

Conference for Food Protection, Inc. Executive Board Meeting Minutes

April 5-6, 2011

Hyatt Regency Hotel, Indianapolis, Indiana

Voting members present: Finkenbinder, Luker, Morris, Girard, LeMaster, Kowalczyk, Hardister, Nutt, , Fletcher, Mitchell, Smith, Liang (day 2), McSwane, Hedman, Gurrison, Roberson, Garren, Monroe, Levee

Voting Members absent: Gifford, Hicks, Klein, Gaither

Non-voting members present: Marlow, Bacon, Bhatt, Guzzle, Linton, Hendy, Everly, Albrecht, Cornman, Lineberry, Pippert, Wright

Non-voting members absent: Hale,

Guests: LAC Members Gilliam, Voyles, Farrell, Mohn, Whiting, Scott, Striby

Note: All Board-related reports are posted to the CFP website here:
<http://foodprotect.org/administration/executive-board-meetings/?id=29>

All Committee-related reports are posted here:
<http://foodprotect.org/work/?id=29>

Opening – Conference Chair Sheri Morris, Presiding

The meeting was called to order by Sheri Morris, Conference Chair. She welcomed everyone to Indianapolis and acknowledged Scott Gilliam and the Local Arrangements Committee members present.

Lineberry reminded the Board members of the CFP Anti-trust Policy.

Self-introductions were made by all attendees.

Morris stated that the meeting minutes submitted after the August 2010 Board Meeting had been approved by E-ballot.

Executive Director Report, Jeff Lineberry

Lineberry reviewed the 2012 Biennial Meeting timeline submitted as part of this meeting's packet of reports.

Crumbine Award – Lineberry stated that the Crumbine Award Committee is seeking approval to fund travel for the Crumbine Award winners to accept their award. Cost would be shared by Crumbine sponsors. Discussion ensued.



Hedman moved and Nutt seconded motion to fund travel for Crumbine award winners subject to the unanimous approval of all Crumbine award sponsors and development of travel policy. Motion carried unanimously.



Nutt moved and McSwane seconded motion to fund Crumbine award travel for the winner at a cost of \$500 per sponsor per year. Motion carried unanimously.

Lineberry will draft a policy excluding expenses for alcohol.

Lineberry reviewed details of the Indianapolis Meeting and budget. Teri Ribble helped renegotiate the previously established room block for the hotel to lower the required room commitment. He stated that LAC Chair Gilliam has requested 5 sleeping rooms for LAC staff during the conference. Discussion included Gilliam's appeal for the rooms as a way to ensure maximum attendance and readiness on the part of the LAC volunteers. Lineberry stated that if we meet our room block we may get a free room night for each 50 rooms booked. However, some of those room nights are generally used for workshop speakers. Garren moved and McSwane seconded motion to support the concept of providing 5 rooms for 5 nights for the LAC volunteers. Hedman and Mitchell moved to table the motion and instead set up a small task force with LAC to establish a policy for this benefit. Hedman will lead the task force that will include Girard, Mitchell, Pippert, and Gilliam. The task force will report back to the Board at the fall Board meeting. (There was no record of votes on either of these motions but there was general agreement on the use of a task force to resolve the issue.)

Lineberry summarized the 2014 site selection process as described in his previously submitted written report. Cornman and Roberson discussed the hotel location and amenities.

Lineberry discussed the suggestion that the registration booklet and the registration process be online only as is customary with many of our fellow conferences/meetings. A postcard to the membership in the next few months will announce this along with council application dates, meeting dates, issue submission dates, etc. All subsequent announcements would be done through blast email and the website. Members will still be able to print out and fax or mail the registration form.



Hedman moved and Gurrisi seconded motion to provide online registration booklets only. The motion carried unanimously.

The Council Formation process will be online and Lineberry will coordinate the distribution of the applications. Council members and alternates will be announced and approved at the fall Board meeting after which Lineberry will notify the applicants of their status.

Executive Assistant Wright reported membership statistics as follows:

- Total members: 520 (30Academics, 5 Consumers, 302 Industry, and 183 Regulators
- 143 of the industry members are non-regulated “others.”
- Regulators break down as 59 Federal, 91 State and 33 local members.

