



CONFERENCE FOR FOOD PROTECTION
EXECUTIVE BOARD MEETING
Park City, Utah
August 11-12, 2015

August 11, Tuesday 8:30AM

Voting members present: Kevin Smith, John M. Luker, Bill Hardister, Patrick Guzzle, Rebecca Steiner, Vince Radke, Jessica Fletcher, Cassandra Mitchell, Brian Nummer, Ken Rosenwinkel, Donna Garren, Larry Eils, Brenda Bacon, Terry Levee, David Plunkett, Dean Finkenbinder, Lisa Staley

Voting members absent: Marlene Gaither, Kelli Whiting,

Non-Voting Members present: Lee Cornman, Julie Albrecht, Vicki Everly, Cassandra Mitchell, David Lawrence, Chris Gordon, Susan Quam, Todd Rossow, Rick Barney

Non-Voting members absent: Davene Sorracco-Smith

Non-Voting Members participating by Telephone: Gina Kramer, Angela Nardone

Voting Members participating by Telephone: William K. Shaw Jr.

Guests: Troy Darmody, Glenda Lewis, Deputy Commissioner Scott Erikson and Travis Waller from the Utah Department of Agriculture, Tom Ford

Note: Board members with dual roles on the Executive Board were only captured once, especially if the board member is a voting member

Opening – Conference Chair John Luker, Presiding

Conference Chair Mr. John Luker called the meeting to order and thanked Mr. Dr. Brian Nummer for hosting the Executive Board (EB) Meeting. At this time Mr. Luker turned the floor over to Mr. Finkenbinder. Mr. Finkenbinder presented Dr. Nummer with an Excellence in Agriculture Award from the State of Wyoming.

Executive Director Dr. McSwane read the CFP Anti-trust Policy and reminded the members of the Board that it must be followed during all Board meetings. Ms. Aggie Hale recorded a written list of members present.

Mr. Luker asked for the roll call to be taken and acknowledged guests present, Mr. Tom Ford and Ms. Glenda Lewis who will be taking Mr. Smith's place on the EB.

Mr. Luker asked for everyone to introduce himself or herself.

Mr. Luker stated the Board Meeting Minutes from April 2015 were previously approved via E-ballot. The minutes are included in Binder1 and posted on the CFP website and since there were no comments, the minutes stand approved as written.

Executive Staff Reports

Executive Director – David McSwane

Dr. McSwane went over the Executive Director's report submitted. Dr. McSwane thanked Mr. Barney for an opportunity to make a presentation about the CFP at the Florida Association of Food Protection. The Council membership process was discussed. He stated this was the most applicants submitted to date. He went over the contract with Adobe Connect. He stated the contract had been signed and that several individuals had already used the program. Two training sessions have been completed and one is still available. Pragmatic offered to provide a more advanced Adobe Connect training. Trainings were recorded and distributed. We will assess the needs for Adobe Connect after this first year.

Dr. McSwane informed the EB that the winner of the Crumbine award this year is Lincoln-Lancaster County Health Department in Lincoln, Nebraska. He discussed the role of the CFP in the Crumbine award.

Dr. McSwane is currently working with the Crumbine award sponsors for the upcoming biennial meeting. Currently, there are 8 sponsors, however 2 have been delinquent two years running.

He discussed his attendance at the Association of Food and Drug Officials (AFDO) meeting and talked about ways to collaborate. AFDO currently has a link with CFP. Dr. McSwane stated he was trying to evaluate whether updating MOUs with federal partners was necessary at this point in time. Mr. Smith asked if there was something of interest that would be important with respect to updating the MOU. Dr. McSwane does not know at this time what would be pertinent to update.



ACTION ITEM

Ms. LeMaster moved to acknowledge the Executive Director's report and Dr. Garren seconded. Mr. Luker asked if all were in favor of acknowledging the Report. A vote was taken and the motion carried unanimously.

Executive Treasurer – Eric Pippert

Mr. Pippert discussed his report. He went over how many people requested funds to come to this meeting. He stated we would be able to fund everyone with the \$800 limit for travel to this meeting. He went over submitting requests in a timely manner.

Discussion: Mr. Levee asked what happens if someone only requests half the amount? Mr. Pippert stated the number is a baseline and the EB can approve further funding if necessary. Ms. Mitchell went over the report and asked if

someone only uses the partial amount, can the baseline amount be increased? Mr. Pippert reiterated that the amounts could be increased.

Ms. Bacon inquired if the \$800 amount would be the same for the biennial meeting as well. Mr. Pippert answered in the affirmative. Mr. Pippert stated the budgets are discussed by year and that any changes could be addressed for the 2016 budget.



