



CONFERENCE FOR FOOD PROTECTION
EXECUTIVE BOARD MEETING

April 15-20, 2018
Marriott Hotel
500 E Broad St.
Richmond, Virginia

April, Sunday 1:00 PM

Mr. Guzzle brought the meeting to order. Mr. Rosenwinkel read the Anti-trust Policy for the record.

A Roll Call/Acknowledgement of Board Members was taken. A copy of the Board member roster was passed around and the results were as follows:

Voting members present: Steve Moris, Kelli Whiting, Glenda Lewis, Bill Hardister, Dr. William Shaw, Patrick Guzzle, Rebecca Steiner, Vince Radke, Dr. Brian Nummer, Rebecca Krzyzanowski, Jessica Fletcher, Susan Vaughn Grooters, Ann Johnson, David Lawrence, Ken Rosenwinkel, Dr. Donna Garren, Larry Eils, Jason Horn, Brenda Bacon, Angela Sanchez, Christine Sylvis

Voting members absent: Lisa Staley

Non-Voting members present: Rick Barney, Davene Sarrocco-Smith, Todd Mers, Keith Jackson, Dr. Jay Neal, Vicki Everly, Debbie Watts, Sharon Wood, Michael Roberson, Angie Cyr, Terry Levee

Guests: Tara Paster, Melissa Vacarro, Barry Parsons, and Dr. Adam Kramer

NOTE:

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

The activities of the Councils, Council Committees, and Standing Committees are summarized in the progress reports submitted prior to the Board meeting and can be found on the CFP website home page under "Reports to the Executive Board" (<http://www.foodprotect.org/reporting/>).

Mr. Guzzle acknowledged the guests at the meeting. The Board meeting minutes from April 26-27, 2017 were previously approved via E-ballot. Mr. Guzzle brought the meeting to order. The antitrust policy was read by Mr. Rosenwinkel. Mr. Rosenwinkel asked for everyone to introduce themselves. Mr. Guzzle introduced the new Board representatives, Dr. Keith Jackson, Ms. Christine Sylvis and Ms. Susan Vaughn Grooters. Mr. Guzzle mentioned that Mr. Eils will be stepping down from the Board and his position will need to be filled. He also went over downloading the App Attendify for piloting during the meeting.

Executive Staff Reports

Executive Director – David McSwane

Dr. McSwane mentioned his report was a little outdated because of time restraints. He went over the

Assembly of Delegates. We will have 66 delegates representing 48 states, the District of Columbia and the Northern Mariana Islands. Louisiana will be here for the first time in a long time. Illinois and S. Dakota are the two states not represented in 2018. He stated we raised more money than we have before but he would let the Sponsorship Committee Chair, Janice Buchanon present the final figure during the Sponsorship Committee report. Dr. McSwane would like to recruit proofreaders for the printed Program Book for the next biennial meeting. Julie Henderson and Pam Miles of the Local Arrangements Committee are here to discuss some of the things that will be happening this week. He praised them for all their hard work and for the support of their agencies for their help. Dr. McSwane reminded the Board of their decision at the August 2017 Board meeting to give a cash contribution to a local charity/organization in lieu of an honorarium or gift for speakers as has been done in the past. Feedmore, a local non-profit organization that provides food to needy families, will be the recipient of a \$500 cash donation for this year. Hotel rooms and blocks are all full. We have four hotels that are accommodating our group. AV was a bit more than budgeted but we have no meeting room charges therefore it evened out in the end. Expenses for AV were about \$29,000.00. Dr. McSwane urged Chairs to keep committees on track. Dr. Garren suggested negotiating the \$2,000 difference from what was budgeted for AV. Dr. McSwane mentioned there is a copy of the new calendar added to the binder. He wants to have committee assignments by the fall Board meeting. He mentioned the next Biennial Meeting will be even more compressed for time due to the dates of the upcoming meeting. Administrative responsibilities for the Crumbine Award have been turned over to NACCHO due to their unique makeup of local regulatory membership. The winner has not been selected yet. Last but not least Chemstar and HEB have offered to host next August Board meeting in San Antonio, Texas.

Mr. Guzzle mentioned that the Vice Chairs would be responsible for assuring the calendar is followed despite of the shorter time span.

Executive Treasurer – Cliff Nutt

Mr. Nutt reviewed his report. Mr. Nutt mentioned he was close to meeting his two year cycle of being on the executive team. He mentioned he learned how much work it does take to put the conference together. He passed around updated copies of his report. He mentioned we have never hit the 200 thousand dollar mark before. Mr. Nutt stated the goal for 2019 was \$300,000 and he didn't believe we were going to meet it.

The key was the Richmond budget because there were a few items that started to grow as time went on for example, catering. The cost of this Biennial Meeting would be about 40-50 thousand dollars over budget. He mentioned we received the grant from the FDA and we greatly appreciated receiving these funds to help defray costs for regulators and others to attend the Biennial Meeting. He also mentioned the meeting has grown and he anticipates it to be a good turn out for the Denver meeting. People that were able to attend were thankful. Mr. Levee asked if there was a particular reason for the catering to be \$35,000 more. Mr. Nutt replied it was basically different charges for what we received and more attendees at the 2018 Biennial Meeting and not necessarily because we have added more meals, etc.

Ms. Lewis asked if we were going to talk about the Retail Food Regulatory Program Standards alliance during this meeting, because she had a question concerning an action possibly needed. Mr. Lawrence stated it would be discussed under new business.

Mr. Guzzle asked the members that were coming in to introduce themselves, and they were: Ms. Krzyzanowski of the Midwest Region, Ms. Fletcher of the Northeast Region, Ms. Steiner of the Southwest Region, Mr. Eils representing Vending and Distribution, Mr. Horn representing Food Service, Mr. Radke of CDC, Ms. Lewis of FDA, Dr. Jay Neal Chair of the Program Committee and Mr. Adam Kramer of the CDC.