The Board discussed the challenge of future Biennial Meeting attendance by regulators. How do we get States to recognize the value of CFP participation - perhaps a letter from Mike Taylor and/or CFP. Jeff offered to revamp the letter that currently goes to State agency heads in the fall prior to the Biennial Meeting asking for delegates. Board members recommended including the reasons why attendance is of value so potential registrants can present the argument to their administrators to get approval. The Board generally feels that more outreach is needed.

Scott Gilliam introduced the attending members of the Local Arrangements Committee including Donna Striby, Indianapolis Convention and Visitors Association who briefly addressed the Board. Gilliam summarized the previously submitted LAC report which included a detailed summary of planning and personnel assignments completed to date.



Girard moved and Garren seconded motion to acknowledge the Executive Director’s report. The motion carried unanimously.

Executive Treasurer Report, Eric Pippert

Pippert summarized his previously submitted reports and budgets posted online as accompaniments to these minutes. Levee, Chair of the Audit Committee, stated that the Audit policy needs complete revision – it currently is very brief and needs to be more detailed. His committee will tackle this task. There was extensive discussion on the financial health of the organization and its future, including dues structure, registration costs, etc.



Garren moved and LeMaster seconded the motion to increase dues to \$100 per 2-year period to more accurately reflect costs of maintaining the Conference. The motion failed 8-6.



Monroe moved and Nutt seconded the motion to have the executive staff evaluate food and beverage costs to save money and meet contractual obligation. Motion failed.



Smith moved and Girard seconded the motion to have executive team consider the current Indianapolis budget and come back with recommendations to the Board to shave 15% off the catering budget. The motion failed.



Gurrisi moved and Hedman seconded the motion to have executive staff research ways to reduce costs, increase revenues and establish a healthy ratio between revenues and expenses. Motion also includes surveying the membership to inform them of the challenge and solicit member input. The motion passed unanimously.



Nutt moved and Gurrisi seconded the motion to acknowledge the Executive Treasurer’s report. The motion passed unanimously.

Old Business

Lineberry sought clarification on FDA's position regarding shellfish reshippers in states that do not participate in the National Shellfish Sanitation Program. FDA's position is: If you are a retailer with a company distribution center and you distribute from your distribution center to your stores, then the distribution center is not distinct from the approved stores in terms of approved source.

Council Reports

Council I Report - Deborah Marlow and Brenda Bacon

Deborah Marlow reports that Council I's 3 committees have been active and have submitted written reports detailing their activities. Recall Evaluation Committee has requested whether there is money to hire a researcher for 50 hours of work to benefit the committee. FDA provides some recall info online that may provide them with what they need. The Board reviewed a few instances in the past when such monies were approved or denied. No encouragement was given.



Girard moved and Fletcher seconded motion to acknowledge the Council I report. The motion carried unanimously.

Council II Report- Chirag Bhatt and Patrick Guzzle

Chirag Bhatt reports that all Council II Committees submitted written reports. Bhatt stated that some of the chairs are rookies and have had issues with members who are not active Committee members. These are being resolved. The Interdisciplinary Foodborne Illness Committee is not clear on its charges. The Program Standards Committee also struggled initially but is doing much better; Program Standards seeks approval for a change in the roster adding Miriam Eisenberg.



McSwane moved and Kowalczyk seconded the motion for the Program Standards roster change. The motion carried unanimously.

Kevin Smith stated that the FDA is considering changes to Standard 9; Smith brings it up as something of importance for the Program Standards Committee to discuss. FDA will most likely bring an Issue to 2012 for approval on the change.



Girard moved and Finkenbinder seconded the motion to acknowledge the Council II report. The motion carried unanimously.

Council III Report – Rich Linton and Dave Gifford

Linton reports that the Council III Committees have had a lot of activity. Bob Jue retired and vacated his Council III Vice Chair position. He was replaced by Dave Gifford who was approved by e-vote. Council III has 3 Committees: Hand Hygiene, Allergen, and Reduced Oxygen Packaging. The Council requests 3 actions by the Board:

1. Hand Hygiene Committee replacement/removal of members from committee as stated in written report.



Girard moved and McSwane seconded the motion to make changes as stated in the Committee report. The motion carried unanimously.