ACTION ITEM:

Dr. Nummer moved and Ms. Fletcher seconded, to increase the travel budget by \$2,000. Mr. Nummer made a friendly amendment to save the funds remaining from the current travel budget to the 2016 budget year. A vote was not taken at this time.

Discussion ensued: Dr. Garren discussed that perhaps before we use the money now we should look at line items as a whole because monies may be needed down the road. Ms. Everly asked for clarification on budget by year as reported for 2015 and for 2016. How much do we actually have in the bank? Mr. Pippert stated there are two separate items, budgeting and accounting. Mr. Hardister asked if we needed to update current travel policy. Mr. Pippert stated the policy had been redone in 2009 and he agreed that it should be amended. Mr. Pippert stated the Boise budget has now been broken out by everyone who registers and captured by Eventbrite. Mr. Eils asked that the word "grant" be added in the treasurer's report and Mr. Pippert agreed. A question was asked as to whether we could approve the budget report without discussing registrations. The response was that the discussion to set registration costs should be done first.



ACTION ITEM

Ms. Staley moved and Ms. LeMaster seconded to table the discussion initially proposed by Dr. Nummer and the discussion on funds. A vote was taken. The motion to table carried unanimously.

Mr. Pippert continued his report. He mentioned the grant application from the FDA has been going through the proper channels. No further news at this time. Mr. Pippert stated the 2016 budget must be approved or amended.

ACTION ITEM:

Mr. Eils moved and Dr. Nummer seconded to acknowledge the Executive Treasurer's Report and table the two budget items until later. A vote was taken and the motion passed unanimously.

Executive Assistant – Aggie Hale

Ms. Hale briefly went over the council formation process and thanked everyone involved for making a daunting task much easier. She mentioned the updating of

the website by Webmaster Mr. Kevin Hamstra and the upcoming sponsorship and registration process including the extension of the contract with Eventbrite. She also mentioned the scribe supervisor role and that further work is needed to assure it goes smoothly for the upcoming biennial meeting.



ACTION ITEM:

Dr. Garren moved and Ms. LeMaster seconded to acknowledge the Executive Assistant's Report. A vote was taken and the motion carried unanimously.

UNFINISHED BUSINESS

Standards for Documents Published on the CFP Website

Dr. Garren reported on the Ad hoc Committee on Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications. She stated that the work is ongoing and the committee has not done much on this issue to date. She stated that little has changed.

Dr. Garren stated that final committee discussions would be sent to Council II as an Issue. She will take the lead in preparing an Issue for the 2016 biennial meeting that addressed the matters that were submitted, but withdrawn, at the 2014 biennial meeting. .

Discussion: Ms. Everly reported that publication of peer-reviewed documents has been discussed and was captured in guidance documents by the Issue Chairs. It was stated that Dr. Garren's committee is supposed to flush out the details. Dr. Garren stated she was tasked to come up with details for the process. Dr. McSwane reiterated that the CFP does not want to be the approvers of peer reviews because this is not the role of the CFP. Mr. Smith stated it is the role of the Ad Hoc committee to submit guidelines to the EB for approval. Ms. Cornman asked if there was ever a straw vote taken by the EB? There was no previously straw vote taken.

Break 10:00AM

Sponsorship Committee Report

Mr. Luker introduced Ms. Gina Kramer who participated via conference call. Ms. Kramer stated that membership on the Sponsorship Committee has changed for the 2-14-16 biennium and the Committee is comprised of the following members:

Patrick Guzzle – 2016 LAC Co-Chair, Adam Johnson – Ecolab, Cory Headman – Meijer, Marjorie Jones – NSF, Leigh Feitelson – ReposiTrak/Park City Group
Jeff Mitchell - Chemstar

The committee has been active in soliciting sponsors for the 2016 biennial meeting. Mr. Guzzle stated his role was to serve as liaison from the Local Arrangements Committee to help avoid having multiple people contacting the same individuals

for sponsorships. As a government employee, Mr. Guzzle is not allowed to solicit sponsorship.

Several individuals have suggested creating a new category of sponsorship called "sustaining" sponsors or something similar. These sponsors would pay sponsorship fees annually instead of biennially as is now the practice. Ms. Kramer indicated the committee has received commitments from AFDO, IAFP and others to develop details on the sustaining membership concept. There was a concern by some industry members that a sustaining membership would not be feasible if the amount of money for sponsorship was doubled. Several ideas were suggested and Ms. Kramer said the committee would be happy to receive any and all suggestions.



ACTION ITEM:

Ms. Bacon moved and Mr. Rosenwinkel seconded to approve the new roster and acknowledge the report for the Sponsorship Committee. A vote was taken and the motion carried unanimously.

Ad hoc Finance Committee Recommendations

Dr. Garren stated a report was submitted in April. She stated the committee would be submitting an Issue to formally establish this Committee as a Standing Committee. No new report for this meeting.

