

Conference for Food Protection Executive Board Meeting Committee Report

COMMITTEE NAME: Food Protection Manager Certification Committee

COUNCIL (I, II, or III): Council II

DATE OF REPORT: March 1, 2011

SUBMITTED BY: Joyce Jensen, REHS, CP-FS, Committee Chair

COMMITTEE CHARGE(S):

Issue: 2010 II-020

The Conference recommends that the Food Protection Manager Certification Committee (FPMCC), a standing committee of the Conference be charged to:

- 1) Continue working with the CFP Executive Board and the American National Standards Institute (ANSI)-CFP Accreditation Committee (ACAC) to maintain the *Standards for Accreditation of Food Protection Manager Certification Programs* in an up-to-date format.
 - Request that ANSI and the Certification Providers will examine all options for resolving the exam security and independence issues as they pertain to trainers serving as test administrators and come to consensus with a suggested action plan as follows:
 - By April of 2011, a recommended solution to be reviewed by the ANSI / Certification providers workgroup;
 - By June of 2011 the FPMCC, Certification Providers and ANSI have reached consensus on the recommended solutions;
 - The draft recommendations will be submitted to the Executive Board for their review at the August 2011 Board meeting;
 - Recommendations approved by the Executive Board will be submitted as an issue at the 2012 biennial meeting; and
 - Pending Conference approval, the new requirements will be implemented no later than January of 2013.
- 2) Investigate if the *Standards for Accreditation of Food Protection Manager Certification Programs* should create more alignment with ISO (International Standards Organization) 17024 and propose changes if needed.
- 3) Determine how Committee membership vacancies and change of membership representation are addressed in the Committee bylaws and propose changes if needed.
- 4) Report back to the Executive Board and the 2012 Biennial Meeting of the Conference for Food Protection.

BOARD ACTION REQUESTED:

Committee Membership

Attached is a complete roster of the FPMCC membership.

Becky Stevens-Grobbelaar resigned from the committee on October 4, 2010. Chair is requesting approval of the following replacement for a food service industry representative member to the Committee.

J. Keith Jackson Ph.D.
Potbelly Sandwich Works
Director of Food Safety & Quality
222 Merchandise Mart
Chicago, IL 60654
O: 312-475-3854/C: 407-701-0997/F: 312-873-3937
keith.jackson@potbelly.com

Chair is requesting approval of the following replacement for Amy Roedl, alternate to Kate Piche with the National Restaurant Association Solutions, a Certification Provider representative member to the Committee.

Paul Hineman
Executive Director
National Restaurant Association Solutions
175 West Jackson, Suite 1500
Chicago, IL 60604-2814
312-715-6766.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

Committee Orientation

Previous committee chair and long time committee member Dr. Cynthia Woodley presented the new committee members, and some returning members, with an FPMCC orientation on the morning of August 25, 2010, prior to the committee meeting. This provided important information about the committee's history, the Standards, the terminology, and about ANSI and ACAC so they are better prepared to participate in the committee meeting. This 2010 PowerPoint presentation is available on the CFP Website, replacing the previous orientation from 2009.

August 25-26, 2010, FPMCC Meeting

The committee held a face-to-face meeting following the August 2010 CFP Board meeting in Rosemont, Illinois. The committee appreciates U.S. Foodservice for providing the meeting room. The ANSI/Certification Providers Workgroup had already been formed to begin work to address the CFP charge. Other workgroups were established, and chairs were selected. Every Committee member is asked to serve on at least one of

the workgroups. The workgroups met following the FPMCC meeting to begin their work to meet the committee's objectives.

<u>Workgroup</u>	<u>Chair</u>	<u>Function</u>
Logistics	Geoff Luebkeermann	Arrange for meetings, conference calls, Scribe assignments, minutes
Communications	George Roughan	Prepare communication re: Standards, FAQ, CFP webpage
Standards	Kate Piche	Maintain the Standards, propose revisions
Bylaws	Vicki Every	Review and recommend revisions to FPMCC Bylaws
ANSI/Providers	Jeff Hawley	Examine all options for resolving the exam security and independence issues as charged by the 2010 CFP.

ANSI Report - Revision of the Accreditation Application

At the August 2010 meeting the committee discussed and provided input to the ANSI proposed changes to the Accreditation application based on the changes to the Standard that were made by the 2010 Biennial CFP. The Committee voted unanimously to accept the changes as amended. The committee voted unanimously to establish an implementation date of July 2011, the beginning of the next application cycle, for these changes.

Conference Calls

A FPMCC conference call hosted by Harris Teeter was held on December 7, 2010, to review the report from the Communication Workgroup findings and recommendations from their review of the CFP Website. A February 10, 2011, Conference call was hosted by National Restaurant Association Solutions as a webinar to review the report from the Standards Workgroup.

Committee Communication, Minutes Posted on CFP Website

Once the FPMCC meeting minutes have been approved, they will be posted on the CFP Food Protection Manager Certification webpage.

Communication Workgroup

George Roughan led the workgroup members through a systematic review of the whole CFP Website. Each member was assigned a part of the website to review. They worked through email communication and had a conference call on September 24, 2010. The findings were presented in a report to the FPMCC on the December 7, 2010, conference call. With some minor changes, the report was accepted and directed to be shared with Jeff Lineberry and Lisa Wright.