2. Allergen Committee requests approval on a change of co-chairs and the naming of 3 subcommittee chairs as described in the written report.



Nutt moved and LeMaster seconded the motion to make changes as stated in the Committee report. The motion carried unanimously.

Linton stated that the charges on the Allergen Committee report differ from the charges assigned by the Conference and he is trying to sort that out.

3. The Reduced Oxygen Packaging Committee is extremely active. They request approval for the changes in membership listed in their written report



Girard moved and Fletcher seconded the motion to make changes as stated in the Committee report. The motion carried unanimously.



Levee moved and Garren seconded the motion to acknowledge the Council III report. The motion carried unanimously.

Standing Committee Reports

Constitution, Bylaws and Procedures – Ruth Hendy and Lee Cornman

Hendy summarized her written report. She reports that she has a very active and knowledgeable Committee that has been working very hard. There are workgroups assigned with different items. One workgroup has identified all the changes needed with the use of the words “Conference” and “Biennial Meeting” throughout the governing documents. Another workgroup is looking at definitions of membership categories. There is a Committee membership size workgroup; they are looked into Standing Committees and Council Committees as well as the scope of Committee activities. Hendy regrettably must resign as Chair and will be replaced by Vice Chair Cornman. Hendy will continue on as a member of the Committee and be a Parliamentarian but can’t fulfill Chair duties any longer.



Lemaster moved and Hardister seconded the motion to acknowledge the Constitution and Bylaws and Procedures Committee report and the resignation and the replacement of Committee Chair. The motion carried unanimously.

Issue Committee – Vicki Everly and Aggie Hale

Everly apologizes on behalf of Hale for missing the meeting. She reports a change to the timeline submitted by Jeff Lineberry. Issue Submission will begin in early December and will end on January 6th. Lineberry will make this correction to the official Biennial Meeting Timeline.

All Council Committee written reports and Issues must be submitted to Council Chairs by December 5th in Word format for Council Chair review and approval *prior to* actual online submission.



Gurrisi moved and Nutt seconded the motion to acknowledge the Issue Committee report. The motion carried unanimously.

Food Protection Managers Certification Committee– Joyce Jensen and Jeff Hawley

Jensen reviewed her previously submitted written report. She is seeking Board approval to fill two open slots on the Committee as described in the report.



Mitchell moved and LeMaster seconded the motion to make the membership changes stated in the written report. The motion carried unanimously.

Jensen reports that the Committee is working hard to meet its charges especially with regard to security of examinations. There are five active workgroups each with a project to work on. A face-to-face Committee meeting will follow this Board meeting. The new orientation is on the website. Standards are being evaluated for possible changes and submission of Issues. The Bylaws workgroup will be identifying changes especially with regard to alternates, consultants, and making sure that the Conference Constitution and Bylaws is consistent with the Committee’s Bylaw. They are looking at quorum, committee structure, voting, removal of non-participating members, and alternates for constituency.

The ANSI Certification providers are having monthly conference calls facilitated by John Marcello.

California SB 602, a new law requiring food handler training and examinations in some retail food establishments, incorrectly makes reference to CFP accredited providers of Food Protection Manager certifications. A workgroup of training providers and the bill’s sponsors have proposed language in clean-up legislation that will clarify the requirements of the law and remove any reference to CFP. Much discussion ensued.

ACAC Report – Lee Cornman and Jim Lewis

Cornman summarized her previously submitted report. All providers have been awarded continued accreditation. The Board is still seeking a replacement for Jim Lewis who is still acting as an ACAC member on behalf of the Board.



Hedman moved and Garren seconded the motion to acknowledge the Food Protection Managers Committee report. The motion carried unanimously.

Audit Committee – Terry Levee

Levee reviewed his previously submitted report. This is a small committee of mostly new people. The discrepancies found by the Committee are not serious and were resolved quickly. The Committee looks to the Board for future audit needs. Levee proposes that the Audit Committee develop SOP's. There was discussion on auditing standards. Monroe says there are 3 types of audits, regular audit, procedures audit, and forensics audit. He recommends that a regular CPA audit be done soon. He also commented on the appropriateness of one person writing and signing checks.



