossow           |
| 3. Angela Benton   | 11. Geoff Heinicke    | 19. Davene Sarrocco-Smith |
| 4. Chirag Bhatt    | 12. Yao-Wen Huang     | 20. David Steck           |
| 5. Tony Carotenuto | 13. Vijay Krishna     | 21. Casamir Tryba         |
| 6. Kevin Connell   | 14. Jeff Lang         | 22. Linda Waters          |
| 7. Lee Cornman     | 15. Paul Marra        |                           |
| 8. Craig Douglas   | 16. Jay Neal          |                           |

*Scribe – Geoff Luebkemann*

**I, II, III. Meeting Business**

Chair Jeff Hawley called the meeting to order at 3:00 PM. The anti-trust statement was read and the roll called, and a quorum established. It was noted that several voting members were absent due to attendance at the concurrently-scheduled CFP Executive Board meeting. Chair Hawley thanked the members for their work and participation during the 2012-14 biennium, and encouraged their continued involvement in CFP committee work.

**IV. Review and Approval of Conference Call meeting minutes**

Chair Hawley asked for motions on minutes of the Committee's most recent conference calls. No corrections or edits were presented.

**MOTION**

WOOD moved, PASTER seconded approval of the November 22, 2013 conference call minutes. Motion passed unanimously.

**MOTION**

HOLLENBECK moved, LYNCH seconded approval of the January 13, 2014 conference call minutes. Motion passed unanimously.

**V. FPMCC Officer Elections**

Chair Hawley and Vice Chair Hollenbeck agreed to continue in their roles for the FPMCC 2014-16 biennium.

**MOTION**

LYNCH moved, ROUGHAN seconded that Chair Hawley and Vice Chair Hollenbeck continue in their respective offices for the FPMCC 2014-16 biennium. Motion passed unanimously.

**VI. CFP Biennial 2014 Issues Review**

Chair Hawley asked the Committee for any final comment or input regarding the Committee's Issues; none was presented. Chair Hawley thanked Aggie Hale, 2014 Issues Co-Chair for her guidance and assistance in the development and submission of the Committee's issues, and advised that the FPMCC will have a continuing issue regarding security protocol effectiveness.

**VII. Report on Document Sharing Technology – George Roughan**

Roughan reported that an obstacle exists in regarding use of document sharing technology by CFP members in that many government employees are prohibited from accessing certain websites, making it impossible to use web-based document sharing technology. Additionally, cost prohibits custom development of a platform that would be acceptable to government, and the CFP Executive Board does not currently support this direction. Document sharing is an issue for possible later consideration, and possible committee use.

**VIII. CFP ACAC Member Nomination**

Chair Hawley explained that ACAC Representative Lee Cornman's term expires December 31, 2014, and the FPMCC must make a recommendation to the Executive Board for that anticipated vacancy.

Chair Hawley attempted to contact possible candidates, but has no firm commitments at this time. Discussion ensued regarding the qualifications of the position, and the ideal candidate. No names were advanced.

**VII. Committee Membership for 2014-16 CFP Biennium**

Chair Hawley reiterated the importance of CFP Committee work, and strongly encouraged the FPMCC members to stay involved and work hard.

**VIII. Next Meetings**

Chair Hawley advised the first face to face meeting of the 2014-16 FPMCC will be Fall of 2014, at a location to be determined in the middle US, with a following face to face meeting at the 2016 Biennial Meeting site in Boise, ID, concurrent with the 2015 Spring CFP Executive Board meeting.

Without objection, Chair Hawley declared the meeting adjourned at 3:43 PM.