Discussion: Mr. Levee read the minutes from last meeting, which stated in a motion that the "Ad hoc Finance Committee provide a proposal to describe function, structure and charges to create the Committee as a standing committee by the August EB meeting". Dr. Garren will go back and address what was stated in last EB meeting and provide recommendations.



ACTION ITEM:

Ms. Bacon moved and Ms. Mitchell seconded to take the budget items off the table for discussion. A vote was taken and the motion carried.



ACTION ITEM:

Dr. Nummer moved and Ms. Fletcher seconded to amend the original motion to state that instead of carrying over the \$2,000, for this year that was not spent on travel, the remainder of what was spent and what was budgeted for travel will be carried over to the next budget period. Discussion - none. A vote was taken and the motion carried. Roll call vote taken, 4 opposed, one abstained and remainder voted in favor.

Mr. Pippert discussed the two-year budget. The discussion should be on how much do we want to spend. Dr. Garren stated that one of the recommendations from the Ad hoc Committee was that we must be aware of the difference between the off year and the biennial meeting year with respect to not spending more than what was actually budgeted and available funds. The Finance Ad hoc Committee wishes to have money in reserve. Ms. Stevens-Grobbelaar suggested the host sponsor

should be taken into consideration when selecting locations for Board meetings in order to lower expenses. She offered her company's location in Dallas, TX as an option for the fall meeting in 2016. Dr. McSwane stated that we needed to be more careful choosing a site. We need to get the best cost for the EB meetings. Mr. Pippert provided an example about how we have revenue to expense budget. He stated when he took over there was a reserve of funds. He shared that Mr. Trevor Hayes suggested having a ratio of 3 to 1 (revenue is 3). Mr. Pippert expressed that we need to be cognizant of our current situation. Discussion ensued about the number of meetings, e.g. conference call vs. face to face. Ms. Everly, reminded the EB of the issues needing to be resolved during the meetings. Ms. Bacon stated that even with cutting costs we will we need to look at raising fees.



ACTION ITEM:

Ms. Bacon moved and Ms. Grobbelaar seconded to forego the off year face-to-face (Spring) EB meeting and have a conference/webinar call. A vote was taken and the motion carried.



ACTION ITEM:

Dr. Garren moved and Mr. Rosenwinkel seconded to reconsider the previous motion. A vote was taken and the motion carried with one opposed.



ACTION ITEM:

Ms. LeMaster moved and Mr. Rosenwinkel seconded, to table the reconsidered motion. A vote was taken and motion carried unanimously.

Revisions to CFP "Rules for Proceedings" – Marlene Gaither

No report at this time. Ms. Gaither was unavailable.

Point of clarification: Ms. Everly will address developing a list of reasons for Councils to choose from when recommending "No Action" on an issue, during the Issue Committee report.

2016 Biennial Meeting Update – Local Arrangements Committee - Troy Darmody and Patrick Guzzle

Mr. Darmody provided the LAC Report. He mentioned that we have commitments for Titanium sponsors with one already paid. They are currently working to add Simplot as a Titanium sponsor. Arrangements are made and rooms are set per Ms. Callister. Mr. Darmody stated the Governor is a possible speaker. It was stated that Ms. Emily Webster from Florida would be a plus as the office manager, however funding is necessary. He mentioned the AV technical staff is already set. Mr. Guzzle has been working on scribes and runners from the area student population. The court reporting services have been established. The LAC is working on tourism options such as, including the bicycle brewery, local vineyards, walking tours and local restaurants. Mr. Pippert brought up a pre-paid card requested by Mr. Guzzle and the LAC. Mr. Pippert stated he had a level of discomfort with it. The Audit committee has not weighed in on this issue yet.



ACTION ITEM:

Ms. Fletcher moved and Mr. Eils seconded to acknowledge the LAC report. A vote was taken and the motion carried unanimously.

Lunch Break 12:15PM

Mr. Luker brought the meeting back to order and introduced our guests. Mr. Scott Erikson from the Utah Department of Agriculture spoke to the group about the future of food safety and the role CFP and all stakeholders have in protecting the public health.

Eventbrite Contract Renewal

Dr. McSwane and Ms. Hale discussed the renewal of the Eventbrite contract. A suggestion from Ms. Wright to find a new organization was made last biennial meeting. She felt complexity of the Eventbrite process was cumbersome and not a good fit for our type organization. However, due to time constraints and the many tasks at hand Dr. McSwane and Ms. Hale felt that renewing the contract at this time would be prudent. Copies of the contract were distributed.



ACTION ITEM:

Mr. Eils moved and Mr. Rosenwinkel seconded to approve the Eventbrite contract. A vote was taken and the motion carried unanimously.

