



CONFERENCE FOR FOOD PROTECTION  
EXECUTIVE BOARD MEETING

August 21-22, 2018  
La Quinta Inn  
100 W. Caesar Chavez Blvd.  
San Antonio, TX, 78024

*Corrected by Executive Board motion 04/02/2019*

**8:30AM, August 21**

Mr. Lawrence brought the meeting to order. Ms. Bacon read the Anti-trust Policy for the record.

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

**Voting members present:** Amber Daniels, Steve Moris, Kelli Whiting, Patrick Guzzle, Dr. Adam Kramer, Dr. Brian Nummer, Rebecca Krzyzanowski, Jessica Fletcher, Lauren Bush, Ann Johnson, David Lawrence, Brenda Bacon, Angela Sanchez, Christine Sylvis, Catherine Feeney, Glenda Lewis, Todd Rossow, Dr. Keith Jackson, **and Kristi Barlow.**

**Voting members absent:** Lisa Staley, Jason Horn, , Rebecca Steiner, Dr. William Shaw, Donna Garren

**Non-Voting members present:** **Donald Todd Mers**, Davene Sarrocco-Smith, Joetta DeFrancesco, Sharon Wood Angie Cyr, Elizabeth Nutt, Tom Ford

**Non-Voting members absent:** Christine Applewhite, Vicki Everly, Joell Eifert, Tom McMahan, Sean Dunleavy

**Telephone:** Terry Levee, Rich Linton, Ben Chapman, Danny Follett, Dr. Donna Garren, Lisa Staley

**Guests:** Albert Espinoza, (HEB), Jill Hollingsworth (Chemstar), Laurie Farmer (FDA)

**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. Lawrence asked if there were any changes to the Board Meeting Minutes from April 16-20, 2018. Hearing no objections, the minutes stand as previously approved via E-ballot.

**Chair's Update – David Lawrence**

Mr. Lawrence reviewed his report including opportunities Board members have had to market the Conference and the status of the MOU between NACCHO and CFP.

Presentations about the CFP:

- **AFDO Annual Educational Conference**, CFP presentation and updates from 2018 Biennial Meeting provided by Patrick Guzzle
- **NACCHO** Webinar, Sharing Session on CFP Process & Retail Program Standards, presentation provided by David Lawrence, Andre Pierce, and Glenda Lewis
- **American Frozen Foods Institute** (AFFI) Webinar, David Lawrence and Brenda Bacon invited by Dr Donna Garren to present about the CFP and provide updates from 2018 Biennial Meeting

Status of MOU between NACCHO & CFP:

NACCHO is interested in establishing an MOU with the CFP. I will be working with Jen Li, Senior Director for Environmental Health and Disability, and Dave McSwane to draft a MOU.

Mr. Lawrence also thanked the Board for all the work already done since the Biennial Meeting. He added that this work should help to inform and improve the actions to be taken by the Board during this Board meeting.

## **Executive Staff Reports**

### **Executive Director – David McSwane**

Dr. McSwane reported there were 512 attendees at the 2018 Biennial Meeting and stated this was by far the largest meeting to date. First time attendees were also the largest number in attendance. Dr. McSwane also stated there was an increase in younger members this cycle. He went over the work that was done creating new committees including the ad hoc committees. Dr. McSwane went over the Attendee Satisfaction Survey responses and was pleased that over 50% of those who received the survey responded. Overall satisfaction with this biennial meeting was quite high and he agreed this was a good conference. One of the items which attendees responded to favorably was the revised schedule for the biennial meeting. The educational program and the breakout activities including the hands on approach were well received. Some individuals thought there was too much information crammed into the opening session. However, no one wanted to increase the length of session. It was indicated the federal agency reports should be moved to the updates session when more time could be devoted to these presentations. There was quite a bit of information in the printed program, however, it was thought that individuals were not reading it. Dr. McSwane said staying through the voting process at the Assembly of State Delegates meeting would be helpful to attendees in order for them to understand how the system works. He suggested we should get this point across to the members. He shared fee increases did not affect the way members responded to the biennial meeting. It is a seller's market at this point and hotel costs are high at this time. This will likely impact the number and variety of options we have available for the site of the 2022 Biennial Meeting.

Mr. Guzzle expressed concern about the responses to the survey question "If you had problems understanding the CFP Process and how it worked at the BM, what elements did you find confusing?" He specifically spoke to the responses about the political nature of the CFP process and that council members should be lobbied. Dr. McSwane stated he was unaware that this was an issue. He felt there were steps taken to prevent individuals from attempting to lobby council members.

Mr. Guzzle added that he felt the Conference functions more as a Congress in terms of the process that takes place at the Biennial Meeting. He made the suggestion to change the name of the Conference for Food Protection (CFP) to Congress of Food Protection. Conversation ensued on the benefits of changing the name to the Congress of Food Protection. It was felt that the function of the CFP is more of a congress than a conference and was a better description of what the CFP actually does. There was concern that the term "conference" implies an educational function only and more in line with what associations provide. Some

organizations find it difficult to separate the function of the CFP from what many employers feel is a traditional conference. Federal representatives find it is difficult to explain to their higher ups, the difference between a true conference and that of the CFP. Therefore, it can be difficult to get approval to attend the CFP Biennial Meeting and to pay for membership. Dr. Nummer suggested adding a friendly amendment to the motion by including the Strategic Planning Committee as well.