Executive Assistant – Aggie Hale

Ms. Hale reviewed her report. She reported on the current status of the meeting attendance as of 4/14/2018. Ms. Hale went over the various tasks that were performed during this biennial cycle.

The totals as follows:

Conference only + conference/workshop = 512

Conference/workshop =280

Conference only - 232

Workshop only = 31

Workshop for sponsors only = 51

Workshop total = 361

Breakdown of Constituents on 5/17/19

Academia 1

Consumer 3

District/Territory 1

Emeritus 5

Federal Regulator 48

Food Industry Support 78

Food Service Industry 57

Local Regulator 76

Processing 10

Retail Food Industry 69

State Regulator 152

Vending/Distribution 12

Students 4

523

ACTION ITEM:

Dr. Garren moved and Ms. Johnson seconded to acknowledge the Executive Board Staff Reports. A vote was taken and the motion carried.

Mr. Guzzle stated he would like to take some items out of order. He introduced Ms. Miles and Ms. Henderson of the Local Arrangements Committee to give their report.

2018 Biennial Meeting Update

Local Arrangements Committee – Julie Henderson and Pamela Miles

Ms. Miles (Virginia Dept. of Agriculture) and Ms. Henderson (Virginia Dept. of Health) welcomed all of us to Virginia for this meeting. Ms. Miles stated the two years went by very fast. Ms. Miles mentioned they were there for us and to help in any way possible. She also discussed the issue of Bill Shaw's stiff neck! She mentioned that Dr. McSwane ordered monitors that are placed in the middle of the hollow square in each Council room to help. She also mentioned there was a sufficient number of staff to help and she is now also Association of Food and Drug Officials (AFDO) president and was grateful to get AFDO's help through the AFDO Board. She mentioned the office for the Issue Chairs is now in the Apple Board room and the office for the Conference staff will be in the Monroe room. Ms. Henderson stated there was some information in the packets but she was going to talk about the reception. She mentioned the reception would start at 6:30PM and there will be bus service available to the Science Museum of Virginia. She stated the route would be going down Monument Ave. The museum is at 2500 W. Broad Street, approximately two miles from the Marriott Hotel. You can drive if you wish and there would be plenty of parking. The catering would begin at 6:30PM for seating, and there will also be interesting exhibits such as the speed exhibit and others. The local theme for food would be country ham, crabmeat, oysters on the half shell and a shucking exhibit, and also local beer. The busses will start loading people to take them to the museum at 6:00PM to transfer people from the Starbucks entrance of the hotel. Each attendee will receive on free drink ticket and there will be a cash bar to purchase beer and wine.

ACTION ITEM:

Dr. Garren moved and Ms. Krzyzanowski seconded to acknowledge the Local Arrangements Committee Report. A vote was taken and the motion carried.

Unfinished Business

Committee Chairs Handbook – Davene Sarrocco-Smith

Ms. Sarrocco-Smith went over Council/Committee Handbook. She stated she took all of the comments from the last meeting and she reformatted and highlighted points. She created 2 documents as well. She discussed the committee concern about taking minutes during conference calls. The concern was to have minutes be simplified like "see spot run" rather than more formal. Mr. Lawrence asked was there a request for feedback? She stated this was what was brought up in the last Board meeting (August 2017) and these were the changes she made according to those comments. She also made tweaks including comments from the Issue Chairs to make things easier that were also added to the document. Ms. Sarrocco-Smith stated she thinks the document is in final form. Mr. Guzzle asked if there are more items that need to be added to this document and Ms. Sarrocco stated she feels it is done at this time. She stated there are probably still some issues but this is good start. She is asking the Board to approve this handbook.

Discussion: Dr. Nummer asked if this is what is being asked to approve this document as is and this was putting a lot of work for the Committee Chairs and they should be alerted to this. Mr. Guzzle stated yes, with the expectation that this is a living document. Mr. Levee brought up the point of having to sign a piece of paper. Mr. Eils stated ignorance was bliss, but he felt this document was good and needed, but without the signature page. Further discussion ensued.

ACTION ITEM:

Mr. Eils moved to call the question to end debate. A vote was taken and the motion carried.

ACTION ITEM:

Dr. Garren moved and Mr. Lawrence seconded to approve the Committee Chair Handbook and that it was a living document and can be revised as needed, with the expectation there is communication between the council chair and committee chair, and to delete the signature page and to also

acknowledge the report for the Committee Chair Handbook. A vote was taken and the motion carried.

Update on Establishing a Memorandum of Understanding with National Association of County and City Health Officials (NACCHO) – Patrick Guzzle

Mr. Guzzle reported that a letter was written and sent to NACCHO asking if they would be interested in establishing a Memorandum of Understanding (MOU) with the CFP. Getting local participation with this organization is important. He stated we would wait until after this Biennial Meeting before beginning to write language for an MOU. Details of what would be included in an MOU would fall on Mr. Lawrence's shoulders.

States Impacted By Travel Bans for Non-Essential Travel – David McSwane

Dr. McSwane stated a copy of the matrix on responses was disseminated to the Board and the two states for which there were most likely to be travel bans were North Carolina and Mississippi. There was a situation where New York would not go to North Carolina. Dr. McSwane stated it seemed there is not much to worry about with respect to locating venues for meetings. Mr. Horn mentioned he had some strong feelings about this subject. He felt it was important to ignore the policies of states with travel bans because it would indicate we agree with their philosophies for the ban. Ms. Fletcher asked if financial reasons was one of the reasons certain jurisdiction were not able to travel. However, Dr. McSwane stated financial reasons were not addressed in this informal survey. Possibly some states/local have a ban on all travel.

