

**2004 – 2006 CONFERENCE FOR FOOD PROTECTION (CFP)**  
**ISSUE COMMITTEE REPORT**

**Standing Committee: Issue Committee**

**Date of Report:** January 23, 2006

**Report prepared by:** Marsha Robbins and Frank Ferko, Issue Co Chairs

**Constitutional Charge:**

1. *Article XIII Duties of the Committees*

Section 1. The Issue Committee shall review all Issues submitted at least seventy-five (75) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XI, Section 1, Subsection 1, Section 2, Subsection 1 and Section 3, Subsection 1.

Status: Issue Deadline January 23, 2006. Review process begins upon receipt of first Issue.

**Additional Charges:**

1. Computerize Issue submission process

Status: Completed prior to January deadline.  
<http://foodprotect.org/>

2. Complete instructions for new Issue submission process

Status: Completed prior to January deadline.  
<http://foodprotect.org/>

\* 3. Organize Council Instructions

Status: Summary based on request from previous Council Vice Chair is completed.  
See attachment A

Suggestion: Add information from Council Chairs and Vice Chairs following 2006 Conference. Recommendation: A conference call including Issue Chair(s), 2004-2006 Council Chairs and Vice Chairs, and the 2006 Council Chairs and Vice Chairs should be scheduled as soon after the Conference as convenient.

\* 4. Procedures for Issue Review and Issue Criteria (acceptance/rejection)

Status: Draft document: Recommendations presented at August Board meeting  
See attachment B

Suggestion: Complete review of recommendations. Revise report based on Board discussion and finalize the report.

\* 5. Revise instructions to Issue Committee for Council assignment.

Status: Rough draft under development.

\* indicates work that continues for 2006-2008 Issue Committee.

**Committee and Workgroup Members:** See Attachment C.

**Progress Report:** Since June 2004, the Issue committee has been extremely busy. The Committee is larger than ever and has been working in 5 work groups. Through conference calls and e-mails, 4 of the workgroups have completed their tasks as defined in 2004. Several of the workgroups should continue to update their documents after the 2006 Conference.

1. Issue Form and Instructions to Submitter – Completed and on the Web
2. Issue Process – Completed and on the Web
3. Website organization, communication, and design - Completed
4. Council Instructions – draft completed – Additional information to be gathered at 2006 Conference. Attachment A.
5. Procedures for Issue Review, Issue Criteria (acceptance/rejection), and Instructions to Issue Committee. – Rough draft of report for Issue Criteria is attached (Attachment B)

Timelines: See Attachment D

**August 2005 Board Discussion:**

Review of acceptance/rejection procedures. See Additional Charge 4 and Attachment B.

2006: Issue Chair(s) will review Issues and communicate with submitter. Issue Chairs will use Committee members for additional opinions if needed. If (after 2 communications) the Issue Chair believes that the Issue should still be modified, the Issue will be sent to the Council Chairs and Vice Chairs. They will vote on whether the Issue should be accepted as written. This means that they will take the responsibility for revising the Issue as needed during Council discussions.

**Recommendations for Future Charges:**

Finalize Procedures for Issue Committee – returning to basic Issue assignment.

Create a branding policy for accepting and rejection Issues and attachments.

Finalize Council Instructions for Issues.

**Thank you.** Just a few words to cover so many hours of work: Thank you to all the committee members for their support and diligence. The workgroup Chairs (Dee Williams, Brian Nummer, John Krakowski, Ellen Laymon, and Glenda Lewis) have worked especially hard to get this much work done.

In the past I have sent thank you letters and/or certificates to committee members to thank them. We plan on continuing this practice following completion of our charges in February.

Marsha Robbins and Frank Ferko  
Issue Committee Co-Chairs



# **Conference for Food Protection** **How Issues Are Considered and** **Addressed During a Council** **Meeting**

**Updated 06/17/05**

**Purpose:** This guidance is designed to help both Council Members and Issue submitters understand the Issue process during a Council meeting.