#### **ACTION ITEM:**

Ms. Sanchez moved and Ms. Fletcher seconded to have the Constitution, Bylaws and Procedures (CBP) Committee and the Strategic Planning Committee explore the name change from the Conference of Food Protection to the Congress of Food Protection and what the feasibility and impact of that change would be and to report back at the next Board meeting. A vote was taken and the motion carried.

Conversation began on the subject of the navigator program. It was suggested to send something out about the basic processes of the CFP to the attendees. Mr. Guzzle stated 44% of attendees did not meet with their navigators but 80% responded of the new attendees had been contacted by their navigator. It was suggested that some feel more comfortable looking things up themselves. Ms. Wood suggested a presentation could be provided and she and her committee, (FPMC) could assist to achieve this endeavor. Dr. Nummer asked if we could address the navigator program at a later point. It was decided to continue this subject during the Strategic Planning Committee report.

Dr. McSwane continued his report. He brought up the letter sent to the FDA and that Ms. Lewis would address FDA's response to it during her report. He was asked to make a presentation about CFP at an upcoming meeting of the Council of Public Health Consultants at NSF International in September. We are getting our name and exposure out there. Mr. Guzzle mentioned his presentation on the CFP was a previously created by Dr. McSwane and also from a presentation Ms. Sarrocco-Smith had provided him as well. The point here being that there are CFP presentation templates available that could be modified to suit a specific audience.

#### **Executive Treasurer – Cliff Nutt**

Mr. Nutt stated his report basically was to point out the strengths and weaknesses of the current financial status of the CFP and right now it was strong because of the strong economy. He stated the goal was to continue to build up our reserve as we go forward. The reserves were growing from year to year. He stated his goal was to have up to \$400,000 in reserve by 2022. He was impressed with the LAC in Richmond and looks forward to continue in this manner with the Denver LAC. He went over things that were out of our control such as AV costs, etc. He stated this would continue going forward and he would need to keep a close eye on the situation. Mr. Nutt also stated at this time he was interested in measuring the cost for attendees and to get a better foothold on what the costs are and to see what we are getting for the money. Dr. Nummer addressed Mr. Nutt about the amount of dependency there was upon sponsorships and Mr. Nutt responded that we in fact do depend heavily on our sponsors. He further stated his concern was assuring we had a healthy reserve to carry us through the recession times in our economy.

#### **Executive Assistant Report – Aggie Hale**

Ms. Hale briefly stated she did not have much more to say other than what was on her submitted report and invited everyone to ask any questions. The question was asked if the membership list could be provided. She responded in the affirmative. Mr. Lawrence said those that wanted to see what members were in their respective regions could query the current membership list. Ms. Hale agreed she would send the membership list to the Board members. The membership breakdown is as follows:

As of the date of this report, there are 589 total number of members broken down by constituencies:

Academia 20

Consumer 7

District/Territory 2

Emeritus 8

Federal Regulator 48

Food Industry Support 94

Food Service Industry 57

Local Regulator 82

Processing 11

Retail Food Industry 84

State Regulator 160

Student 4

Vending/Distribution 12

**ACTION ITEM:**

Mr. Moris moved and Ms. Krzyzanowski seconded to acknowledge the Executive Staff Reports. A vote was taken and the motion carried.

**Unfinished Business** -Executive Board Issues pending from the April 2018 Board meeting

**Discuss the need for creating a policy on requests from Issue Submitters**

The subject came up regarding Issue submitters who requested to contact or send information to Council members in advance of the Biennial Meeting. – Patrick Guzzle and Becky Krzyzanowski

Mr. Guzzle summarized that an Issue submitter had contacted him regarding amending their own recommended solution and the submitter wanted to share that with the Council before the biennial meeting. He was informed he was in error telling the submitter he could do this at the time. Ms. Krzyzanowski also mentioned there were some beforehand discussions and wanted to know if this was acceptable. Mr. Guzzle mentioned there was conversation before the Council deliberations began amongst the Council members. Dr. McSwane informed the Board that there is already a process that has been painstakingly created and that any changes must be shared with the entire Conference. Ms. Sarrocco-Smith shared that this was not addressed in the Constitution and Bylaws and perhaps that needs to be addressed first.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Ms. Johnson seconded to have to CBP Committee and Issue

Committee review the Issue management process to determine if the CFP governing documents have language preventing Issue Submitters from contacting Council Members in advance of the Biennial Meeting and to report back to the Executive Board by the April 2019 Board meeting. A vote was taken and the motion carried.

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

Mr. Guzzle wanted to clarify the exhibiting process/policy. He asked what is the difference between this situation and a commercial entity having a display. He asked if we need a policy. Dr. McSwane stated the display from AFDO was requested by the CFP Program Standards Committee not AFDO, and it provided information that was specific to the special session held at the Biennial Meeting about the Voluntary National Retail Food Program Standards.. It was not the typical exhibition. Dr. McSwane stated that to remain neutral among all constituencies the Conference had chosen to not allow exhibitions as a rule. Every now and then a situation arises to allow an exhibition. Mr. Moris stated AFDO was well aware this was not an opportunity to promote AFDO. It was stated that we should continue on a case-by-case basis.

**ACTION ITEM:**

Dr. Nummer moved and Ms. Johnson seconded that displays would remain on a case-by-case basis and be transparent. Requests must go through the Executive Director and Conference Chair and with the Board approval process in place. A vote was taken and the motion carried. There was one no vote.

**ACTION ITEM:**

Dr. Garren moved and Ms. Krzyzanowski seconded to take the Ad hoc committee on Issue 2018-I-027 report out of order. A vote was taken and the motion carried.