Update on activity related to Issue 2016-I-023 – Glenda Lewis

Ms. Lewis discussed Issue 2016-I-023 Charge 2 requesting FDA to begin discussions with ISSC and CFP to identify steps that can be taken to enhance implementation and enforcement of shellfish record keeping at retail establishments. She stated the FDA invited the Chairs and Executive Directors of both groups to have a discussion on how to move forward with a method to work towards the intent of this Issue. The result was to create an ad hoc committee. The ISSC indicated that Jonathon Gerhardt, Kim Stryker Eric Hickey, Bill Dewey would be representing that organization on the committee. These individuals either regulate, produce, or sell shellstock. The ad hoc committee will undertake the charge in Issue 2016-I-023 as follows:

In 2016, the Interstate Shellfish Sanitation Conference (ISSC) submitted Issue 2016-I-023 to the Conference for Food Protection (CFP) for consideration. The CFP adopted the Issue as submitted. Recommendation #2 of the issue requested the FDA begin discussions with the ISSC and the CFP to identify steps that can be taken to enhance implementation and enforcement of shellfish record keeping at retail establishments. This committee is requested to address recommendation #2 by investigating opportunities and activities that will educate and advise State and Local retail food inspectors and retail food establishments of the importance of compliance with Food Code Section 3-203.12. These efforts would explain how the source information associated with record keeping requirements is used by Shellfish Control Authorities and the USFDA in illness investigations that can subsequently result in shellfish growing area closures and recalls. The purpose of this effort would be to enhance compliance of record keeping requirements to improve the ability of retail food establishments to provide complete and accurate source information in illness investigations.

The FDA would look at potential starting points on how to create an educational approach such as mapping the state adoption of the § 3-203.12. The ad hoc committee should include regulators in states that regulate shellstock and industry who also participate in shellstock production and or distribution or sale. ISSC would have 3 regulators and 1 industry representative and CFP would have 2 regulators and industry. This ad hoc committee would be a joint ad hoc committee. The question of who from both boards could serve on this ad hoc committee. Ms. Bacon asked if this would be a subject to bring up at caucus. Ms. Lewis will email the language to have for the caucuses. By next board meeting on Wednesday we will have possible names. The question was asked as to how the meetings will be conducted. She replied it would be by conference calls. Ms. Vaughn Grooters suggested a consumer to serve.

Mr. Guzzle stated we need to have four people from CFP to participate in this ad hoc committee to address shell stock and shell stock tags. He stated there are charges to the board but we may not need a motion on the subject.

ACTION ITEM:

Mr. Lawrence moved and Ms. Johnson seconded to table this discussion about formalizing a charge for an ad hoc committee between the ISSC board and the CFP board until there are names to put forward. A vote was taken and the motion carried.

Update from Mobile App Committee – Brian Nummer

Dr. Nummer is open to any suggestions. He stated they were planning on either using RSS feed or Tweet the information. The information would be the status of the Issues traditionally posted outside the council rooms. He requested if it were possible to use one of the Council alternates be assigned to tweet the issues for the mobile app. Also, he requested that an academic could serve this function in Council III Ms. Everly asked what would be tweeted? She stated it should only be Accepted as Submitted, Accepted as Amended or No Action. Dr. Nummer said there would be no social tweets. Ms. Sarrocco asked if the purpose would be to simply saying a particular issue of interest is coming up. Ms. Bacon stated there is no room at the council table. The Runner was suggested. Ms. Everly asked who would train the Runner with respect to tweeting. Dr. Nummer stated a person would use a hashtag and people would follow this individual. Ms. John brought up that they would need to have a Twitter account. The individual would also report on an issue when it is taken out of order. The Runner would have to have a twitter account. Dr. Nummer stated he was not sure. Discussion ensued as to how, who and where this individual would be in the Council room.

ACTION ITEM:

Mr. Eils called the question. A vote was taken and the motion carried

ACTION ITEM:

Ms. Johnson moved and Mr. Eils seconded to acknowledge Dr. Nummer's Mobile APP Committee report and to request the Council Chairs to discuss the most appropriate person to tweet the status of Issues. A vote was taken and the motion carried.

Attendify App – Chirag Bhatt

Mr. Bhatt reported there were 460 devices that were on the app and 390 registered users for the app. About 74% of individuals used Apple devices and 26% used other devices. The meeting agenda and schedules would be available including issues, twitter, and a new interactive map and about the CFP. He reported there were many likes and overall the app was very popular. The question was how long is the data kept and how long does the app remain live? That is a question that needs answering. The app is only shared within the CFP. The information captured at this time would be Accepted as Submitted, Accepted as

Amended and No Action. He stated a survey like Survey Monkey would be used to get feedback etc. Mr. Bhatt discussed with Dr. McSwane other options and possibilities that could be done for the next Biennial Meeting. The \$800 spent was well worth it. Mr. Levee won sock wars on the app! Ms. Johnson asked how long after this meeting would the app be available? Mr. Bhatt stated most likely Dr. Nummer would be the one to answer that question.

NSF- Dr. David McSwane

Dr. McSwane discussed an Issue that came up in Council I in 2016 concerning the cleaning and sanitizing of ice making equipment. He shared that NSF had been working on this topic and he received a letter to that effect from NSF regarding their review and update on their Standard 12 that addresses the topic of Issue 2016-I-009. Their information can be found in Binder 1:

Re: Review and update of ANSI/NSF Standard 12 – Automatic Ice Making Equipment for cleaning and sanitizing as approved by the CFP Assembly of State Delegates in 2016

Council Reports – (Council membership nominees, Committee status reports and approval of new Vice Chairs)

Council I Report – Rick Barney and Todd Mers

Mr. Barney stated the Summary Report is in Binder 2. He reported the Unattended Food Establishment Committee had 3 Issues and the Clean-in-Place (CIP) Committee had 2 Issues for Council deliberation. There are 29 Issue submitted by independent sources. He stated there are no requested actions from the board at this time. The CIP struggled because there was not enough documentation at this time.