On February 1, 2011, George Roughan, Joyce Jensen, Jeff Hawley, Jeff Lineberry, and Lisa Wright had a conference call to review the Communication Workgroup's report. Lisa went to work right after receiving the report and had already made many of the corrections for links which were no longer working. There were other suggested changes, such as to darken the color of the font to make it easier to read, which have been changed as well.

The Workgroup will now focus on specific changes to the FPMC page as recommended in the report: to add section titles and sub-headers to help break up the copy and make it easier to follow; to make the font larger; and to ensure that the links to the find the CFP Accredited Certification Programs and the ANSI application link are easy to find, and are a direct link to the list, verses to the general ANSI/CFP page. It was suggested that those links should be presented in the same graphical manner with the "green" tab. Jeff and Lisa shared what Lisa is able to do on the website and what would be a programming request, at an hourly cost to CFP. George and the workgroup will take that into consideration as they complete their work and request changes to this page.

Standards Workgroup

Kate Piche led the Standards workgroup to review and recommend changes to the Standards. Because the ANSI/Certification Providers Workgroup will also be recommending changes, some of the workgroups objectives have been put on hold until after the ANSI/CFP Report is presented in April to avoid duplication or addressing Standards that may change. This workgroup had conference calls on October 5, 2010 and January 5, 2011. Other work was completed through email.

The workgroups report was presented by a webinar on February 10, 2011 with the following recommended revisions to the Standards:

- Address the use of "test administrator" and "proctor" in the standards for consistency. Recommended language to be added to both definitions in the Standards for clarification.
- Revise Standard 5.8 to ensure that we cover "item exposure" and "exam exposure" adequately.
- Correct the Preamble to reference FDA Code Section 2-102.20.

The workgroup will develop recommendations to the Standards on the following, if not addressed by the ANSI/Certification Providers workgroup:

- Review Preamble and make any necessary revisions and changes.
- Eliminate potential redundancy in the Standards.
- Look at Annex A and determine if "ethics" should be incorporated into the Standards OR if Annex A should be revised.
- Look at Standard 4.16 and potentially update based on current psychometric best practices.
- Look at the use of the terms "Forms" and "(Food Safety) Exams" in the Standards and make sure the terms are used appropriately throughout the Standards.

Bylaws Workgroup

Vicki Every agreed to chair the Bylaws Workgroup. There will be an effort to ensure consistency wherever possible between the bylaws. The Bylaws workgroup held a conference call on November 5, 2010.

Vicki had Ruth Hendy, Chair of the CFP Bylaw Committee, review the FPMCC Bylaws and she provided comments and recommendations. These, as well as the notes from the discussion in Rosemont, have been compiled to present to the committee with workgroup recommendations.

The Bylaws Workgroup was asked to address the following:

- Committee Alternates (e.g. roles, responsibilities, expectations).
- Committee “Consultants” (e.g. hired vs. appointed vs. subject matter experts roles, and responsibilities).
- Language Consistency – both within the FPMCC Bylaws and with the CFP Bylaws.

Based on the work done so far, the Bylaws Workgroup will complete recommendations on the following before presenting to the FPMCC:

- Term limits and membership retention.
- Special rules (to replace “modified” Robert’s Rules of Order language).
- Quorum language.
- Committee structure and voting (including workgroups and sub-committees).
- Removal of committee members for non-participation.
- Wordsmith “alternates” language.
- Edit to clarify “issue” terminology.
- Clarification of comments regarding adherence to CFP Bylaws and Robert’s Rules of Order.

ANSI/Certification Providers Workgroup

Conference call meeting dates were held on August 5, September 13, October 12, and November 23, 2010. A face-to-face meeting was held in Orlando Florida December 14, 15 and 16, 2010. The workgroup greatly appreciates Larry Lynch and the Environmental Health Testing (National Registry) for hosting the meeting in Orlando and providing the meeting room and meals. Conference calls were held on January 25, February 10, and March 8, 2011. The workgroup will present their recommended solution to the Committee with a Webinar on March 22, 2011. This presentation will explain: the process that facilitator John Marcello guided the workgroup through; summarize the security information collected through the process; and the recommended solutions based on these findings to formulate the proposed revision to the Standards. The webinar will present the information and recommendations for the committee members to deliberate and prepare to discuss at the FPMCC meeting on April 6, 7, and 8, 2011, in Indianapolis.

Following the committee discussion and input, specific changes to the Standards will be recommended to address the decisions. The Committee will continue work as needed with conference calls to have a consensus of the FPMCC, ANSI and the Certification

Providers by June 2011. The draft recommendations will then be reported to the CFP Executive Board at the August meeting.

Additional Activities

California's New Food Handler Training Requirements

The California Legislature adopted emergency legislation intended to require training for food handlers. While the intent to improve food safety was excellent, unfortunately, the legislation that was passed used inaccurate terminology. ANSI and the Certification Providers have been involved with State officials in trying to work out a solution.

A conference call was held on January 26, 2011, with Jeff Lineberry, Roy Swift (ANSI), Jeff Hawley, Vicki Everly (California Local Regulatory), and Joyce Jensen to discuss this issue. Jeff Lineberry is participating in a task force looking at how something can be implemented to require the training, even though it is not "ANSI accredited," as the new law "required."