**Issue 2018-I-027 (Obtaining Purchase of Info - Outbreak Investigation Committee Report) -**  
Catherine Payne Feeney.

Ms. Feeney reviewed the actions of the ad hoc committee formed to address the no action vote that was extracted during the assembly of delegates. A committee was formed with a constituent balance of regulators, industry, and a consumer advocate. The ad hoc committee met three times through conference calls. The committee deliberated and the result was to bring a recommendation to the Executive Board as follows:

The Committee recommended that the Executive Board vote to send FDA a letter recommending that the Food Code be changed to require that in the case of a foodborne illness investigation, purchase information for case-patient customers be given as soon as possible to investigating agencies upon request." "This is being done in order to quickly identify the source of contamination in outbreaks to prevent additional foodborne illnesses and deaths and protect the food industry, and due to unanimous CIFOR support of Issue I-27 "Obtaining Purchase Info for Ill Individuals to Prevent Additional Illnesses," and due to unanimous state rejection of No Action on this issue.

**ACTION ITEM:**

Ms. Bush moved and Ms. Feeney seconded to accept the recommended language provided in the report from the Ad hoc committee on Issue 2018-I027. A vote was taken and the motion failed. (Vote Tally – 3 yes and 16 no)

Mr. Guzzle expressed concern that that the recommended solution was not a consensus and that CFP was based on generating a consensus. He wanted to know what the minority opinion was and this was shared

with him based on the minutes that were submitted with the report.

Discussion ensued about the process needed in order for the FDA to address the Issue. Ms. Lewis shared that there were questions remaining on how the FDA would need to proceed in order to properly address the recommendation in the Food Code. Right now the FDA would have to say no to the recommendation as written

**ACTION ITEM:**

Dr. Nummer called the question. A vote was taken and the motion carried. No votes – 2 and 1 abstain.

Discussion: Ms. Sanchez discussed the minority opinion. It was stated that additional research would need to be conducted to determine if state consumer information privacy laws would restrict or impact the inclusion of a requirement in the FDA Food Code to have the food industry companies provide shopper / loyalty card data or other purchase information without the consent of consumer(s). Dr. Jackson stated at this point the legal concerns would need to be thoroughly addressed before the industry would feel comfortable accepting the recommendation. He also said that consumers would not necessarily universally accept sharing their information. Dr. Kramer stated consumers were willing to share, but the key was what constitutes consent. If the consumer provides the shopper card number, is that considered consent? Ms. Bush shared her personal experience with an E coli foodborne illness and that the shopper card was key in helping to identify the source of her illness. Mr. Guzzle was concerned that we were throwing this at the FDA when it is out of their scope, and said he is opposed to mandating the change to the Food Code. There was some confusion about the minority opinion being available. Ms. Feeney stated the “minority recommendation” was available. Ms. Bacon clarified that what Ms. Feeney was indicating as the minority recommendation was an opinion not a recommendation and the majority recommendation in the report was the only recommendation. (See page 8 of these Minutes for the final outcome of this item).

**ACTION ITEM:**

Mr. Morris moved to table the question to give Board members an opportunity to craft language for a new motion. A vote was taken and the motion carried.

**Potential sites for the 2022 Biennial Meeting – Karen Peña**

The Conference Direct Report by Karen Peña was taken out to order at this time.

Ms. Peña reviewed the block of rooms in Virginia. She discussed the current and foreseeable future of the state of the lodging industry. A couple of things had happened in the last 2 years. The economy was really strong in the hotel market and this had led to more challenges finding suitable space for meetings such as our Biennial Meeting. She also mentioned our hollow square set up takes up more space and hotels are not as willing to provide this space for the number of room nights we provide in return. She stated when multiple hotels are needed it might become costly if transportation is needed. She went through her slide presentation indicating those facilities that were not viable and what was available for us for the 2022 biennial meeting. After reviewing the properties and what they had to offer a potential site was indicated.

**ACTION ITEM:**

Mr. Moris moved and Ms. Krzyzanowski seconded to have the Executive Director and Executive Treasurer work with Ms. Peña to conduct a site visit to the Houston venue for the 2022 Biennial Meeting. A vote was taken and the motion carried.



## **Ad hoc Committee on Safe Handling and Cooking of Roaster Pigs with charges outlined in Issue 2018-III-023. – Brenda Bacon**

Ms. Bacon went over the committee roster and assured the Board the committee had achieved balance. She reviewed the committee report and the recommendation was to create a committee that would be represented by all constituencies and would report to the Executive Board. Ms. Bacon stated a few changes were made to the charge to assure the charges were achievable. The committee charges included finding any existing documentation regarding the way roaster pigs were handled and developing guidelines for the food industry, especially for caterers on how to safely prepare roaster pigs of any size at retail and to report back to the 2020 Biennial Meeting. She stressed there was consensus among the ad hoc committee members. Ms. Sarrocco-Smith questioned whether the committee was to report to Council III or the Executive Board. The newly created committee would report to the Executive Board directly and also report back through the council process.

Discussion ensued as to whether the committee should answer to the Board or go through Council III. Ms. Sarrocco-Smith questioned whether the Executive Board would determine whether an Issue created by the committee would need to go through Board approval before it was deliberated in Council III. In order to vote, the USDA would need for the committee to report to the Executive Board. Ms. Nutt asked how members would be selected. Mr. Lawrence clarified the point that the roaster pig committee did have initial volunteers through the solicitation for committee member process but the Board would be requesting another round of committee member solicitation in hopes of attracting membership that had experience with roaster pigs. Because of the current foodborne illness outbreaks associated with roaster pigs Ms. Barlow of the USDA stated the FDA Food Code has limited information as to how to handle pigs of varying sizes in a safe manner.