ACTION ITEM:

Ms. Bacon moved and Ms. Johnson seconded to acknowledge the Council I report. A vote was taken and the motion carried.

Council II Report – David Lawrence and Sharon Wood

Mr. Lawrence discussed his report. There are two committees under Council II, the Employee Food Safety Training (EFST) Committee and the Demonstration of Knowledge Committee. (DoK). He shared that it was a privilege for both he and Ms. Wood to work as Chairs. Both committees have requested to be disbanded. The Standing Committees: Food Manager Certification Committee and the Constitution, Bylaws and Procedures (CBP) and the Program Standards Committee have several Issues before the Council There were 7 independent Issues and 21 committee Issues for Council deliberation. Mr. Lawrence reported there had been quite a bit of work for the Program Standards Committee this time. Mr. Lawrence stated there were times when there were no federal advisors available on conference calls and they felt their input was important and hopes in the future the federal partners would be able to participate more. He mentioned the at-large members were still a problem with respect to the increase in time and effort had taken for committees to move forward.

ACTION ITEM:

Ms. Fletcher moved and Ms. Krzyzanowski seconded to acknowledge the Council II report. A vote was taken and the motion carried.

Discussion: Mr. Guzzle excused himself and asked Mr. Rosenwinkel to Chair this part of the meeting because he wanted to discuss possible charges for the CBP. Mr. Horn wanted to know how we move forward on the discussion of at-large members and Mr. Lawrence stated this was brought forward as an action item earlier. Also, Mr. Lawrence stated he was looking to see the Council Chairs work with this issue. Ms. Lewis stated she thought some of the problems this time around were due to time constraints and personnel issues and not necessarily ignoring the need for participation on behalf of the FDA. Mr. Radke

shared that the CDC has many committees they are involved in and it is difficult to spread their resources amongst many different entities. Ms. Everly requested the question on 3 a. of Mr. Lawrence's report regarding the at-large problem be noted in the minutes that this concern is an outstanding Issue from the previous biennial meeting as Issue 2016 II-024. Ms. Sanchez suggested that members might stay in the know by communicating with a voting member of a committee as an interim solution.

Council III Report – Davene Sarrocco-Smith and Dr. Keith Jackson

Ms. Sarrocco-Smith reviewed the three committees assigned to Council III which are: Mail Order, Produce Wash and the Special Processes Committee. She reported the Mail Order Committee wants to recreate the committee at a future time. The Produce Wash Committee is asking to be recreated for the 2020 biennium. There are a total of 31 Issues for Council deliberation. She stated there are no requests of the Board at this time.

Discussion: Ms. Bacon still doesn't understand the purpose of future recreation of committees as opposed to the next biennium. Ms. Sarrocco-Smith was asking the Board if something could be done in a way of allowing and tracking future Issues. She also wants to wait to see how Council reacts to this question. It was asked how tracking future issues/committees would be in a future biennial cycle. Ms. Everly did not think this would be as difficult as it may sound but she wants to make sure all councils agree whether to have future issues or not. Discussion ensued.

ACTION ITEM:

Mr. Horn moved to call the question to end debate. A vote was taken on the motion and the motion carried.

ACTION ITEM:

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

New Vice Chairs for the 2020 Biennial Meeting

Mr. Guzzle asked if it was the will of the Board to approve the nominated Vice Chairs.

ACTION ITEM:

Mr. Eils moved and Ms. Sanchez seconded to approve the proposed nominations for Council I, Thomas McMahan, Council II, Joetta DeFrancesco and Council III, Christine Applewhite. A vote was taken and the motion carried.

Standing Committee Reports

Program Committee - Dr. Jay Neal

Dr. Neal brought up that Diane Walker's flight was canceled due to bad weather; therefore she would not be able to speak on biofilms. He stated they were still in good shape. He said that John Marcello and his colleagues would be available for their presentation. Dr. Neal further discussed the speakers and stated this program was very good and felt the interactive presentation would be a success.

ACTION ITEM:

Ms. Krzyzanowski moved and Dr. Garren seconded to acknowledge the Program Committee report. A Vote was taken and the motion carried.

Finance Committee - Terry Levee

Mr. Levee stated this was a new committee created to take a better look at the financial status of the CFP. He stated the committee was continuing to work on charges given to the committee. Mr. Levee further reported both the budgeting and financial planning were primarily met as well as the internal controls and accountability policies. Mr. Levee would like to see more representatives from the Strategic and Sponsoring committees to liaise with the Finance Committee. He would like to have more member representation on the committee. Mr. Roberson suggested anyone cycling off the Board might be interested. Mr. Lawrence inquired if the invoice approval policy, available to view? Ms. Hale forwarded to Mr. Lawrence.

ACTION ITEM:

Mr. Eils moved and Ms. Fletcher seconded to acknowledge the Finance Committee report.
A Vote was taken and the motion carried.

Mr. Guzzle requested if the Board wanted to continue for another 15 minutes or recess for the day now.

Ms. Watts stated she could give the Issue Committee report in the 15 minutes time period.

Issue Committee Report - Debbie Watts

Ms. Watts reviewed the activities that were listed in the committee's report including the two that were discussed earlier in the day. She related that one problem Ms. Everly realized, was there was no definition of what constituted an Issue. She stated they worked to create a definition. Ms. Watts stated there were 98 Issues, 5 withdrawn and 93 were finalized. Ms. Watts discussed recreating the Issue Preparation and Review document that combined 2 previously existing documents. She discussed the Issue Reviewers notebook Ms. Everly had created to provide guidance for future reviewers. This was a worthy undertaking. Another activity that was worked on included reviewing the position descriptions to find 10 of them had contradictions that were addressed and relayed to the Board for consideration.

ACTION ITEM:

Dr. Garren moved and Mr. Moris seconded to acknowledge the Issue Committee report.