Dr. McSwane began discussing the fee structure for the 2016 biennial meeting. Last conference the registration fee was raised. Discussion ensued regarding current fees and how we can structure them for 2016. An idea was put forward to add a service charge. The question of a discount to students for the workshop was raised. Dr. McSwane averaged out that the cost would be around \$283+ per person based on around 438 attendees. At this time we absorb the user fee costs. Ms. Bacon suggested doubling the registration cost to \$50 per year for industry. Mr. Radke shared what other non-profit organizations do, he referenced a study that shows that if you raise cost by 10% it would not be seen as a problem, and if you don't go over 10% and show a benefit it will not impact the total number of members. Ms. Cornman suggested that fees should be the same throughout all constituencies. Mr. Pippert also shared the number of attendees in the past indicated that location is not the determining factor of attendance.



ACTION ITEM:

Dr. Nummer moved and Mr. Eils seconded to increase the conference registration "only" from \$445 to \$495, for "both" registration and workshop from \$570 to \$620 and the workshop "only" from \$150 to \$175. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Discussion ensued about increasing the membership fee. Mr. Rosenwinkel moved and Ms. Fletcher seconded, to increase the fee from \$50 to \$100 effective Oct 1st, 2015 and the fee of \$100 to be paid when not attending the biennial meeting. A vote was taken and the motion carried unanimously.

Dr. McSwane brought up the pre-registration information. He stated the workshop cost of \$100 for the sponsors would remain the same.

Dr. McSwane entertained names for a Keynote Speaker. The list began with Mr. Mike Taylor with FDA, Mr. David Atcheson (FDA retired) and Founder and CEO of the Acheson Group, Mr. Brian Campbell, Mr. Bill Marler, Mr. PC Vasavada. Please forward any suggestions and the appropriate contact person to Dr. McSwane.



ACTION ITEM

Ms. Mitchell moved and Ms. Staley seconded to go from a one-year budget to a two-year budget. A vote was taken and the motion carried unanimously.

Discussion from previous motion on Face-to-Face Meetings:

Discussion ensued on the topic visited earlier, concerning changing the number of face-to-face EB meetings. Ms. Cornman brought up the different options discussed and she asked about how many conference calls would there be, how long will they be, and what are the logistical pros and cons to eliminating a face-to-face meeting. She feels that face-to-face meetings accomplish more. Mr. Hardister shared that all meetings are important. Mr. Eils suggested we be more prepared when we come to the face-to-face meetings, e.g. fee structure changes could be emailed ahead of the meeting. Mr. Levee suggested we should be more concerned with how to fund these meetings rather than how to eliminate them. Ms. Grobbelaar reiterated that we must be more focused. Mr. Smith brought up that only voting members attending should be compensated for face-to-face meetings. Ms. Cornman mentioned that none of the governing documents speak to how EB meetings are scheduled.



ACTION ITEM:

Mr. Guzzle moved to take the original motion off the table and Ms. Mitchell seconded. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. Bacon moved to forego the off year face-to-face (Spring) EB meeting and have a conference/webinar call and Ms. Grobbelaar seconded. A vote was taken and all opposed. A vote was taken and the motion failed.



ACTION ITEM:

Mr. Smith moved and Ms. Bacon seconded, to modify the Executive Treasurer's proposed two-year budget, such that there is a total reduction for the Executive Board expenses and accordingly the related catering by 20%. A vote was taken and the motion carried.



ACTION ITEM:

Ms. Bacon moved and Ms. LeMaster seconded, to create an Ad hoc committee to study ways to reduce costs associated with Executive Board meetings and report back next April (2016). A vote was taken and the motion carried.

The new Ad hoc committee would include: Ms. Bacon as Chair, and the following members: Ms. Quam, Dr. Nummer, Ms. Cornman, Ms. Girard, Mr. Eils, Mr. Hardister, Mr. Barney and Ms. Stevens-Grobbelaar.



ACTION ITEM

Ms. LeMaster moved and Ms. Grobbelaar seconded to approve as amended the 2016-2017 (2-yr) budget. A vote was taken the motion carried unanimously.



ACTION ITEM

Dr. Garren moved and Ms. Staley seconded to approve the 2016 Boise budget including correcting the transposed numbers. A vote was taken and the motion carried unanimously.



ACTION ITEM

Ms. Mitchell moved and Ms. Fletcher seconded to acknowledge the Executive Treasurer's Report. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. Fletcher moved and Mr. Eils seconded, to table Ms. Gaither's report until the next board meeting. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. Fletcher moved and Ms. Mitchell seconded to leave the original document (Rules for CFP Proceedings authored by Mr. Allen Gelfius), as is for now, and take no action on the proposed revised document submitted by Ms. Gaither. A vote was taken and the motion carried.