### **ACTION ITEM:**

Ms. Sanchez moved and Mr. Moris seconded to accept the Roaster Pig Ad hoc committee's findings and recommendations including creating a new Ad hoc Roaster Pig Committee who would report their recommendations to the Executive Board by April 2019. Recommendations for safe handling and cooking of roaster pigs, if approved by the Executive Board, would be submitted for consideration at the 2020 Biennial Meeting of the Conference for Food Protection using the standard Issue submission process. A vote was taken and the motion carried.

### **ACTION ITEM:**

Ms. Whiting moved to recess for lunch and Mr. Moris seconded. A vote was taken and the motion carried.

### **ACTION ITEM:**

Ms. Krzyzanowki moved and Ms. Sarrocco Smith seconded to reconvene the meeting. A vote was taken and the motion carried.

### **ACTION ITEM:**

Mr. Moris and Ms. Johnson moved to bring the tabled Obtaining Purchase of Info - Outbreak Investigation Ad hoc Committee report off the table. A vote was taken and the motion carried.

Ms. Sanchez presented the new language prepared by members of the Board during lunch recess for a motion to address Issue I-027.

### **ACTION ITEM:**

Ms. Sanchez made a motion that the recommendation of the Issue 2018-I-027 Obtaining Purchase of Info on Outbreak Investigation Committee be for the CFP Board to send a letter to FDA to work

with CDC, FSIS and CIFOR to explore the science, privacy issues and potential inclusion in the Food Code related to obtaining purchase information (various sources) for case-patient customers to be used by agencies during the investigation of foodborne illness outbreaks. FDA, FSIS, CDC to report back findings to the Executive Board by April 2019 for recommendations at the 2020 Biennial Meeting of the Conference for Food Protection. Ms Johnson seconded the motion. A vote was taken and the motion carried.

### **Student Fees – Davene Sarrocco-Smith**

Recommendation for Student Registration and Biennial Meeting Registration Fees – Davene Sarrocco Smith and Jason Horn

Ms. Sarrocco-Smith asked if the Board wanted to have the CBP address the student constituency.

#### **ACTION ITEM:**

Mr. Guzzle moved and Ms. Johnson seconded to charge the CBP to define the term “student,” as it relates to the student constituency, with regard to registration purposes for the two year cycle and to report back to the April 2019 Board meeting.

### **Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership**

#### **Council I Report – Todd Mers and Thomas McMahan**

Mr. Mers reported that a new roster was submitted for the Food Recovery Committee dated 8/15/18 as a result of the Board’s recent motion to limit the number of committees for which an individual could serve. He discussed the topic of the number of committees individuals signed up for and how many should be the limit. He further discussed the steps taken to balance the Food Recovery Committee. They chose Mr. Lester Schonberger who works on food recovery on the campus of Virginia Tech. as their consumer member. He is a student, however Mr. Mers requested the Board accept him as the Consumer constituent on the Food Recovery Committee. It was noted that Mr. Mers had consulted Ms. Bush who supported Mr. Schonberger’s serving as the consumer representative. Ms. Lewis asked if he had the FDA consultant names and he responded in the affirmative. Mr. Hawkins would be the USDA representative on the committee roster.

#### **ACTION ITEM:**

Mr. Rossow moved and Ms. Johnson seconded to acknowledge the Council I Periodic Status report, and to acknowledge the Food Recovery Committee (FRC) report and to approve the FRC roster including Mr. Schonberger as the consumer representative. A vote was taken and the motion carried.

#### **Council II Report – Sharon Wood and Joetta DeFrancesco**

Ms. Wood reported on the Allergen Committee. Taylor Radke, (primary) and Kiersten Reed (alternate) would be the CDC representatives on the Allergen Committee. A new roster would be sent to the Executive Assistant.

#### **ACTION ITEM:**

Mr. Moris moved and Ms. Fletcher seconded to acknowledge the Council II Periodic Status report and to acknowledge Allergen Committee report and approve the roster including the CDC



representatives (Taylor Radke and Kiersten Reed). A vote was taken and motion carried.

### **Council III Report – Dr. Keith Jackson and Christine Applewhite**

Dr. Jackson is asking for acknowledgment of the Direct To Consumer Delivery Food Safety Committee (formerly the Mail Order Food Safety Committee), Produce Wash Committee, and the Product Assessment Committee reports and to acknowledge the Council III Periodic Status report.

Two of the committees had 45+ members. Ms. Lewis and Ms. Barlow would send the list of consultants for Council III committees to the executive assistant. Ms. Bacon brought up that there were two academics on two of the committees but no academic on the Product Assessment committee (PA). Dr. Nummer volunteered to sit on the PA until a replacement could be found. Dr. Jackson found an academic to replace Dr. Nummer during the meeting. An updated roster would be sent to the Executive Assistant to include the consultants as well.

#### **ACTION ITEM:**

Ms. Krzyzanowski and Ms. Sylvis seconded to acknowledge the Council III Periodic Status report, and to acknowledge the Direct to Consumer Committee, Produce Wash and the Product Assessment Committee reports. A vote was taken and the motion carried. Dr. Jackson abstained.