Mr. Guzzle moved to recess until the next scheduled meeting. The meeting recessed for the day. The next meeting would be Wednesday 7:30am for breakfast.

Mr. Guzzle brought the meeting to order. Mr. Rosenwinkel read the antitrust statement. Mr. Guzzle introduced the guests in the room: Tara Paster, Linda Zaziski, and Dr. Adam Kramer. Mr. Guzzle wanted to publicly acknowledge Ms. Paster of Paster Training for taking control of assigning who would use and report on the Attendify app during council deliberations. Ms. Paster shared her cell phone for any situations that would need to be addressed.

Nominating - John Luker

Mr. Luker said the committee met once. He related the charge was to nominate a new Conference Chair and Vice Chair for the next 2018-2020 biennium. David Lawrence was nominated as Conference Chair for 2018-2020 and Brenda Bacon was nominated as Conference Vice-Chair during that biennium. The charge was completed.

ACTION ITEM:

Dr. Garren moved and Mr. Eils seconded to acknowledge the Nominating Committee report. A vote was taken and the motion carried.

Constitution, Bylaws/Procedures (CBP) – John Luker

Mr. Luker reported the committee met three times on three charges, manual, and commercialism policy and use name and logo.

The first charge was to develop one document/manual from the existing governing documents. This task has not been completed. This was to be carried over, from **Issue: 2016 II-026**.

The second was to clarify the commercialism policy and use of name and logo. An Issue is being submitted, **Issue: 2016 II-027**

The third was to amend the Constitution, Bylaws and Procedures, by adding duties of the Nomination and Strategic Committees to CBP and additional charges added from last meeting. **Issue: 2016 II-029**

There were additional charges at the August Board meeting:

- to address the at-large constituency, especially regarding the number of members that could or should sit on committees, and
- to add a constituency as a regulatory support. This is still in need of a friendly amendment.

He wanted to thank those on the committee. Ms. Everly stated we do not need a motion because the report was acknowledged by the Council. Mr. Guzzle stated we are acknowledging a report was given.

Food Protection Manager Certification Committee Report (FPMCC)- Sharon Wood

Ms. Wood discussed the charge to update standards. She stated the workgroup headed by Kate Piche was tasked with reviewing the CFP Standard to make sure it was correct and easily understandable. She stated there is still an ongoing process of looking at alternatives to the CFP standards for equivalency, and at this time it is the ISO 17024. She stated that Bryan Chapman with ANSI helped to assure the standard was current. She stated they looked at how the CFP standard can continue the way it is written and be considered equivalent to the ISO standard. The committee created a normative document and this document would allow the committee to look for ways the standards can be seen as equivalent. In addition Ms. Paster put together a Power Point presentation to help individuals to understand the process. She shared the committee worked very diligently to achieve consensus and the striving for excellence. Ms. Wood was asked if there were others using the ISO 17024 standard. No motion is needed.

Mr. Moris inquired about Issue 2018-II-028 that concerns the regulatory support constituency?

Dr. McSwane replied by stating people like Mr. Rance Baker with NEHA as someone who didn't have the appropriate niche and having this new constituency would be clearer as to what subcategory these type of organizations would fit.

Program Standards Committee – Angie Cyr

Ms. Cyr stated she would give a report. However, the Program Standards Committee report was already accepted by Council II. She summed up here report by saying the committee including the four sub-committees worked very diligently to accomplish their tasks by this Biennial Meeting. She discussed the 8 Issues submitted. Ms. Cyr discussed the funding opportunities for the program standards and shared there would be a Retail Program Standard session and panel discussion about funding on Thursday (see agenda). A motion is not required.

Audit Report – Terry Levee

Mr. Levee is giving the report for Mr. Follett. A written report and roster were submitted. Mr. Nutt was acknowledged for his help with the process. He related his help has made the process easier. The committee did review the quarterly audits. There was a 40cent error! Mr. Levee stated when other forms are submitted for reimbursement rather than the CFP form it complicates and slows the process down. We need to use the CFP reimbursement form. Mr. Follett continues to work with the Audit Committee and with

the Finance committee serving as liaison. Mr. Levee shared they started using a cloud account to share information.

ACTION ITEM:

Dr. Garen moved and Mr. Eils seconded to acknowledge the Audit Committee report and for members to use the CFP reimbursement form. A vote was taken and the motion carried.

Resolution Committee - Michael Roberson

Mr. Roberson stated there are four committee members but have not met at all and the work really started yesterday at the Biennial Meeting. He reviewed the 12 resolutions. He further stated the resolutions included: the standard resolutions such as the hotel staff, Conference Direct, and sponsors. Other resolutions included: Board members (Bill Hardister and Mr. John Luker) who are leaving, and Issue Chairs, (Ms. Vicky Everly and Ms. Debbie Watts) Mr. Roberson referenced the two memorial resolutions (Mr. Larry Holbert –Ohio Health and Dr. David Theno-Jack-in the-Box). He asked for clarification on the Late Breaking Issue - Retail Food Program Standards Alliance resolution. Mr. Lawrence stated the resolution was written before the Issue was created. Mr. Guzzle stated we could still have both.

ACTION ITEM:

Dr. Garren moved and Mr. Lawrence seconded to acknowledge the Resolutions Committee report. A vote was taken and the motion carried.

Compensation committee – Larry Eils

Discussion was held without the Executive Staff in the room.

Strategic Planning – Tom Ford

Mr. Ford began by asking if attachments could be available. He wanted to thank Elizabeth Nutt for all the work she did on her subgroup. The attachments to the report were provided in Binder 3. Mr. Ford also wanted to thank Jessica Fletcher for all the work she did with the Navigator program. We had 263 new members for her to work with in assuring everyone had a navigator that could assist them. Last biennial meeting had 160 new members. Lastly, Mr. Ford wanted to move away from the mission statement charge that has been completed and to continue the survey process with Dr. Neal and Dr. Draper. Mr. Ford stated the results of the new survey tool would be shared with Board at the next Board meeting. Dr. Neal thanked the Board for accepting the changes needed to continue their task. Mr. Ford reminded the Board he has done this pro-bono.