COUNCIL I REPORTS – Chris Gordon, Rick Barney

Mr. Gordon discussed the current report on the Council I Committees. Council I committees are: Food Recovery, Ice Maker Equipment Cleaning and Sanitizing, Plan

Review, Unattended Food Establishment and Oyster Committee. (See Binder 2, committee reports). Mr. Gordon offered an amendment on the Food Recovery Committee for a roster change, however the EB did approve it in an e-vote. Mr. Gordon requested action on the proposed Council I roster. He addressed how they assured that constituencies were represented accurately with respect to the applicants represented by constituency and by geography. There is one proposed addition at the last minute. Mr. Patrick Brown is listed as an alternate to Council I, but he is the sole alternate person listed for Council III, therefore he was transferred to Council III. Discussion was had about face-to-face and call-in committee meetings. The Plan Review Committee was able to have a face-to-face meeting because it was held in tandem with another national meeting. Also, conferencing was provided. Mr. Gordon did explain this was discussed with all the committees under Council I.



ACTION ITEM:

Ms. LeMaster moved and Dr. Garren seconded, to approve the Council I roster. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. Staley moved and Mr. Rosenwinkel seconded, to acknowledge the Council I Report. A vote was taken and the motion carried unanimously.

COUNCIL II REPORT – Susan Quam, David Lawrence

Ms. Quam stated there are no committee roster changes. She is only asking for acknowledgment of Council II report and Council II roster and of the Committee Reports (committee reports on the website). The Council II committees are: Certification of Food Safety Regulatory Professionals (CFSRP), Demonstration of Knowledge, Employee Food Safety Training, and the Interdisciplinary Foodborne Illness Training Committee. The CFSRP is having problems with a charge and say they cannot complete it by the 2016 meeting. They are looking at possibly changing the CFSRP as a stand-alone committee rather than part of Program Standards Committee. Ms. Quam offered to send the Demonstration of Knowledge tracking document if requested. Ms. Quam reported that all committees are moving forward with their charges.



ACTION ITEM:

Dr. Garren moved and Ms. LeMaster seconded, to acknowledge the Council II Report. A vote was taken and the motion carried unanimously.

Ms. Quam discussed the make up of Council II. There were challenges because there weren't as many applicants who chose Council II as their first choice. Therefore, there were challenges with meeting the balance needed as required by the bylaws. She had to look at large retailers to fill those processing and vending constituencies. There was a struggle for regulatory seats as well. She mentioned that some of the regulators were recruited from the pool of new, less experienced applicants.



ACTION ITEM:

Ms. Staley moved and Dr. Garren seconded, to approve the Council II roster. A vote was taken and the motion carried unanimously.

COUNCIL III REPORT – Todd Rossow, Davene Sarrocco-Smith

Mr. Rossow discussed the progress of Council III's committees. Council III Committees are: Listeria Retail Guidelines Committee and the Hand Hygiene Committee. There was a change to membership on the Listeria Committee. Mr. Rossow is looking for acknowledgement of the committee reports. (See committee reports, Binder 2). The Listeria Committee has worked on the Listeria guideline by going through it line by line and has worked very hard.



ACTION ITEM:

Dr. Garren moved and Mr. Eils seconded to acknowledge the Council III Report. A vote was taken and the motion carried unanimously.

Mr. Rossow discussed the make up of the Council III roster. He mentioned they were short on local constituencies, but overall representation is good and balance was achieved. However, alternates were difficult to find. Alternates for industry are: Ms. Gina Kramer, Mr. Jeff Mitchell, Mr. Roger Mozingo, John Raulerson, and Mr. Mahati Elluru. Alternates for regulatory are: Ms. Carol Holbert, Ms. Lori LeMaster, Mr. Hugh Atkins, and Ms. Sheri Morris. Alternate for academia, Dr. Don schaffner.



ACTION ITEM:

Dr. Garren moved and Ms. Grobbelaar seconded to approve the Council III Roster. A vote was taken and the motion carried unanimously.

Dr. McSwane brought up the issue of at-large constituency on committees. He isn't sure that it is necessary to remove them from a committee because they are not officially on the committee. Ms. Everly stated, if they appear on a roster that is being voted on, they should be considered. She stated she wanted to thank the council chairs because the committee reports were looking much improved and the Issue chairs appreciated it.

STANDING COMMITTEE REPORTS

Program Committee Report– Dr. Julie Albrecht – Dr. Albrecht distributed copies of the draft of the program workshop agenda (see handout). Dr. Albrecht stated they had a number of people confirmed. She discussed the current progress of the program committee. Mr. Smith suggested having the Lincoln Lancaster co. present why they won the Crumbine award during the workshop.



