



CONFERENCE FOR FOOD PROTECTION Executive Board Meeting Minutes

Buena Vista Palace Hotel
Lake Buena Vista, FL
May 14-15, 2013

Voting members present: Finkenbinder, Luker, Gifford, Morris, Girard, LeMaster, Whiting, Hardister, Nutt, Gaither, Fletcher, Mitchell, Smith, Hicks (via phone), Albrecht, Klein (present via phone for a short period during New Business), Rosenwinkel, Stevens-Grobbelaar, Roberson, Garren, Eils, Levee; Attended by phone: Bacon and Hicks

Voting Members absent: Selman

Non-voting members present: Gordon, Guzzle, Quam, Rossow, Bacon (by phone during Council I report), Grisham (on phone during Council II report), Cornman, Everly, Hale, McSwane, Pippert, Wright

Non-voting members absent: None

Guests: Jeff Hawley, Cheryl Morgan, Nicole Grisham, LaDonna Pettit, Geoff Luebkekmann, Gale Martin, Kate Piche, Joyce Jensen, Mike Spigler

Note: All Executive Board-related reports are posted to the CFP website here:
<http://foodprotect.org/administration/executive-board-meetings/?id=38>

All Committee-related reports are posted here:
<http://foodprotect.org/work/?id=38>

Opening – Conference Chair Lori Lemaster, Presiding

The meeting was called to order by CFP Conference Chair Lori LeMaster. Ms. LeMaster welcomed the members of the Executive Board and asked guests to introduce themselves. Executive Assistant Wright conducted a roll call.

Executive Director McSwane reminded all assembled attendees of the CFP Anti-trust Policy.

Ms. LeMaster reminded everyone that the meeting minutes of the previous Executive Board Meeting (August 7-8, 2012) had been approved via E-ballot.

Executive Director Report – Dr. David McSwane

Dr. McSwane thanked everyone for coming. He reviewed his previously submitted report including announcing the offers from the Executive Treasurer and Assistant to extend their contracts and requested that the Board support the extensions.

Dr. McSwane reported that the action to conclude *Issue 2012-I-23 Shellstock Identification Tags* has been fulfilled. Immediately following the Board Meeting, a letter jointly written with ISSC was sent to the managers of State Retail Food Programs on April 29, 2013.

Dr. McSwane announced that Hamilton County, OH has received the 2013 Crumbine award and noted that this is their second win. All co-sponsors of this award provided the funding requested of them.

Dr. McSwane was pleased to report that the site visit to Boise, ID was rewarding and that he is very comfortable with the arrangements that will be made to execute the 2016 Biennial Meeting. He also stated that the Executive Board meeting

scheduled for August 13-14, 2013 in Louisville, KY will be held as previously announced at YUM Global and KFC HQ. The deadline for reserving a hotel room at the reduced rate of \$97 plus taxes is **July 15, 2013**.

Executive Treasurer Report – Eric Pippert

Eric Pippert reviewed his previously submitted report. He reminded the Executive Board about travel expenses and how important it is to submit an accurate estimate rather than ask for the maximum allowance. Submitted travel reimbursement requests indicate we may exceed budgeted allowance by \$700.

The CFP's ending balance for 2012 is in line with past years and shows a modest increase from 2011. Pippert stated that the Sponsorship Committee deserves a lot of credit for their work in getting the organization in a comfortable position. The development of the 2014 Budget will begin this summer and will be presented to the Board in August.

Mr. Pippert summarized the recommendations that came out of the Kern & Thompson financial audit. He and Terry Levee reviewed the two recommendations and the moves made toward fulfilling them. There was a discussion of online banking. Mr. Levee added that the auditor recommended it and the Audit Committee endorsed that recommendation. The Board generally agreed that Mr. Pippert should research online banking and transition toward it in future.

Auditor Cheryl Morgan of Kern and Thompson joined the meeting by phone. Mr. Pippert introduced her, asked her to provide a summary of her findings, and invited the Board to ask questions. Morgan reported that all financial controls were acceptable but made two internal control recommendations as described in Mr. Pippert's report and the Audit Report provided to the Executive Board.

Morgan recommended that CFP have some specific controls stated in the form of a written financial policy including such things as having a requirement for 2 signatures for checks over a certain amount. Ken Rosenwinkel asked if Morgan can provide examples to us that the Audit Committee can use in developing such a Policy. Ms. Morgan will share a similar template for that purpose.

Posted online are the financial reports for 2012, the Executive Treasurer Report, and the Audit-related documents.

Executive Assistant Report – Lisa Wright

Ms. Wright reported that we currently have 519 members as follows:

- Academics – 33
- Consumers – 3
- Regulators – 194
- Regulated Industry – 150
- Food Industry Support - 139

The plans for opening the Council Application Process was reviewed with the form being activated June 3 and then closed on July 8. Notifications to applicants must be made by October 1 following approval at the August Board Meeting. David Gifford will research whether those letters were sent out by the Council Chair or the Executive Director. Applicants are to be notified of selection and non-selection alike.