ACTION ITEM:

Mr. Eils moved and Dr. Garren seconded to approve the Draft CFP Strategic Planning Committee Mission Statement document and to finalize editorial edits for final approval. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Lawrence moved and Ms. Johnson seconded to acknowledge the Strategic Planning Committee report. A vote was taken and the motion carried.

Mr. Levee asked if Standing Committee Chairs end their terms after the biennial meeting or at the next Board meeting. Ms. Everly stated there are currently contradictions in the governing documents about when the term ends. This was one of the issues facing the CBP At this point it would be the will of the Board.

Special Committees and Report

Association of Food and Drug Officials (AFDO) Report - Steve Moris He stated he gave part of his report yesterday during morning meeting. He also wanted to thank the board for allowing AFDO to sponsor the regulators meeting on Sunday and was very well attended, which was double from last year. The next AFDO meeting will be held June 9-13, 2018 in Burlington Vermont. Mr. Moris shared AFDO received a letter from Joe Corby stating he would be retiring at the end of this year and AFDO was now looking for his replacement. As Mr. Moris put it, he would not be leaving AFDO and riding into the sunset but his horse will now have time to rest.

ACTION ITEM:

Dr. Garren moved and Mr. Lawrence seconded to acknowledge the AFDO report. A vote was taken and the motion carried.

Mr. Guzzle wanted to acknowledge that CFP and AFDO have been working very closely together. He is happy to have AFDO add a retail component to their duties.

ACAC – Roger Hancock

Mr. Hancock was here instead of Dr. Vijay Krishna to give the report. Mr. Hancock stated the committee continues to do the work as required. Ms. Joyce Jenson had retired from the committee and Ms. Julie Albrecht was her replacement on the committee. Mr. Hancock stated there were 5 accredited providers. ANSI continues to work with the providers to assure deficiencies are handled properly. At this time all providers are accredited. There are two issues right now, one is with the computer based testing and the other is of equivalency between the CFP Standards and the ISO 17024 Standards. Currently the CFP has a subcommittee working on equivalency. ANSI is piloting an oversight program for computer based testing. A problem came up about a certification body being suspended/probation. Dr. Krishna clarified the issue in writing, that there were no certification bodies in suspension or probation where their certificates issued would not be valid.

ACTION ITEM:

Dr. Garren moved and Ms. Whiting seconded to acknowledge the ACA report. A vote was taken and the motion carried.

Conference Direct - Karen Peña

Ms. Peña discussed the option available in our price bracket for the Biennial Meeting in the North East region to be held in the spring of 2022. Ms. Peña went over an extensive PowerPoint presentation covering all the current possible venues. Ms. Peña went into detail about the pros and cons of each venue.

Discussion: The venues in New York State were brought up but Mr. Luker had a few reservations. Mr. Levee brought up that we may need to open up our choices to other regions. Mr. Guzzle brought up finding local arrangements committee volunteers was very important. There was much discussion about opening up the choices to the entire country. Dr. McSwane brought up Louisville, Kentucky. Ms. Sanchez offered a friendly amendment to consider other areas as well.

ACTION ITEM:

Mr. Lawrence moved and Ms. Steiner seconded to look into Louisville Kentucky and other viable venue possibilities. A vote was taken and the motion carried.

FEDERAL Reports

FDA Report - Glenda Lewis

Ms. Lewis stated she only had one item she wished to address. The item of concern was Issue 2016-I-38 on the “raw animal” consumer advisory. She shared the FDA did reevaluate the advisory by performing focus groups. They conducted eight focus groups in four locations. Each group was conducted for 90 minutes the topic of the language on the menus was discussed. The three points discussed were, awareness, interpretation and influence of the language. Most focus group members were familiar with it. Some shared the thought it was to protect corporations from liability. Some individuals shared the advisory was good for susceptible populations. The overall opinion was the advisory didn’t influence what they wanted to eat. After reviewing the final results of the focus groups the FDA is not considering revising language in the Food Code. However, they are interested in increasing awareness, and how to best use and revise the implementations. She would send the Board the information given on this report.

ACTION ITEM:

Mr. Eils moved and Dr. Garren seconded to acknowledge the FDA report. A vote was taken and the motion carried.

CDC Report - Vince Radke

Mr. Radke stated the report given at the opening session by Dr. Laura Brown would serve as the report for the Board. In addition, he would ask permission to post on the CFP website, the presentation used at the workshop on CIBT.

ACTION ITEM:

Dr. Garren moved and Mr. Luker seconded to acknowledge the CDC report. A vote was taken and the motion carried.

USDA – Dr. William Shaw

Dr. Shaw stated the report given by Roberta Wagner at the opening session would serve as the report for the Board.

Mr. Guzzle stated it was 8:30AM and suggested the Council Chairs to go and set up their meeting rooms.

New Business

Mr. Guzzle stated there was one item we were going to insert at this time, which was not printed on the agenda.

Convening Committees at a Future Time – Vicky Everly

Ms. Everly stated there was actually two items they were going to go over at this time. The first item was that 4 committees had asked for charges to be made in future biennial meetings, 2022-2024. She stated that the Council members should not worry about it because it would be alright to ask for charges to be made for a future meeting and that Council should not be bogged down with trying to decide what to do right now such as recreating a committee etc. However, the question would be how would the Board keep track of the future charges? It is an anomaly, but can be done with Board oversight.