ACTION ITEM:

Ms. LeMaster moved and Ms. Staley seconded to acknowledge the Program Committee Report. A vote was taken and the motion carried unanimously.

Adjourned 5:00PM

August 12, Wednesday 8:30AM

Mr. Luker brought the meeting to order.

CONTINUATION OF STANDING COMMITTEE REPORTS

Constitution, Bylaws/Procedures – Lee Cornman

A conference call was held with good attendance. 2014 II-018 was discussed. The Committee reviewed the commercialism policy. There was agreement that it needs to be broader. The committee discussed a two-part policy to address the entire Conference. The list of questions submitted by Mr. Cas Stryba was discussed. The list is excerpted from the 7/30/15 conference call report:

D. Committee review and discussion of questions submitted by Cas Tryba:

- 1. Same issues submitted subsequent biennial meetings** – Active discussion on this question and agreement from committee members that some tweaking of the process can be achieved to preclude this from occurring in the future. Vicki stated that the Issue Chairs will further define what a resubmittal is and will highly recommend NOT resubmitting without new information or science to support such. Issue Chairs will modify issue submission forms to address “already discussed at previous biennial meeting”; will amend instructions to include “caution” about resubmittal; and, council members will be advised to review previous issues as homework in prep for biennial meeting. **Action Item:** Vicki Everly volunteered to work on this concern.
- 2. Prohibit forming a committee as the recommended solution** – General committee discussion was opposed to declarative statement of no committees as a recommended solution but there was agreement that further clarification is needed for councils to create clearer, achievable charges if a committee is recommended. Benda Bacon identified a concern with transfer of issues from one council to another and volunteered to put together comments to Vicki to clarify concern and offer suggestions for resolution. Cas expressed a need for better instructions to councils for recommended solutions. **Action Item:** The Executive Board and Issue Committee are working on this concern.
- 3. Extracted No Action Issues** – Cas expressed concern on creating a balance of opponent vs. proponent on the EB committee formed to resolve an Extracted No Action Issue. **Action Item:** Cas volunteered to review and draft language to offer for the committee to discuss and present to the EB on how to select committee members to ensure all sides are represented and that someone on the committee was present during the entire deliberation in council.
- 4. Defining Industry Constituency as relates to Council 1** – Discussion by committee members indicated agreement that participation of non-regulated industry entities continues to grow. There was active discussion on how that may or may not impact the makeup of those identified as industry voting members. Vicki expressed concern that the Bylaws was inconsistent with the new constituencies and Brenda expressed a desire to review further. **Action Item:** Cas, Brenda and Bill will look at council membership based on new membership categories and look at regulated vs. non-regulated industry representation.

She discussed the Board has been having discussions regarding issue process concerns. Extracted issue balance was discussed. The language put forward last meeting on extracted issues was appreciated, but there is still some concern with the makeup of the Ad hoc committee. Ms. Cornman distributed a handout on CFP objectives. She stated discrepancies and redundancies were found in all the governing documents. She proposed a Table of Content for a manual that will be

comprised of all the governing documents. She stated there is no intent to change any language, but simply to clean up and get rid of redundancies. She is asking for approval from board to move forward.



ACTION ITEM:

Ms. LeMaster moved and Ms. Mitchell seconded, to acknowledge the Constitution and bylaws Committee Report. A vote was taken and the motion carried unanimously.

Dr. McSwane mentioned we need new position descriptions for new standing committees.

Issue Committee Report– Vicki Everly and Cassandra Mitchell

There has been significant progress since the last board meeting. The target date of completion of the website changes by 180 Design is the end of August. Ms. Everly and Ms. Mitchell are reviewing documents and editing documents as needed. The final report template, issue rejection, and terms and conditions have been completed. Three documents are pending completion: Pre-submission template, Issue Review checklist, and the Issue Review Process Checklist. Ms. Mitchell stated there would be beta testing. Ms. Everly stated there would be conference calls with committee and council chairs scheduled to review the issue process. Ms. Mitchell went over the time lines for the issue review process. The items, the No Action guidance document, the attachment of supporting documents and language already approved to add to Issue Acceptance Criteria, include a submission history box to issue submission form that needs to be voted on by the EB. (See Issue Committee Report and attachments in Binder 3).



ACTION ITEM:

Mr. Guzzle moved and Mr. Plunkett seconded to approve the list provided as guidance for “No Action” by striking number 7, and amending number 2 to read: insufficient science/research/information has been provided to take action on the recommended solution. A vote was taken and the motion carried with 3 opposed.



ACTION ITEM:

Ms. LeMaster moved and Ms. Grobbelaar seconded, that supporting documents be submitted as attachments only in pdf.
A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. LeMaster moved and Ms. Fletcher seconded, to accept inserting item c3a from the Issue Report to the Issue Acceptance Criteria. A vote was taken and the motion carried unanimously.