**Rationale:** Consistent Issue amendment and/or revision processes will:

- help Council Members understand and recognize their responsibilities and duties;
- help Issue submitters understand their role during a Council meeting;
- define what actions may be taken with an Issue during a Council meeting;
- provide an effective, efficient and fair process with reasonable time for Council deliberation and action.

**Process:**

**An issue amendment or revision** for consideration by a Council during the biennial Conference meeting will adhere to the following:

1. A Council Member who is the original Issue submitter may bring the amendment/revision to the table as recognized by the Council Chair.
2. If the Issue submitter is not a Council Member, then a council member must bring the amendment/revision to the table as recognized by the Council Chair. Issue submitter may address the amendment/revision as recognized by the Council Chair.
3. Revisions must be:
  - a. provided to the scribe in an acceptable electronic format\* with handouts for all Council Members.
  - b. submitted in an underline/strikeover format to allow Council Members to locate changes.
  - c. dated and timed to reduce confusion with previous submissions.
4. Content language and formatting of final Issue recommendation will be in the proper format (written examples attached).

\* Acceptable electronic formats (e.g., floppy, CD, USB memory modules, wireless e-mail) will be determined in advance of each Conference based on available computer capabilities. All Conference attendees will receive advance notification on acceptable electronic formats.

## ATTACHMENT B

### Procedures for Issue Review and Issue Criteria (acceptance/rejection)

#### **ISSUE REVIEW PROCESS FOR ISSUES SUBMITTED BY THE SUBMISSION DEADLINE**

**CONSTITUTIONAL REQUEST:** The Constitution and Bylaws Committee will be submitting an Issue to request a Constitutional change to begin with the 2008 Conference. The Issue will be based on an Issue Submission deadline of 90 days prior to the first day of the conference.

Previous Board comments and interpretations of the Constitution and Bylaws have indicated that all changes must be finalized by the submission (75 days prior to Conference) deadline. The Board discussions in August 2005 indicate that this is not true and the Chair may have time after the deadline to review and work with the submitter to modify the Issue. This review time after the deadline is internal to the Issue Committee Timeline and does not affect Conference deadlines defined in the Constitution and By Laws.

The Issue Chair enters the Council and sequence numbers (for example, I-2) following the assignment process and creates the list of Issues to be included with the Issues. Some of this is done manually and some electronically through the new program. In the past, this was manually compiled by the Issue Chair prior to submission to the Executive Director.

The Issues will be submitted to the Executive Director in final format. The process will actually post the zip file for the Executive Director to download. A scribe version of the Issues is also created, eliminating the need for manual creation of this format of the Issues. A Table of Contents for viewing, printing (single Issues or print all by Council) and linking to assignments will be included.

The responsibility of the Executive Director then becomes receiving the final version of the assigned Issues (complete and scribe edited versions) and sending the Issues to the members and to Sterling to post on the Web. He or she is no longer required to forward submitted Issues to the Issue Chair.

**SUBMISSION:**

This is a draft document.

Deadline for Submission – 01/23/06

Submitter automatically receives notification that Issue submitted by deadline.

A tracking number is assigned to the submitted Issue.

**REVIEW:**

**Level 1 Review:** Basic criteria review: retail-oriented, all sections completed, not commercial, submitted by deadline.

Level 1 Review

**Level 2 Review:** Spelling, grammar, and clarity.

**Assignment process:**

ATTACHMENT C: **CFP ISSUE COMMITTEE**  
**2004 - 2006 CONFERENCE FOR FOOD PROTECTION**

**Co Chairs**

Frank Ferko  
Rare Hospitality International, Inc.  
8215 Roswell Road, Bldg. 600  
Atlanta, GA 30350  
770 206 5019 FAX 770 551 5409  
[frank.ferko@loho.com](mailto:frank.ferko@loho.com)

Marsha Robbins  
HACCPplus.com  
1245 W. Ruth Ave.  
Phoenix, AZ 85021 4446  
602 395 9164 FAX 623 388 9007  
[Marsha@HACCPplus.com](mailto:Marsha@HACCPplus.com)