Ms. Sarrocco-Smith asked if you can recreate a committee without charges. Ms. Everly answered no. She

gave an example. Ms. Bacon asked why not take it up now and Ms. Everly explained that a process needs to be within the EB as a tickler file because being the Issue Chair can change. Ms. Bacon asked who would create the Issue and Ms. Everly stated that is what this Board would decide. Someone can do it or an Ad hoc committee could do it etc. Ms. Everly's intention was to save time for Council not to have to worry about it and to try and figure out what to do.

How to edit a recommended solution in council - Vicki Everly

Ms. Everly stated it was basically the handout that was used in 2016 but what was added is in the lower right hand column. There are some points the Councils can consider when they are looking at a No Action. She is asking to have a reason for no action (ideas). See the last page of the issue chair report where it has the one page item: Editing a "RECOMMENDED SOLUTION" in Council. Ms. Sarrocco-Smith asked would this the same list brought up in the 2015 Executive Board meeting and Ms. Everly said yes and added a couple more. Ms. Sarrocco-Smith asked to share the bullet points with Council and Ms. Everly said yes. She is asking for this one page (to be approved by this Board so they can take the Draft off the document and it can be given to Council as a handout. Mr. Radke suggested sharing this document with the Councils now and bring the back responses to it.

ACTION ITEM:

Mr. Lawrence moved and Mr. Eils seconded to approve the document Editing a "RECOMMENDED SOLUTION" in Council from draft to approved status and to share with Council. A vote was taken and the motion carried.

Discussion: Mr. Barney asked if there are other reasons that are not listed on this document that could be used. Ms. Everly stated the document states that Council may edit their rationales for no action.

Late Breaking Issue

Mr. Guzzle requested to take the subject of the Late Breaking Issue at this time.

Mr. Guzzle stated the subject refers to a resolution made by AFDO, which called for the FDA to help fund a Retail Food Regulatory Program Standards Alliance. The CFP would draft a resolution and an issue so the entire conference could hear it. Ms. Lewis pointed out that the issue had not been created as stated in the previous Board meeting. Mr. Guzzle recognized the omission and stated he would craft the language for the Issue, which would then be presented to Council II for deliberation. The alliance would be modeled after the alliance already in existence for manufacturing. We also entertained another motion for a resolution during previous August Board meeting. The Board discussed at that time to craft an Issue in order for the entire Conference be made aware of it and not just the people and the delegates that would be around to hear the resolution. Ms. Lewis was thanked for her diligence in recognizing the omission. Mr. Lawrence, Mr. Guzzle and Ms. Lewis reviewed the minutes to clarify who was responsible for writing the Issue itself. Mr. Lawrence, Ms. Everly and Mr. Guzzle worked on crafting the language for the Issue. Mr. Guzzle would present the Issue.

ACTION ITEM:

Mr. Lawrence moved and Ms. Krzyzanowski seconded to approve the Late Breaking Issue on the Retail Food Regulatory Program Standards Alliance resolution for Council II deliberation. A vote was taken and the motion carried.

ISSC/CFP Working Group

Mr. Guzzle discussed the ISSC working group makeup. Ms. Bacon stated the Industry put forward: Barry Parsons, Kathleen O'Donnell Cahill and Ms. Steiner of Regulatory put forward Julie Henderson. Ms. Johnson of Regulatory put forward: Carlos Lezcano, Michelle Haynes, Caroline Griffin, and Phyllis Fenn (if needed.)

The FDA would also have someone from FDA on this working group and possibly a consumer but no volunteers yet. Ms. Vaughn Grooters stated she would be interested in serving as the consumer representative.

ACTION ITEM

Mr. Lawrence moved and Dr. Garren seconded to approve Joe Graham, Julie Henderson, Susan Vaughn Grooters, Kathlene O'Donnell Cahill, and Barry Parsons to represent the CFP on the ISSC and CFP ad hoc Committee. A vote was taken and the motion carried

ACTION ITEM:

Dr. Garren moved and Mr. Luker seconded to acknowledge the USDA report. A vote was taken and the motion carried.

August Board Meeting Venue – Sharon Wood and Jill Hollingsworth

Ms. Wood (H-E-B Food Stores) shared with the Board along with Jill Hollingsworth (Chemstar) that San Antonio would be a very good place to have the next Board meeting. The dates available would be Monday through half day Wednesday. The two options were: August 20-22 or August 27-29. Ms. Hollingsworth shared the hotel would be a recently renovated La Quinta all suite hotel near the Riverwalk and Ms. Wood negotiated a rate of \$87 including a continental breakfast. The room would have a hollow square set up for the meeting room and internet availability/AV. HEB would cater a lunch and on Tuesday night drinks and heavy hors d'oeuvres would also be provided.

ACTION ITEM:

Mr. Moris moved and Mr. Lawrence seconded to go to San Antonio on August 20-22, 2018 for the fall Board meeting. A vote was taken and the motion carried.

Student Fees - David McSwane

Dr. McSwane brought up the topic of the approval by e-vote about the student fees. However, details for who qualifies as a student needs to be addressed. What constitutes a "student"? There is a need for a definition beyond what we have in CBP. We need to create guidelines for registration and membership fees.

Discussion: Mr. Levee thinks undergrads are most in need. Ms. Vaughn Grooters thinks doctorate students should be included as well. It was brought up that IAFP has student membership. Ms. Everly suggested for the CBP Committee to look at what is in the CBP bring back recommendations for August Board meeting.

Executive Staff Service Agreements

Mr. Guzzle excused the Executive Staff to enter the Board into an executive session. The Board established and approved assignment of charges to the Compensation Committee regarding Executive Staff Service Agreements. Ms. Staley is the Chair of the Compensation Committee. Other Board members who volunteered to serve on the committee include: Ms. Krzyanowski, Mr. Roberson, Ms. Whiting, Mr. Lawrence, and Ms. Wood. The committee will report back at the August 2018 Board meeting.

Mr. Guzzle moved to recess the meeting until tomorrow. A vote was taken and the motion carried.