#### **ACTION ITEM:**

Ms. Johnson moved and Ms. Daniels seconded to approve the Direct to Consumer 8/16/2018 Committee roster to include the federal agency consultants. A vote was taken and the motion carried. Dr. Jackson abstained.

#### **ACTION ITEM:**

Ms. Sylvis moved Mr. Moris seconded to approve the Produce Wash Committee roster to include the federal agency consultants. A vote was taken and the motion carried. Dr. Jackson abstained.

**ACTION ITEM:** Ms. Fletcher moved and Ms. Johnson seconded to approve the Product Assessment Committee roster to include the federal agency consultants. A vote was taken and the motion carried. Dr. Jackson abstained.

### **Standing Committee Reports and Approval of Committee Chairs and Membership**

#### **Audit – Daniel Follett, Chair**

Mr. Follett stated it was a bit tricky getting people to sign up for the committee. He stated that once the roster was approved a meeting would be scheduled. He further stated Vanessa Bussiere was a latecomer to the committee.

#### **ACTION ITEM:**

Ms. Fletcher moved and Ms. Johnson seconded to acknowledge the Audit Committee report and approve the committee roster with the addition of Vanessa Bussiere and Mr. Levee as liaison. A vote was taken and the motion carried.

#### **Constitution, Bylaws/Procedures – Davene Sarrocco-Smith and Jason Horn, Co-Chairs**

Ms. Sarrocco-Smith reviewed the CBP report. There was one charge (2016-III-026) as a carry over and the remaining charges are being worked on at this time. The roster has a change in constituency of one individual (Steve Mandernach) who has changed from a regulator to industry support as the executive director of AFDO. However, Ms. Smith stated it would not change the balance of the committee. Mr. Moris

would contact Mr. Mandernach and ask that he send us his new contact information.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Rossow seconded to acknowledge the Constitution, Bylaws and Procedures Committee report and approve the roster with the addition of Kristi Barlow to be added to this roster. A vote was taken and the motion carried.

**Finance Committee – Terry Levee, Chair and Steve Moris, Vice-Chair**

Mr. Levee reviewed his report and covered the charges given to the committee. He stated the committee would continue to follow up on the ongoing process. The committee is charged with reviewing the budget and financial planning. A meeting would be scheduled after the approval of the committee roster. Mr. Levee shared there were two people that were really interested in being on the committee as non-voting members. He stated these individuals had been vetted. He listed all the committee members. Ms. Bacon stated the committee would include the Conference Vice-Chair as a non-voting member of both the Finance and Audit Committees if the revised Conference Vice-Chair position description is approved.

**ACTION ITEM:**

Ms. Johnson moved and Ms. Sanchez seconded to acknowledge the Finance Committee report and approve the Finance Committee roster as submitted. A vote was taken and the motion carried.

**Food Protection Manager Certification – Sean Dunleavy, Chair and Sharon Wood, Vice-Chair**

Ms. Wood reviewed the Food Protection Manager Committee report. She stated there would be a call after the roster had been approved and would address the standing charges at the upcoming face-to-face meeting. Ms. Wood asked if the PowerPoint presentation created by the committee would be posted. Ms. Wood suggested she would send it to the Executive Assistant and to the Board. The Board would then review the presentation and share any comments with the committee. Mr. Guzzle initiated a discussion regarding the roster, especially the confusion over the National Restaurant Association (NRA) and National Registry of Food Safety Professionals (NRFSP) as being two separate certification bodies. Ms. Wood stated she agreed there was confusion.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Ms. Johnson seconded to acknowledge the Food Protection Manager Certification report.  
A vote was taken and the motion carried.

**ACTION ITEM:**

Mr. Moris moved and Ms. Whiting seconded to table the approval of the FPMC Committee roster until tomorrow.  
A vote was taken and the motion carried.

**Issue – Patrick Guzzle and Becky Krzyzanowski, Co-Chairs**

Mr. Guzzle introduced himself and Ms. Krzyzanowski as the new Issue Chairs and Ms. Krzyzanowski reviewed the committee roster. Mr. Guzzle asked for patience because they were new to chairing the Issue Committee and they were aware of the large task before them and the short turn around with the 2020 Biennial Meeting being held in latter March. Ms. Krzyzanowski discussed the roster.

**ACTION ITEM:**

Mr. Rossow moved and Ms. Sanchez seconded to acknowledge the Issue Committee Periodic Status Report and to approve the Issue Committee roster.  
A vote was taken and the motion carried.

**Nominations** – Patrick Guzzle, Chair

Mr. Guzzle had no report at this time.

**Program** – Dr. Richard Linton, Chair and Dr. Benjamin Chapman Vice-Chair

Dr. Linton and Dr. Chapman reported on how they established the committee roster. The constituencies were represented. He mentioned a survey requesting the Board to look at what could be chosen for program topics for the upcoming biennial meeting. The link was: <http://go.ncsu.edu/cfpdenver>  
The survey would be sent out and due the last day of August. He requested Dr. McSwane send out a reminder on the 29<sup>th</sup>. A request was made to move the date to August 31<sup>st</sup> for the survey. There was no written report at the time.

**ACTION ITEM:**

Mr. Moris moved and Ms. Whiting seconded to approve the Program Committee roster.  
A vote was taken and the motion carried.

**Program Standards Committee** – Angie Cyr, Chair; Amanda Douglas and Andre Pierce - Co-Vice Chairs  
Ms. Cyr reviewed her report. Roster 8/14/18 is the updated roster. Ms. Cyr requested the charges to Issue 2018 II-014 be recognized. The charges were not formally assigned to Council II. It should've been recognized that the committee would work with the FDA. She also pointed out that it was really difficult to find industry to participate on the committee.