**Federal (1)**

Glenda R. Lewis  
Supervisory Consumer Safety Officer  
Team Leader, Retail Food Protection Team  
FDA - Center for Food Safety and Applied  
Nutrition  
5100 Paint Branch Parkway  
(HFS-627) Room 2C-006  
College Park, MD 20740  
301 436 2150 FAX 301 436 2672  
[glewis@cfsan.fda.gov](mailto:glewis@cfsan.fda.gov)

**State (2)**

Wayne Derstine, DVM  
FL Dept. of Ag and Consumer Services  
3125 Conner Blvd., Room 289  
Tallahassee, FL 32399 1650  
850 488 3951 FAX 850 488 7806  
[derstiw@doacs.state.fl.us](mailto:derstiw@doacs.state.fl.us)

Dean Finkenbinder  
WY Dept of Agriculture  
1250 McDougall Drive  
Lander, WY 82520  
307 332 3846 FAX 307  
[dfinkenbinder@wyoming.com](mailto:dfinkenbinder@wyoming.com)

**Local (2)**

Glenda Christy  
Allegheny County Health Department  
F.B. Clack Health Center  
3901 Penn Avenue, Bldg # 1  
Pittsburgh, PA 15224-1344  
412 578 7932 FAX 412 578 8190  
[gchristy@achd.net](mailto:gchristy@achd.net)

Darwin Pattengale  
City of Albuquerque  
Director, Consumer Health Protection Division  
Environmental Health  
One Civic Plaza  
Albuquerque, NM 87103  
505 768 2600 FAX 505 768 2698  
[dpattengale@cabq.gov](mailto:dpattengale@cabq.gov)

**Industry (3)**

Charles McGuffey  
Certified Food Safety Professional  
Corporate QA Manager, Field and Testing  
7 Eleven, Inc. Tech Center  
2711 N. Haskell Avenue  
Dallas, TX 75204  
214 841 6844 FAX 214 841 6679  
[cmcguf01@7.11.com](mailto:cmcguf01@7.11.com)

Mary Sandford  
Burger King  
Product Safety and Regulatory  
5505 Blue Lagoon Drive  
Miami, FL 33126  
305 378 7917 FAX 305 378 3402  
[msandford@whopper.com](mailto:msandford@whopper.com)

Dee Williams  
Jack in the Box  
9330 Balboa Ave  
San Diego CA 92123-1516  
858 571-2550 FAX 858 694 1525  
[Dee.Williams@jackinthebox.com](mailto:Dee.Williams@jackinthebox.com)

**Consumer (1)**

Alison Rein  
National Consumers League  
1701 K St. NW #1200  
Washington, DC 20006  
202 835 3323 ext 112 FAX 202 835 0747  
[alisonr@nclnet.org](mailto:alisonr@nclnet.org)



**Academic (1)**

Brian Nummer, Ph.D.  
New Contact Information  
Extension Food Safety Specialist  
Nutrition and Food Science Dept  
Utah State University  
Logan, UT 84322-8700  
435 797 2116 FAX 435 797 2379  
[briann@ext.usu.edu](mailto:briann@ext.usu.edu)

**Council Chairs (3)****Vice Chairs alternates (3)****Chair Council I**

Frank Yiannas  
Walt Disney World Company  
P.O. Box 10000  
Lake Buena Vista, FL 32830  
407 397 6060 FAX 407 397 6630  
[frank.yiannas@disney.com](mailto:frank.yiannas@disney.com)

**Chair Council II**

Vicki Everly  
County of Santa Clara  
Department of Environmental Health  
1555 Berger Drive, Suite 300  
San Jose, CA 95112 2716  
408 918 3490 FAX 408 258 5891  
[Vicki.Everly@deh.co.scl.ca.us](mailto:Vicki.Everly@deh.co.scl.ca.us)

**Chair Council III**

Larry Kohl  
Giant Food Stores  
1149 Harrisburg Pike  
Carlisle, PA 17013  
717 240 7577 FAX 717 960 1908  
[lkohl@aholdusa.com](mailto:lkohl@aholdusa.com)  
change to Disney January 2006

**Special Advisors and Alternates**

Mary Fandrey  
MO Department of Health and Senior Services  
930 Wildwood PO Box 570  
Jefferson City, MO  
65102-0570  
573 751 6090 FAX 573 526 7377  
[fandrm@dhss.mo.gov](mailto:fandrm@dhss.mo.gov)