ACTION ITEM:

Ms. Staley moved and Ms. LeMaster seconded, to include the submission history box on the issue submission form. A vote was taken and the motion carried unanimously.

Point of clarification: The Issue Chairs are asking for proposed changes on forms to be voted on at this time. However, an e-vote will be needed to approve forms once finalized. The Issue Chairs are asking the EB to review the guidance instructions document (Binder 3) for issue submission before they are finalized.



ACTION ITEM:

Ms. Bacon moved and Mr. Finkenbinder seconded, to acknowledge the Issue Committee Report. A vote was taken and the motion carried unanimously.

Program Standards Committee Report – David Lawrence

David Lawrence is giving the report on behalf of the Committee Co-chairs, (see report in Binder 2). The Committee has done a great deal of work. A subcommittee is working on Issue 5 and also the whole Committee is working on Standard 7 and 4. The FDA has provided proposals for the committee to give their feedback. The Issue 3 subcommittee is working on recommendations for industry support for standards 3,4 and 7. The charge for Issue 5 resolution by AFDO as far as the retail program standards should not impact the Conference's work on the program standards.



ACTION ITEM:

Ms. Fletcher moved and Ms. Mitchell seconded, to acknowledge the Program Standards Report. A vote was taken and the motion carried unanimously.

Strategic Planning Committee Report –Tom Ford

Mr. Tom Ford presented the Strategic Planning Committee Report. (See report in Binder 3). He discussed the updates to the navigator program concerning help with orientation for new attendees. The navigator program began in 2014 and is being refined for the by 2016. Mr. Ford asked for any input by EB members. Ms. Grobbelaar stated that leading up to the conference, it is important to familiarize newbies before the biennial meeting and then meet with them over coffee etc.... at beginning of the biennial meeting. It was stated that feedback has been good and newbies brought other people with them to attend the navigator meeting. There were some communication issues with the navigator. Mr. Ford stated the timing was a problem, however this is part of any new process. Ms. Fletcher stated that helping newbies navigate the website to find things is needed. Dr. Nummer asked if there could be assistance to help new issue submitters as well and not necessarily newbies. Ms. Fletcher said it was decided this was up to the council chair. Ms. Steiner asked if pictures could be taken of the navigators and first time attendees. Mr. Levee inquired as to who were navigators besides EB members. Mr. Ford said

the list began with EB members first, and then other experienced members willing to volunteer would be included. Mr. Ford said, we will learn from Boise as we learned from Orlando. Rules of engagement document would be provided to navigators as simply a tool. The survey has been tweaked and the committee is moving forward on it.



ACTION ITEM:

Ms. LeMaster moved and Mr. Rosenwinkel seconded, to acknowledge the Strategic Planning Committee Report. A vote was taken and the motion carried unanimously.

Mr. Luker introduced, State Food Safety.com guests.

Food Protection Manager Certification – Jeff Hawley/ Christine Hollenbeck

Mr. Hawley stated the committee had not met, but will submit a report after their meeting in October.

ANSI/CFP Certification Committee

No report submitted.

Audit Committee Report – Angela Nardone

Mr. Luker introduced Ms. Nardone. Ms. Nardone stated, currently all the books have been audited. Everything looks good with only a few items missing. A recommendation was made to put something in place for contractors. Dr. McSwane stated there is a signed contract. Ms. Nardone mentioned that something is needed such as a quarterly invoice. This will help to achieve a more accurate method of accounting. Mr. Pippert mentioned that 2016 is the year that we will have a formal audit. Ms. Mitchell asked about a prepaid card for LAC. Ms. Nardone stated that generally speaking, this is essentially prepaying. Overall, the card should not be issued for longer than a 12-month period. She suggested only 1 or 2 individuals should be issued a card; Mr. Guzzle stated it would only be one person and one card. The cardholder should have to sign a document.



ACTION ITEM:

Mr. Rosenwinkel moved and Ms. Staley seconded, to acknowledge the Audit Committee Report. A vote was taken and the motion carried unanimously.

FEDERAL AGENCY REPORTS

FDA – Mr. Kevin Smith stated this is his last meeting as a board member. He intends to remain involved with the CFP. (See Federal Report sent with these minutes and will be posted on the CFP website.) He mentioned that Ms. Brenda Lewis is his replacement on the board. He reported that several FDA members have moved around and assigned additional duties. The Food Code Supplement is now available. The discussion is still ongoing from CFP issues including the cheese issue. Mr. Smith stated the FDA would provide a status report in October with

respect to issues. The Retail Food Program Standards revised version are now completed and will be available on the website. He also stated the FDA website for the standards has improved. Enrollments for the standards continue to rise. At this time 17% of enrolled jurisdictions meet at least three of the program standards. At this time, all but one state have jurisdictions enrolled. Mr. Smith briefly discussed the cohort program with NAACHO. Grants for the standards are administered through AFDO. The risk factor study will be completed soon. They are waiting on information on restaurants before it can be completed. He mentioned the menu labeling compliance would be in effect by 2016.