**ACTION ITEM**

Ms. Krzyzanowski moved and Mr. Moris seconded to acknowledge the Program Standards Committee report and approve the roster and to add the charges from Issue 2018 II-014. A vote was taken and the motion carried.

**Resolutions** – Chirag Bhatt, Chair

Mr. Lawrence reported on behalf of Mr. Bhatt. He stated the functions of this committee do not begin until later in the biennium. The committee is small in size. Mr. Bhatt did contact Michael Roberson about the committee process.

**ACTION ITEM:**

Mr. Guzzle moved and Mr. Moris seconded to approve the Resolutions Committee roster.  
A vote was taken and the motion carried.

**Publications** – Vicki Everly, and Joell Eifert, Co-Chairs

Mr. Lawrence gave the report sharing that Ms. Everly was pleased with the interest in the committee and listed everyone who selected the committee on the proposed roster. The Co-Chairs are actively working on a crosswalk of the Constitutional charges to specific committee activities. A work plan has been laid out in the report. Ms. Everly also provided a report attachment outlining what had previously occurred that led to the formation of the committee.

**ACTION ITEM:**

Ms. Sanchez moved and Dr. Jackson seconded to acknowledge the Publications Committee report and to approve the roster. A vote was taken and the motion carried.

### **Strategic Planning – Tom Ford, Chair and Elizabeth Nutt, Vice-Chair**

Mr. Ford reviewed the report. He reported the Committee had a monthly schedule that they felt had been working well. Mr. Ford has asked for participation by the Finance committee on the Strategic Planning committee. He also shared that changing the name to Congress fits very well with the first paragraph of the Strategic Plan Vision and Objectives document handed out during this meeting. Mr. Ford stated the Committee would be working on how to advance the navigator program. He asked if anyone had any ideas for moving the navigator program forward to let them know.

At the April 2018 Board meeting the Strategic Plan Mission Statement and Objectives document was approved in draft status and had now been finalized. Mr. Ford discussed the mission statement and went through the objectives. Ms. Nutt stated that despite what appeared to be a small document was in fact difficult to accomplish and finalize and she felt that now the momentum would be to move forward with established deliverables. The chairs were pleased with their robust roster. Mr. Ford asked what the will of the Board was with respect to the committee being proactive with their established objectives. Dr. McSwane asked if anyone on the committee had experience in strategic planning and Ms. Nutt and Mr. Ford said no. However, some of the committee applicants stated they had some experience with what were the Committee's charges. Ms. Sarrocco-Smith complimented the committee for the work they had done.

#### **ACTION ITEM:**

Mr. Moris moved and Ms. Whiting seconded to acknowledge the Strategic Planning Committee report, approve the roster, and approve the amended final Strategic Plan Mission Statement and Objectives document. A vote was taken and the motion carried.

#### **ACTION ITEM:**

Ms. Bacon moved and Dr. Nummer seconded to review amending the CBP and specifically Article 15 Section 10 with respect to the objectives created by the Strategic Planning Committee and what was written in the CBP to ensure both documents were congruent, and to come back at the April 2019 Board meeting for discussion on amending the CBP. A vote was taken and the motion carried.

## **Special Committees and Reports**

### **Sponsorship Committee – David Lawrence**

Mr. Lawrence gave the report for the Sponsorship committee. He had requested Janice Buchanon to chair the committee again and she had to decline. Mr. Eric Moore and Mr. James O'Donnell are now the Co-Chairs for the committee and were enthusiastic about working on the sponsorship committee. Dr. McSwane has provided guidance and supporting documentation to James and Eric. They would be working with the LAC in Denver, and they have reached out to previous committee members for interest in serving on the committee. Other than the Co-Chairs, there is no one representing food service to date, since Ms. Stevens-Grobbelaar had vacated. Dr. McSwane asked if there was anyone that could serve from the food industry support or other industry constituents as the food service representative. He stated the industry committee member would not be an overly time consuming position and to share any possibilities with James and Eric.

There was no written committee report or roster at this moment.

#### **ACTION ITEM:**

Mr. Moris moved and Ms. Fletcher seconded to recess for the day and begin the meeting begin at 8:30AM.

A vote was taken and the motion carried.

### **8:30 AM, August 22**

#### **ACTION ITEM:**

Ms. Whiting moved and Ms. Johnson seconded to bring the meeting to order. A vote was taken and the motion carried.

#### **ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Moris seconded to bring the FPMCC report off the table. A vote was taken and the motion carried.

Ms. Wood continued her report. She distributed a copy of the committee report and went over the historical events relating to the Issues. Ms. Wood also went over the differences, which are unique to the Committee as written in the committee's own bylaws. Each certification body has its own alternate to represent the voting member in their absence.

A request was made by Ms. Wood to resolve the question on the association between the NRA and NRFSP. Ms. Wood stated the back of the house questions have come up as to whether both of these certifying organizations were in fact distinct. Dr. McSwane stated questions arose back in 2016 regarding the merger of Environment Health Testing and NRA. He stated as long as they were accredited by ANSI, as separate entities the CFP would be in agreement. Mr. Guzzle brought up the blurring of lines when one employee has an email domain of the other organization.

The committee was still waiting for 360Training and StateFoodSafety to provide an alternate for their respective certification organizations.