Linda Jones  
OK Department of Public Health  
1000 NE 10th St.  
Oklahoma City, OK 73177-1299  
405 271 5243 FAX 405 271 3458  
[lhjones@health.state.ok.us](mailto:lhjones@health.state.ok.us)

John Krakowski  
Dir. Policy and Public Info  
City Harvest  
575 Eighth Ave 4th Floor  
NY NY 10018  
917 351 8735 FAX 917 351 8720  
[jkrakowski@cityharvest.org](mailto:jkrakowski@cityharvest.org)

Petrona Lee  
Retired

**Vice Chair Council I**

Lee M. Cornman  
New Contact Information  
Assistant Director for the Division of Food Safety  
Florida Department of Agriculture and Consumer  
Services  
850.488.0295 general number  
[cornmal@doacs.state.fl.us](mailto:cornmal@doacs.state.fl.us).

**Vice Chair Council II**

John Gurrisi  
Darden Restaurants, Inc.  
5900 Lake Ellenor Drive  
Orlando, FL 32809  
407 245 6842 FAX 407 245 5173  
[jgurrisi@darden.com](mailto:jgurrisi@darden.com)

**Vice Chair Council III**

David Ludwig  
Maricopa Co. Environmental Services  
1001 N. Central Avenue, Suite 300  
Phoenix, AZ 85004  
602 506 6571 FAX 602 506 6862  
[dludwig@mail.maricopa.gov](mailto:dludwig@mail.maricopa.gov)

## **WORKGROUP MEMBERSHIP**

### 1. Issue Form and Instructions to Submitter

Dee Williams Co Chair, Brian Nummer Co Chair, Larry Kohl , Frank Yiannas, Mary Sandford, Dean Finkenbinder, Darwin Pattengale, Mary Fandrey, Ellen Laymon, Lee Cornman, Frank Ferko, Marsha Robbins

### 2. Issue Process – from Issue form to Proceedings posting

Marsha Robbins, Frank Ferko

### 3. Website organization, communication, and design

Richard Linton, Kevin Hamstra, David Ludwig, Janice Buchanon, Marsha Robbins, Frank Ferko

### 4. Council Instructions

John Krakowski Co Chair, Ellen Laymon Co Chair, Wayne Derstine, Frank Yiannas, Larry Kohl, Glenda Christy, Vicki Everly, John Gurrisi, Frank Ferko

### 5. Procedures for Issue Review, Issue Criteria, and Instructions to Issue Committee

Glenda Lewis Co Chair, Linda Jones, Mary Fandrey, Alison Rein, Petrona Lee, Charles McGuffey, Marsha Robbins

Attachment D **Timelines:**

<u>Date</u>	<u>Days prior</u>	<u>Function</u>
<b>2006 Conference – Saturday workshop has previously been used as day 1</b>		
Dec 09, 2005 (Friday)	120 days	Executive Director mails registration packet
Jan 23, 2006 (Monday)	75 days	Deadline for receipt of Issues
Mar 09, 2006 (Thursday)	30 days	Executive Director mails Issue packets
Apr 07-12, 2006 (Fri – W)	0 days	Conference
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<b>2006 Issue Committee Potential Timeline</b>		
Dec 18, 2005		Committee reports and Issues due to Council Chairs
Jan 24, 2006	74 days	Issue Chairs access final Issues
Jan 28	70 days	Issue modifications – final date for changes in Issues after the deadline
Feb 01, 2006	66 days	Issue Chairs review and finalize versions of Issues 7 working days
Feb 02, 2006	65 days	Issues posted to Committee
Feb 13, 2006	54 days	Issues assigned by Committee 7 working days
Feb 16, 2006	51 days	Council Chair Conference Call and final Council assignment 3 working days
Feb 21, 2006	46 days	Council Chair final sequence assignment 3 working days
Feb 27, 2006	41 days	Issue Chairs finalize packets and notify Conference Chair and Executive Director that the Issue Committee has finalized its tasks 4 working days