Monroe/moved and Garren seconded a motion that Pippert contact no less than 3 firms to get bids to conduct a 1-year 2010 audit and provide an estimate for the cost of a transition audit (Hayes to Pippert). Hedman offered an amendment that this be done in collaboration with the Audit Committee. The motion passed unanimously.



Monroe moved and Fletcher seconded the motion to acknowledge the Audit Committee report. The motion carried unanimously.

Strategic Planning – Ken Rosenwinkel

Kevin Smith summarized the previously submitted report for the absent chair, Ken Rosenwinkel. He stated that the Committee needs to provide the Board with specific direction on why a relationship with the Global Food Safety Initiative is recommended. Linton states that the Committee needs to be refocused on high ranking issues identified in last cycle's survey. Continuity from one Strategic Planning Committee to the next is essential. The Committee must take into consideration the Food Safety Modernization Act and changes in general.



Garren moved and Hardister seconded the motion to acknowledge the Strategic Planning Committee report. The motion carried unanimously.

Program – Julie Albrecht

Albrecht offers two suggestions for the 2012 Workshop – Norovirus or Food Protection and Security. There was much discussion on these topics. Linton pointed out that Norovirus was high on the list of concerns from last cycle's Strategic Planning survey. Norovirus was selected by straw vote; however, much discussion continued including a couple of alternative suggestions. Albrecht stated that she felt she had received enough input to move forward and a final decision would be made at the August Board meeting.

Wright provided Albrecht with the names of those who had signed up for the Committee. Albrecht stated that she will assemble the Committee and develop a program.



Girard/moved and Levee seconded motion to approve the Committee Roster. The motion passed unanimously.



Hedman moved and Levee seconded the motion to acknowledge the Program Committee report. The motion carried unanimously.

Special Committee Reports

Sponsorship Committee – Greg Orman

Hedman reported on behalf of the absent Chair, Greg Orman. The Committee has 3 members - Gina Nicholson, Corey Hedman and Greg Orman. Local sponsorship and CFP sponsorship Committees will be meeting and coordinating efforts. Lineberry advises that both Committees need to be aware of how important conformity will be in recognition announcements

– full page ads, posters at meeting, etc. Gilliam requests guidance in future for LAC to know early on what sponsorship levels are appropriate.



Levee moved and Gurrissi seconded the motion to acknowledge the Sponsorship Committee report. The motion carried unanimously.

Compensation Committee – Michael Roberson

The Executive Staff left the room during this report so no minutes were recorded. Roberson requested that the following motions be included in the minutes.



Girard/moved and Garren seconded a motion that Executive Staff start using a Committee-provided tracking tool to record hours and submit these monthly to the Compensation Committee Chair.



Hedman moved and Garren seconded motion to approve the members of the Compensation Committee – Chair Roberson, Nutt, Hedman, LeMaster, and Levee.

Federal Agency Reports

FDA – Kevin Smith

Smith reports that the agency is very busy right now. The budget is in flux due to potential government shutdown. There have been numerous changes at the agency – Division of Federal State Relations/Office of Regulatory Affairs has filled some of their staffing needs. Tim Weiner and Linda Collins are rebuilding staff for this division. The Food Safety Modernization Act passed by Congress was deemed historic by Mike Taylor; it puts all sorts of expectations on FDA to expand and meet deadlines for publishing rules on food suppliers, preventive controls, food safety planning (HACCP), seafood, juice, retention of records for monitoring, etc. The FDA will develop regulations defining expectations, who has to meet them, and when. Eighteen months is the timeline for final rules. Produce safety is a big part of this especially on-farm production and packing. The FDA has 2 years to develop this component. The Act addresses adulteration of foods and requires more regulatory mandates such as significantly more inspections and recall authority. Future budgets will drive numbers of inspections including possible private 3rd party oversight; import oversight at point of origin possibly working with other countries; and enhanced partnerships with states and locals to achieve needs of the Act. More information is available on the FDA website.

