

Committee Name: **Issue Committee**

Date of Report: March 7, 2011

Submitted By: Vicki Everly and Aggie Hale, Issue Committee Co-Chairs

Committee Charges:

Constitutional Charge

Article XV 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 XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges Established by Issue

Issue 2010 II-30 "Expand Archive and Posting Capabilities of CFP Approved Documents"

The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:

1. Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
2. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
3. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

Charges Established by the Executive Board (see Committee report dated 03/09/10)

1. Clarify concerns regarding "final" committee reports, Issues, and attachments, including:
 - a) Requirements for content and format.
 - b) Instructions regarding the process for review and online submittal.
 - c) Clarification of roles of Council Chair and Issue Chair in final approval.
 - d) Clarification of when Standing Committee final reports need to be submitted as an Issue.
2. Revise, modify, or clarify Issue submittal criteria and review tools, including:
 - a) Issue "rejection" process and procedure, including roles and responsibilities for committee-submitted documents and "independent" submittals.
 - b) *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
 - c) Appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation.
 - d) Final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on "stand-by" until midnight).
3. Clarify concerns regarding "content attachments" (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
 - a) The review and approval process prior to Issue submission.
 - b) Development of a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.
 - c) Archive and posting of documents revised after Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council). (see "charges established by Issue" above)
4. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
 - a) Procedures and responsibilities for each biennium.
 - b) Tools to facilitate tracking of charges to aid in review of committee reports and attachments.

Other Topics Identified in the April 2010 Committee Report (based on 2010 Biennial Meeting "experience")

1. Develop an "informational packet" for Committee Chairs to assist in preparing final reports and Issues.
2. Modify "review checklist" to assist Issue Committee and Council Chairs reviewing committee reports and Issues.
3. Develop a process that involves Issue Committee members in the review of draft committee reports and prospective Issues prior to online submittal.
4. Improve "attachment instructions" to assist submitters when attaching, editing, and replacing documents submitted as attachments to their Issues.

Requested Action by Executive Board: none at this time

Progress Report / Committee Activities:

1. Unfortunately, due to personal and family health care issues over the last several months, the Issue Committee Co-Chairs have been unable to make any progress on committee charges.
2. The following dates for the 2012 Biennial Meeting have been established and were included in the August 2010 Committee report:
 - a) **November 2011** – Issue Submission Form to be available online
 - b) **Friday, December 5, 2011** – deadline for Committee Reports and prospective Issues to be submitted to Council Chairs for review
 - c) **Friday, January 6, 2012** – Issue submission deadline (*constitutionally mandated not less than 90 days before Biennial Meeting*)
 - d) **February 17, 2012** – Issue Committee finalizes Council assignments
 - e) **March 4, 2012** – Issue Packets made available by Director (*constitutionally mandated at 40 days before Biennial Meeting*)

Committee Members:

Submitted for Executive Board approval on 08/10/10; full roster provided to Executive Director in required Excel format

Last Name	First Name	Constituency	Employer
Armatis	David	Industry – Food Service	Safe Foods First, LLC
Bacon	Brenda	Industry – Retail Food Stores	Harris Tetter
Bhatt	Chirag	Other – Computer Services	Garrison Enterprises, Inc.
Casazza	Gene	Industry –Retail Food Stores	Warehouse Realty LLC
Cornman	Lee	Regulatory – State	Florida Dept of Ag. and Consumer Services
Elizondo	Marcel	Regulatory - Local	Austin/Travis Co Health and Human Services
Everly	Vicki	Regulatory – Local	Santa Clara County (CA) Dept. of Env. Health
Gaither	Marlene	Regulatory – Local	Coconino County (AZ) Health Department
Guzzle	Patrick	Regulatory – State	Idaho Dept. of Health and Welfare
Hale	Aggie	Regulatory – State	Florida Dept. of Ag. and Consumer Services
Harris	Craig	Academia	Michigan State University
Hazan	Stan	Other – Standards / Compliance	NSF International
Jue	Robert	Regulatory – Local	Central District (ID) Health Department
Linton	Richard	Academia	Purdue University
Marlow	Deborah	Regulatory – State	Texas Department of State Health Services
Martin	Eric	Industry – Food Service	Margaritaville Enterprises, Inc.
Moore	Eric	Industry – Food Service	Aramark
Odom	Alan	Industry – Food Service	Compass Group
Patnod	Martha	Academia	University of RI Nutrition and Food Sciences
Reid	Karen	Industry – Food Service	Walt Disney World Co.
Reinhard	Robert	Industry – Food Processing	Sara Lee Corporation
Rosenwinkel	Kenneth	Industry – Retail Food Stores	Supervalu
Sandford	Mary	Industry – Food Service	Burger King Corporation
Starobin	Anna	Other – Sanitation Services	Ecolab
Weddig	Lisa	Industry – Food Processing	Better Seafood Board
Whiteside	Jayne	Other – Medical Services	Coastal Dialysis
Williams	Dee	Industry – Food Service	Jack in the Box Inc.
Wright	Lisa	Other – CFP Administration	Conference for Food Protection