

Conference for Food Protection 2006-2008
Issue Committee Report

Date of Committee Report: March 16, 2007

Submitted By: Vicki Everly

Requested Action by Executive Board:

1. **Affirm Issue deadline dates as indicated:**
 - **Friday, December 7, 2007** – Committee Reports and prospective Issues submitted to Council Chairs for review
 - **Monday, February 18, 2008** – Issue Chair finalizes packets
2. **Decision is requested whether to mail an “Issue CD” to each registrant, or simply refer people to the Conference website to download what they need.**
3. **Please forward any challenges or concerns you may have regarding any aspect of the Issue process as experienced during the 2006 Conference; forward via e-mail to Vicki Everly.**

Committee Charges:

Constitutional Charge

Article XIV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) 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 XII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges from Committee reports/issues as submitted for the 2006 Conference in Issues II-043 (branding) and II-044 (committee report and addendum).

1. Research and recommend a “branding policy” for accepting and rejecting Issues and attachments
 - a. research policies in other organizations on use of Brand names within internal documents
 - b. via the Conference Board, solicit a legal review of the proposed policy to protect the Conference should an Issue be rejected due to a Brand name.
2. Finalize / Document Procedures for Issue Committee, including:
 - a. Issue review (i.e., flow chart), criteria, and committee instructions
 - b. timeline for future Conferences (based on new 90 day requirement)
 - c. Issue “attachment policy”
3. Develop instructions for Committee Reports submitted with Issues, including:
 - a. procedure and timeline for submission to Council Chairs
 - b. procedure to Include report information within Committee Chair training (e.g., deadlines, format, spell and grammar check, content)
4. Finalize Council instructions for Issues
5. Web site activities, including:
 - a. update of computer program (minor edits and simplifications)
 - b. develop instructions for web based program
 - c. final posting of revised Issue instructions and submission procedures
 - d. establishment of Issue Chair and Executive Assistant web links

Committee Members:

Local Regulatory	
Vicki Everly, Issue Committee Chair Santa Clara County Dept. of Environmental Health 1555 Berger Drive, Suite 300 San Jose CA 95112-2716 (408) 918-3490 vicki.everly@deh.sccgov.org	David Ludwig, Council III Chair Maricopa County Environmental Services 1001 N. Central Avenue, Suite 300 Phoenix AZ 85004 (602) 506-6971 dludwig@mail.maricopa.gov

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Industry – Vending	
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Committee Consultants	
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Progress Report / Committee Activities:

1. Activities completed since last Committee report:
 - a. Redevelopment of Issue Submission website from the ground up by Kevin Hamstra. According to Kevin, the website functions exactly like it did in the past; his updates included optimizing the code and making it modular for easier updates in the future.
 - b. Confirmation with Executive Director of critical deadlines related to Issue submission; an affirmation by the Board is requested for those deadlines not constitutionally mandated.
 - i. **end of May 2007** – Issue Submission Form scheduled to be released
 - ii. **Friday, December 7, 2007** – Committee Reports and prospective Issues submitted to Council Chairs for review (*see Requested Action for affirmation of date*)
 - iii. **Sunday, January 13, 2008** – Issue submission deadline – 90 days in advance of Conference (*constitutionally mandated at 90 days out*)
 - iv. **Monday, February 18, 2008** – Issue Chair finalizes packets (*see Requested Action for affirmation of date*)
 - v. **Monday, March 3, 2008** – Issue Packets made available by Director (*constitutionally mandated at 40 days out*)
2. Activities currently in progress and scheduled for completion prior to the April 2007 Executive Board meeting:
 - a. Committee members are participating in a beta test of the redeveloped Issue Submission website.
 - b. Committee members are reviewing online Issue submission instructions for errors or omissions, as well as suggestions for language simplification.
 - c. Compilation of challenges and concerns relating to the Issue process as observed during the 2006 Conference cycle.
 - d. Establishment of project list and timeline for Committee activities and charges in preparation for the 2008 Conference.