Mr. Guzzle brought the meeting to order and Mr. Rosenwinkel read the anti-trust statement. Mr. Rosenwinkel asked new Board members and new chairs to introduce themselves: Council III Chair and Vending and Distribution representative Dr.Keith Jackson and Vice Chair Christine Applewhite, Amber Daniels SE local representative, Todd Rossow representing Retail Food, Adam Kramer the liaison for CDC, Council I Chair Donald Todd Mers and Vice-Chair Tom McMahan, Council II Chair Sharon Wood and Vice Chair Joetta DeFrancesco.

Mr. Guzzle shared a few announcements before going to any new business.

- Industry would meet in Salon E and Regulatory would meeting in Salon F
- Mr. Lawrence shared the Late Breaking Issue, Creating a Retail Food Regulatory Program Standards Alliance 2018-II-029 passed as submitted
- Create a survey tool to ascertain how best to create a method for submitting reports

ACTION ITEM:

Ms. Krzyzanowski moved and Mr. Luker seconded to create a resolution for AFDO representatives Patty Fitzgerald and Krystal Reed. A vote was taken and the motion carried.

ACTION ITEM:

Ms. Whiting moved and Dr. Garren seconded to recess until tomorrow at 6:30AM. A vote was the motion carried.

Mr. Guzzle brought the meeting to order and Mr. Rosenwinkel read antitrust policy.

Mr. Radke, is retiring from the Board and introduced his colleague Dr. Adam Kramer who would be his replacement on the Board. Mr. Radke took this opportunity to say he was honored to have served on the Board and to be a part of the CFP process. He was thankful to the CFP for exposing him to so much information about food safety. He wanted to thank Ms. Glenda Lewis for her help and her friendship for so many years.

Mr. Nutt stated that board members could claim \$1200 stipend for this biennial meeting. However, this would not apply to standard Board meetings. Ms. Bacon said she would share some information with Mr. Nutt on the subject.

ACTION ITEM:

Ms. Krzyzanowski moved and Ms. Johnson seconded to approve the amount of \$1200 for reimbursement exclusively for the biennial meeting. A vote was taken and the motion carried.

Consider a policy to cover requests from Issues submitters who request to contact or send information to council members in advance of the Biennial Meeting – Ms. Everly

This was brought up to the Issue Chairs about Issue submitters wanting to reach out to council members with revisions. Ms. Everly stated that currently, we don't have a policy or process to allow or not allow information be disseminated in this manner, (through or to council members). Discussion ensued.

Mr. Guzzle asked Ms. Everly if she would speak to the other topic she had brought up,

Handling Issues that recommend tasks for future Biennial Meetings – Vicki Everly

Ms. Everly stated she couldn't recall all the Issues at this time but there were two Issues that requested a committee be reconvened in 2024. This Board needs to come up with a method to track this process. She

doesn't think this would be a complicated task. However, this is a discussion that could be discussed at a later time. Discussion ensued.

ACTION ITEM:

Mr. Moris moved and Mr. Lawrence seconded that an action item be created for the Board to track reconvening committees in the future and that the new Conference Vice-Chair, Ms. Bacon would keep track. A vote was taken and the motion carried.

Discussion: Ms. Lewis suggested having a place holder committee to track actions to then create it for the future committee. Also having someone from the Board to keep track of action items such as convening future committees. Ms. Bacon suggested keeping a list of action items. Ms. Johnson asked about placeholder issues. Ms. Everly discussed placeholders. The Issue Submission Program (IMP) were only live for 30 days. She stated placeholders were only in place in case an Issue had not been put in the system for a justifiable reason or if someone didn't meet a deadline that was expected to do so, such as a committee chair and is not part of this discussion. Mr. Levee suggested the task be put on the Executive Assistant. Ms. Bacon as the new Conference Vice-Chair offered to keep track of the future reconvening committee's action item.

Presentations for Outgoing Members

Ms. Hale presented awards to Mr. Patrick Guzzle as the outgoing Conference Chair for all the work he did during his tenure , which was much appreciated as Conference Chair. A token of appreciation was also given to three outgoing Board members, Mr. John Luker, Mr. Bill Hardister and last but not least Mr. Larry Eils for their many years and contributions as Board members.

ACTION ITEM:

Dr. Garren moved and Mr. Eils seconded to approve a resolution for Mr. Vince Radke, our outgoing CDC representative. A vote was taken and the motion carried.

Discuss the need for creating a policy to cover having exhibits (such as the AFDO interactive display) at the Biennial Meeting. - Patrick Guzzle

Mr. Guzzle stated he was unable to complete all the items on the Board's agenda and this it would be tabled for the next Board meeting. Mr. Lawrence also added there would be more discussion concerning the last action item with respect to Ms. Bacon handling future committee tracking,

ACTION ITEM:

Mr. Moris moved and Mr. Lawrence seconded to adjourn the meeting. A vote was taken and the motion carried.

Meeting of 2018 -2020 Board following Assembly of Delegates Session

Mr. Lawrence assembled available Board members near the stage and called for a brief meeting to outline Board activities to be taken in the next few weeks. These activities include Executive Board actions on Issues extracted and rejected by the Assembly where Council recommendation was for No Action. Mr. Lawrence stated that he will be in communication by email with the Board for upcoming activities. Ms. Garren stated that the procedures offer possible Board actions including creation of an ad hoc committee with specific requirements for the ad hoc committee's membership.

Mr. Lawrence spoke briefly about the upcoming Council and Standing Committee formation process and his desire to have Committee membership rosters submitted and approved prior to the August Board meeting to allow more time for the Board to focus on other agenda items at that meeting. Mr. Rossow suggested that optional email addresses be obtained from CFP members who volunteer for committees.

Mr. Lawrence requested a motion to adjourn the meeting.

ACTION ITEM:

Ms. Garren moved and Mr. Rossow seconded to adjourn the meeting. A vote was taken and the motion carried.