The Retail Food Safety Initiative proceeds. 2008 data has been analyzed and published (link to report is on CFP website). Out of this data, the agency is focusing attention on strengthening active managerial controls and how this attention can drive better compliance. Goals include making Food Protection Manager Certification commonplace; extending more widespread adoption of the Food Code; having more direct interaction with State restaurant associations to try to work together to achieve better food safety outcomes; enhancing the regulatory environment for retail; and providing access to good training.

The Program Standards are still being widely used. The newest revisions out of the 2010 Biennial Meeting have been done and will be available online soon. Accreditation of public health agencies is about to unfold. There is a CDC- led initiative working with other organizations to accredit public health organizations. FDA and CDC are working with the Public Health Accreditation Board in the development of standards for accreditation. Program Standards will be a part of this.

The FDA Recall Committee just unveiled a public website that lists recalls and their status. Regarding menu labeling – the FDA website shows what is being proposed and who has to have it. The 2011 Food Code Supplement will be out later this year (the target is June). Twelve of sixteen Issue recommendations sent to FDA following the 2010 biennial meeting will be addressed in the supplement; the other four will probably not be incorporated. The 2010 Issues not in the Supplement are likely to be I-24 (Management Responsibility), III-06 (Wash temperature for equipment), III-07 (Reduced wash temperatures for warewashing), and III-17 (elimination of open, refillable soap dispensers); a letter will be forthcoming to the Board.

USDA – John Hicks

Dr. Hicks was not in attendance but he submitted a report that is posted online (see page 1 for link).

Liang stated that he will briefly summarize the powerpoint presentation that will be available as his written report. The Food Safety Modernization Act has 2 sections that impact the CDC:

- 1) apply enhanced surveillance during outbreak investigation, making information more available. Surveillance includes food complaints; in outbreak context, there is a need to improve interviewing for food histories.
- 2) designate 5 integrated food safety centers of excellence in outbreak response. One model is in Minnesota where there is a centralized approach to outbreak investigation – use of consumer hotline, state leads; and university involvement.

Questions for the Board: Who does interviewing/investigation – environmental health or public health? To what extent are there legal barriers to one state’s investigators interviewing someone in another state? These are among the concerns that will be explored.

Other news: A norovirus document is available through CDC. The new Deputy Chief for the Vessel Sanitation Program Charles Otto told Liang that the cruise industry is alive and well. Several key state people have joined CDC recently.

The CDC website now has 15 environmental public health online courses that are available free on the www.CDC.gov website. There is an E-learning course on outbreak environmental assessment that is structured like a video game. To learn more about the Global Food Safety Initiative contact CDC’s Carol Selman. The CDC is actively dealing with water shortage situations.

New Business

Web Hosting by 180Design – Kevin Hamstra, owner of 180Design and our website developer, has offered to take over CFP website hosting at a lower cost but there is an Issue Program conflict with his server. Everly and Hale will evaluate the glitch with Hamstra and report resolutions back to the Board.

Third Party Registration – Lineberry summarized his written report on Executive Staff investigation into registration services and why using a service would benefit CFP. Discussion ensued.



Garren moved and Levee seconded the motion to direct the Executive Staff to work with Eventbrite and research ways to defray these costs when looking at registration fees. The motion passed unanimously.

The 2014 Biennial Meeting, Orlando, FL, will be held May 3-7, 2014.

The 2011 Fall Executive Board Meeting dates were discussed. Academics indicated that late August Board meetings are always problematic for them and appealed for consideration of earlier dates next year or having the meeting on a Friday and Saturday.



Garren moved and Nutt seconded the motion to hold the meeting August 30-31 to accommodate the most attendees. The motion passed.

The meeting will be hosted by NSF International at their headquarters in Ann Arbor, Michigan. The nearest airport is Detroit.

Hendy, who has served as Delegate Assembly Parliamentarian, requested time to discuss a concern regarding getting accurate vote count from Delegates. Individual electronic vote clickers are possible or we may be able to use different colored cards based on whether a Delegate has ½, ⅓ or a full vote. Lineberry will seek a solution to ensure greater accuracy.

Adjournment



McSwane moved and Levee seconded the motion to adjourn the CFP spring Board meeting. The motion carried unanimously.

Chair Morris thanked everyone for their participation and adjourned the meeting at approximately 12 pm.