Discussion ensued as to whether an audit would be prudent. Questions arose as to how an audit would be performed. Ms. Wood thought it might be necessary to investigate whether there was an issue regarding anti-trust concerns. There was further discussion as to whether a review of the contract with ANSI was needed. Ms. Wood shared the committee does not make a move without consulting ANSI and ANSI-CFP Accreditation Committee (ACAC). Dr. McSwane asked if there was a complaint and whether the Board needed to address it. Ms. Wood suggested a statement from the Board to clarify the situation might be helpful. Ms. Bacon suggested it would be prudent to provide a friendly amendment for the Board to provide a statement. Dr. McSwane stated he felt ANSI was remiss in not having a representative from ANSI at the 2018 Biennial Meeting where a situation occurred during the ACAC report. He felt ANSI continued involvement was necessary. Joyce Jensen was now the new representative on ACAC.

#### **ACTION ITEM:**

Ms. Krzyzanowski moved and Ms. Johnson seconded to acknowledge the FPMC Committee report and approve the roster and continue to recognize the 5 distinct certification bodies as accredited by ANSI, and for the Executive Board to provide a statement from the Board justifying this position. A vote was taken and the motion carried.

### **Compensation Committee – Lisa Staley**

A discussion of staff Service Agreements and bonuses were discussed during Executive Session.

### **Association of Food and Drug Officials (AFDO) Report – Steve Moris**

Mr. Moris recapped the AFDO 2018 meeting. There was a record attendance of 432 attendees. The next

meeting would be held in the greater Atlanta (Buckhead) area in 2019. The next conference would be in Phoenix, Arizona in June. Mr. Corby would be stepping down but would continue to be involved and Mr. Steve Mandernach would be replacing him as the Director. This would be a big change for AFDO. Committees have been formed for the upcoming year and will be looking forward to working with the CFP.

**ACTION ITEM:**

Ms. Johnson moved and Dr. Jackson seconded to acknowledge the AFDO report.  
A vote was taken and the motion carried.

**Federal Agency Reports** and Responses to 2018 CFP Recommendations

**FDA** – Glenda Lewis

Ms. Lewis gave a verbal report at this time and would send the written report at a later time. The Conference sent a letter to the FDA in May. The response letter from the FDA was in fact signed yesterday, August 21, 2018. The letter and report would be sent and would be posted on the CFP website under “Committee Activities and Reports to the Executive Board” under August Board meeting 2018. She reviewed the recommendations. There were 25 recommendations in Part I and the FDA conceptually agreed with 14 Issues which covers changes to the Food Code, and there were 6 recommendations in Part II, which covers recommendations that do not seek changes to the Food Code and its Annexes. Some of the recommendations were not accepted as written but would be conceptually accepted with some changes (see letter). There were two recommendations that were partially accepted. The FDA would require more information before considering funding the alliance that was a late breaking Issue, “The Creation of a Retail Food Regulatory Alliance 2018-II-029”. Ms. Lewis would be sending the FDA letter and her report to the executive assistant. Mr. Moris brought up the need to have another meeting between CFP and AFDO representatives to work on the structure of the alliance. It was asked what would happen with the Issues for which the FDA did not concur. She responded, some Issues might be looked at when they come back to the Conference with necessary changes and some might be considered if the law changes, such as the wood surface Issue. If the FDA determines that a particular wood food contact surface could be used and determined to be a viable exception, the Issue could be addressed at that time. Issues such as II-006 about Person-In-Charge, the FDA would not consider changing it at this time as they feel it is clear as written. She reviewed the region FDA educational meetings and the upcoming summit including the different associations. Ms. Lewis went over the grant funding for the Program Standards. She also mentioned the mentoring program with NAACHO would continue.

**ACTION ITEM:**

Mr. Moris moved and Ms. Krzyanowski seconded to acknowledge the FDA Report.  
A vote was taken and the motion carried.

**USDA** – Kristi Barlow for William Shaw, Jr.

Ms. Barlow stated she was happy to be at the meeting and said Bill sent his apologies for not being able to attend this meeting. She stated the chicken liver guideline has been posted on the FSIS website (Issue I-029.) She also reviewed the guidelines for controlling listeria at retail and shared FSIS was pleased to see the improvements throughout the industry since the guideline were available. Ms. Barlow stated she was happy to see the Roaster Pig Committee was approved. Ms. Barlow said they had also received the CFP letter and were working on the two recommendations: Issue I – 012 requesting the USDA work with the FDA to address mechanically tenderized meat and to put the clarification language in the FDA Food Code and the other recommendation, Issue III-021 “Cooking/Heating Commercially Processed Not RTE Food” the FDA was currently working on a guideline for not ready-to-eat product and the USDA was looking forward to working with the FDA on this issue and to clarify the distinction between ready-to-eat and not ready-to-eat meat product. There was confusion over a product that was both raw and cooked combined. However, the FSIS considers it as a raw product and considered to be cooked and did not have listeria



controls. The USDA has been increasing their presence at retail. The retail food working-group is currently determining their process and procedures. The USDA would continue their efforts at harmonization with the FDA and also with CDC.

**ACTION ITEM:**

Ms. Johnson moved and Ms. Whiting seconded to acknowledge the USDA report.  
A vote was taken and the motion carried.