USDA – Dr. William Shaw discussed the information provided at the International Association of Food Protection conference (IAFP), A couple of sessions were provided and heavily attended on retail and on ready-to-eat product, rare, and artisanal products as well were addressed at the IAFP meeting. The final allergen guidance document is currently cleared, but the agency is waiting on the Federal Register clearance. Outbreak frequency on raw meat consumption (in Midwest) was discussed at the IAFP. Needle tenderization may be a topic for the Program committee for scheduling on workshop.

CDC - Vince Radke – (written report provided and will be posted on the CFP website). Mr. Radke reported that Ms. Carol Selman has retired and Ms. Delea has taken another position. This has left the program short of key individuals. Mr. Radke emphasized the burden foodborne illness has on this country. He went through the slide presentation and discussed the status of foodborne illness information gathered from Foodnet. There has been no change in Salmonella regardless of interventions. Mr. Radke discussed PulseNet and how they have done a great job in reducing the time in detecting the presence of a particular organism. The CDC is picking up more outbreaks especially Listeria due to better detection and genome sequencing. Under the (EHS-NET) program, epidemiology and the laboratory work are strong, however, the environmental process is weak at this time. The program is getting better at detection and that possibly can help at limiting an outbreak.

NEW BUSINESS

Mr. Smith discussed the role of CFP on the program standards. There was a discussion about AFDO's resolution regarding the program standards. Comments were made by AFDO that there was no forum for the Retail Food Program Standards with respect to addressing compliance through an alliance similar to what is in place with the Manufacturing Program Standards.

Dr. McSwane mentioned if the FDA was willing to fund the CFP, we could do more regarding managing the standards and doing more to encourage enrollment and working with jurisdictions.



ACTION ITEM:

Ms. Staley moved and Ms. LeMaster seconded, to have an open forum on the program standards at the biennial meeting Tuesday afternoon. A vote was taken and the motion carried unanimously.

For consideration – Create an ad hoc committee to craft a response from CFP to assist the FDA in identifying and evaluating measures that might minimize the impact of harmful bacteria in cheeses made from unpasteurized milk. The public comment period opens on August 3, 2015 and remains open for 90 days. (See announcement provided in 3 or FDA website).

A suggestion came up to have the current Crumline Award winner, discuss their methodology at the CFP regarding their innovation on how they handle information on restaurants and how it is reported on the website. Dr. Albrecht can check to see where it can best be put on the CFP program and possibly during the workshop.

It has been suggested that we recognize Mr. Kevin Smith for his service during the 2016 biennial meeting.



ACTION ITEM

Ms. LeMaster moved and Ms. Mitchell seconded that we acknowledge Mr. Smith with a plaque for his service to the CFP and include a resolution. A vote was taken and the motion carried unanimously.

Mr. Pippert discussed the intent of Dr. Nummer's motion to move the money from the EB travel money not spent, to providing the money to the CFP biennial meeting for travel to help attendees and to have an e-vote on the subject later. Mr. Pippert discussed the intent of Dr. Nummer's motion to move the money from the EB travel money not spent, to providing the money to the CFP biennial meeting for travel to help attendees and to have an e-vote on the subject later. Dr. Nummer stated he was trying to make sure the money went where it would do the most good. Mr. Pippert proposed that the new Ad hoc committee could come up with a scheme to establish where the money could be moved.

Announcement: Registration booklet will be out on or about the first of October. Shortly after Labor Day, registration will be open for the hotels, which will give the board members about a three-week window prior to the start of the open registration period for all other biennial meeting attendees.

Dr. McSwane asked what do we want to do with regard to planning for a fall 2016 meeting? Potential sites need to be considered. Ms. Grobbelaar offered the use of the Plano site in Dallas Yum offices. It was asked as to why the EB meeting is held in August. The historical reason for August being the meeting date was because of conflicts with FDA regional meetings and other similar meetings being held in the months of September and October.



ACTION ITEM

Ms. LeMaster moved and Dr. Garren seconded, to adjourn the meeting. A vote was taken the motion carried unanimously.

Adjournment

Reminder: The Spring 2016 Board meeting will be held in conjunction with the 2016 Biennial Meeting in Boise, Idaho. The first session of the meeting will be held on April 15, 2016 from 1:00 – 5:00 p.m.