



## **MEMORANDUM**

**TO: EXECUTIVE BOARD  
CONFERENCE FOR FOOD PROTECTION**

**FROM: DAVID McSWANE**

**DATE: MAY 14, 2013**

**SUBJECT: MAY BOARD MEETING EXECUTIVE  
DIRECTOR REPORT**

### 1) Extension of Staff Contracts

Lisa, Eric and I have been working together for approximately 7 months. We have been conducting monthly staff conference calls which facilitate the sharing of information and addressing issues that require team effort. We work well together and I believe we are collectively working at a high level

Although Lisa and Eric had previously indicated they would be stepping down as Executive Assistant and Executive Treasures effective September 30, 2013, I have asked them to reconsider this decision. In response, Lisa has agreed to remain in her current position through the 2014 Biennial meeting and Eric has agreed to stay on as Executive Treasurer through the 2016 Biennial meeting if approved by the Executive Board.

I believe the Conference would benefit by having Lisa and Eric remain in their current positions for the period identified. By having Lisa continue as Executive Assistant through the 2014 Biennial meeting she would be able to manage activities that lead up to the biennial conference including setting up and managing online registration, managing the sponsorship payment process, receive and deposit checks, and continue duties of the Executive Assistant such as website management. In addition, this would provide time for the transition committee to review the position description for this position and hire Lisa's replacement. I would highly recommend that Lisa's replacement be hired at least 30 days prior to the 2014

Biennial meeting. This will allow Lisa to train her replacement on the basic elements of the biennial meeting process including online registration, website management, etc. This timeline would also allow the replacement to participate in the later stages of the Issue Process (scribe and runner training and oversight, daily Issues review, etc.); attend Board meetings and see what his/her role will be there, and generally gain an understanding of how the CFP and LAC operates behind the scenes.

I believe that having Eric continue to serve as the Executive Treasure through the 2016 Biennial meeting will provided needed continuity and leadership as we implement a more forma accounting system within the organization.

I believe it's in the best interest of the organization for the Executive Board to consider these recommendations and take action on them no later than the August Executive Board meeting in Louisville.

2) Issue 2012-1-23 – Shellstock Identification Tags

At the August, 2012, Executive Board meeting former Executive Director Jeff Lineberry was directed by the Board to reach out to the leadership of Interstate Shellfish Sanitation Conference (ISSC) to initiate the development of a letter to be directed to State retail food programs regarding shellstock record retention requirements. It was my understanding that Jeff was going to complete the process before he stepped down on September 30. Unfortunately, I recently learned that while CFP and ISSC have agreed to jointly author the letter and a draft was approved by both organizations, the letters were never distributed to the State retail food program managers. I take full responsibility for not following up on this matter sooner, and I will see that the letters are prepared, receive the needed signatures and are sent out as soon as possible.

3) Samuel J. Crumbine Consumer Protection Award

The Conference for Food Protection continued working with the Foodservice and Packaging Institute (FPI) to administer the Samuel J. Crumbine Consumer Protection Award for Excellence in Food Protection. This is a prestigious award given annually to local environmental health jurisdictions that demonstrate unsurpassed achievement in providing outstanding food protection services to their communities. Salt Lake Valley Health Department was selected as the recipient of the 2012 Crumbine Award.

Financial support for the Crumbine Award is provided by nine sponsoring organizations. A letter was sent to each sponsor in December to solicit funds for the award. I'm pleased to report that each sponsor continued their support for the award by providing funds for the year.

#### 4) NoroCORE Project

At the August, 2012 Executive Board meeting the group approved a motion to place a link to a national NoroCore project survey on the CFP website. NoroCore is a USDA funded study to survey public health professionals about their knowledge of Norovirus.

The staff of the NoroCore project recently announced that NoroCORE's online Food Virology Literature Database is now live and accessible to the public. This is an online, searchable database of citations & abstracts from research/review literature related to foodborne viruses, covering publications from 1992 to present. Currently, the database is up to date with publications specific to norovirus. Publications unique to the other foodborne viruses will be added as the database is further developed. The search function is very similar to other online literature search engines, allowing you to find papers by Author, Title, Year, etc; and offering both "Simple" and "Advanced" searches. Full citation information and abstracts are available for over 2,000 records. The database can be accessed by navigating to [norocorelit.com](http://norocorelit.com) or via NoroCORE's main website, in the "For Researchers" tab ([norocore.ncsu.edu/for-researchers](http://norocore.ncsu.edu/for-researchers)).

#### 5) 2016 Biennial Meeting

As previously approved by the Executive Board, Boise, Idaho will be the site of the 2016 biennial meeting. Patrick Guzzle, Jodi Callister, LaDonna Pettit and I met with representatives of the Boise Center, the Boise Convention and Tourism Bureau and various hotels in November, 2012. We believe the city's facilities meet, and in most cases exceed, our requirements for the biennial meeting.

#### 6) Fall 2013 Executive Board Meeting

The next Executive Board meeting will be held at Yum Global and KFC Headquarters in Louisville, KY on August 13-14, 2013. A block of rooms has been reserved at the Seelbach Hilton hotel in downtown Louisville. The cut-off date for making a reservation is July 15, 2013. All board members will be offered the federal per diem rate. At the time the block of rooms was reserved, the rate was \$97 plus sales and room occupancy (15%) tax. Board members and standing committee chairs may make a reservation by calling 800-333-3399. You must identify yourself as a member of the CFP in order to get the negotiated group rate.

Respectfully submitted,

David McSwane  
Executive Director