**CDC – Dr. Adam Kramer**

Dr. Kramer stated the CDC did not receive a letter and in jest he thanked the CFP. He shared information on the hepatitis outbreaks, which were mostly spread from person to person. There were recommendations for vaccines to be administered to the homeless population. The Mortality and Morbidity report documented Norovirus is currently the most common foodborne pathogen and Salmonella was second. Dr. Kramer shared the CDC website has been updated and he felt it was more user friendly. He thanked everyone for helping him, as he is a new member to the Board. He shared he sent his report to Dr. McSwane

**ACTION ITEM:**

Dr. Nummer moved and Ms. Fletcher seconded to acknowledge the CDC report.  
A vote was taken and the motion carried.

**New Business**

**Strategic Planning Exercise – David Lawrence**

This will be held over for the April 2019 Executive Board meeting.

**Steve Moris** – discussion on a motion to allow the Board to go outside of the established regions on planning for the biennial conference when deemed necessary.

**ACTION ITEM:**

Mr. Moris moved and Dr. Nummer seconded to alter the location site based upon financial need to go outside the typical regional rotation and where there is no support of an LAC in that region.  
A vote was taken and the motion carried.

**Replacement of Eventbrite** as provider of membership and meeting registration provider – Cliff Nutt and Dave McSwane

Mr. Nutt discussed the possibility of finding another provider that might be less expensive. This would require a change to the website by adding a plug in type e-commerce. The topic came up that millennials would consider our website too wordy and considered antiquated at this point.

**ACTION ITEM:**

Ms. Krzyzanowki moved and Mr. Moris seconded to allow the executive staff to look into replacing Eventbrite with a new platform for the website and the registration process for the biennial meeting, and to create an ad hoc committee to look into the process and report back at the April 2019 Board meeting. A vote was taken and the motion carried.

Discussion ensued as to whether the Issue Management process should also be included in the revision process. Problems covered included those with firewall issues. Dr. Nummer suggested an ad hoc

committee should be created to look into the process. If possible, it was suggested to look at a simpler method, such as having a plug-in to address the Issue program. Perhaps the Issue process should be separate from the website and our revenue side of the operation.

### **Possibility of having the App replace the printed program at the 2020 Biennial Meeting**

– Brian Nummer

Dr. Nummer discussed the app and the expenses incurred to print the program, which ran about \$8,000. He suggested possibly using an in app advertising. Ms. Bush discussed the process and how sponsorships could be included in the app however, several sponsors shared they would not want to use the process suggested. Ms. Barlow mentioned there could be some printed options. She also suggested having certain segments printed as opposed to the entire meeting program. Dr. Nummer suggested a lower grade of a paper version for those individuals that were not computer literate could be used. Dr. Jackson stated his organization would be happy to utilize the app. Mr. Ford shared having pop ups can be a negative. Ms. Bacon stated she wanted to assure we continued to build on the amount of funds collected from sponsors and she would welcome a millennial to be included in the discussion for the possibility of moving this information to an app.

#### **ACTION ITEM:**

Dr. Nummer moved and Ms. Johnson seconded that the Board agrees that saving biennial meeting expenses related to the printed agenda is advantageous. Before making a final decision the Board charges the Sponsorship Committee and the Strategic Planning Committee to review this action regarding impacts and suggested mitigations to those impacts of not having a printed agenda on sponsored agreements.

A vote was taken and the motion carried.

Discussion: Dr. McSwane suggested replacing the program book with a PDF version that could be distributed electronically as an option. Ms. Sylvis stated she would not want to see us move away from capturing the historical information currently on the website as opposed to an app. Dr. McSwane suggested possibly charging for a printed copy of the program.

### **Formalizing the APP liaison position for each council – Dr. Brian Nummer**

#### **ACTION ITEM:**

Dr. Nummer moved and Ms. Krzyzanowski seconded to charge the CBP to create a position description for a council position named “App liaison” to sit on each council. The CBP would report back to the Board for an E-vote to be taken.

### **Finding ways to allow benefactors to provide financial support for specific activities and services (breaks, meals, receptions, Wi-Fi, etc.) at the Biennial Meeting – David McSwane**

Discussion: Dr. McSwane brought up the topic of a benefactor that could donate monies for a specific venue and amount.

#### **ACTION ITEM:**

Ms. Krzyzanowski moved Mr. Rossow seconded to charge the Sponsorship Committee and the Finance Committee to look into finding ways for benefactors to fund specific activities and or services for the biennial meeting and to report back to the Board in April 2019.

A vote was taken and the motion carried.

Discussion: Ms. Bacon stated there was no sponsorship roster at this time and she encourages the Board to

be or find potential sponsorship committee members.

**Review and Approval of revised Position Descriptions** for Conference Chair, Conference Vice-Chair and Executive Board Members – David Lawrence

**Position Descriptions of Executive Board positions** - Conference Chair, Conference Vice-Chair, Executive Board Member Position descriptions revisions have been proposed. The Board has been presented with a clean copy (changes accepted) and a copy with track changes.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Ms. Johnson seconded to accept the changes to the Conference Chair, Conference Vice-Chair and the Executive Board member position descriptions as submitted and to add the Conference Vice-Chair as a non-voting member to the Finance and Audit rosters.  
A vote was taken and the motion carried.

Ms. Bacon discussed having the Roaster Pig committee be a special committee that reports to the Executive Board. A mass notice would be sent to all CFP members concerning registering for the newly formed committee. The notice would be for a two-week sign up period. The notice would explain why this committee is being requested again with the current charges.

**ACTION ITEM:**

Ms. Johnson moved and Ms. Krzyzanowski seconded to adjourn the meeting.  
A vote was taken and the motion carried.

Spring 2019 Board Meeting - April 1-3, 2019 at the Grand Hyatt Hotel in Denver, CO