Old Business

Sarah Klein joined the meeting by telephone. The ad hoc committee she is chairing to discuss *Issue 2012-II-38 Consumer Scholarships* has no report for this meeting but has plans for preparing one for the August Board Meeting.

Regarding *Issue 2012-I-021 Notification of Consumers of Recall*, Girard distributed a written report to the Board that she then reviewed, summarizing the actions of an ad hoc committee created to make a recommendation on the disposition of this Issue. Kevin Smith says that the FDA is in data-collection mode on this process and will probably soon make an announcement in the Federal Register and call for comment. Smith will notify CFP Executive Director McSwane so we can

eblast membership as recommended to solicit comments.



Sheri Morris moved and Larry Eils seconded a motion to acknowledge the ad hoc committee's report. The motion carried unanimously.

Terry Levee reported that the *Ad Hoc Committee on Standards for Documents Published on the CFP Website* chaired by Don Schaffner will provide a report at the August Board meeting.

Biennial Meeting Planning Update

LaDonna Pettit, Conference Direct, thanked the Board and offered her full support in preparation for the Orlando Biennial Meeting in 2014. She offered to review banquet and AV arrangements for Orlando as a second set of eyes as we establish those.

Ms. Pettit reported that the previously approved Owyhee Plaza Hotel in Boise for our 2016 has been sold for condo conversion. A contract is being finalized with Boise Townplace Suites by Marriott.

Ms. Pettit reported that there are lots of changes occurring in the meeting and travel industry. There has been improvement in the last 6 months which makes room supply challenging. She advises that we begin to identify the city for 2018 as soon as possible to give us flexibility in making favorable arrangements. The Mid-Atlantic region is the likely 2018 locale. Board members report that Virginia and Kentucky have both been actively involved with CFP and may provide us some good options.

Local Arrangements Committee – Michael Roberson and Lee Cornman

Lee Cornman reported that they have had a series of meetings and have pulled in some local industries like Disney. The committee is just gearing up now as the Biennial Meeting is one year out. They are looking at doing a Florida reception at the hotel. All 3 primary food regulatory agencies in FL will participate.

Michael Roberson reported that they have many verbal commitments to provide financial support including support from the seafood, citrus, and other agricultural entities. The Committee will move forward with sponsorships pending discussions with Sponsorship Chair Orman. They have secured a supplier of canvas bags from Green Bag Company as an in-kind donation. The bright orange bags are being made now. The goody bags will be assembled by LAC at the Publix Corporate Office in Lakeland, FL; afterwards, the assembled bags will be delivered to the hotel.

Jeff Luebke from the Florida Restaurant Association stated that he is thrilled that the conference is honoring FL with the opportunity to host the Biennial Meeting.

Commissioner Putnam of the Florida Department of Agriculture and Consumer Services will likely be the keynote speaker. He is the co-author of FSMA and is a former US Congressman.

Ms. Cornman added that they are getting amazing cooperation from the hotel.

General discussion of 2014 arrangements ensued with the Board. LAC is identifying scribes, runners, and will look into the availability of Parliamentarians.

Council Reports

Council I Report –Brenda Bacon and Christopher Gordon

Plan Review Committee has completed one of 2 charges. They are aggressively working on their documents. Kevin Smith notes that the Temporary Food Establishment document has different requirements that do not match the FDA Code. He suggested that it should be available as a word document for local customization and that the posted document should state

it may not be entirely consistent with the code at outset. He stated that he is uncomfortable with the direction of the Committee with this document but doesn't want to minimize the amount of work they are doing.

Wild Harvested Mushroom Committee has 5 charges and they have completed the first one. The Committee has asked that the Board approve the recommended changes made in their report due to the costly initial charge made by the Council.



Julie Albrecht moved and Dean Finkenbinder seconded the motion to modify the Committee's charge #2 (see the Committee report). Motion carried unanimously.

Meat and Poultry Processing at Retail Committee has had 5 conference calls. They have formed 2 subcommittees and the charges are actively being processed. The HACCP document they are working with is owned by AFDO and their charge would not be completed as now stated and they will request that they invest time in working with AFDO to do what they can. Committee members John Hicks and Michael Roberson led this discussion. The Committee will rewrite charges which will then be submitted to Board via evote this summer. Everly recommended that the Committee provide the rationale for any change to charges.



Ken Rosenwinkel moved and Sheri Morris seconded motion to have the Committee rewrite the charge(s) and submit it to the Board for an evote within 30 days. The motion carried unanimously.

Beef Grinding Log Committee has met 4 times and completed the first charge.



Michael Roberson moved and Sheri Morris seconded a motion to acknowledge the Council I report including accepting the recommendation to post (when finalized) the Plan Review documents to the Committee-Developed Documents section on the website. The reports will be posted in both PDF and Word. Motion carried unanimously.

Council II Report – Patrick Guzzle and Susan Quam

Interdisciplinary Foodborne Illness Training is beginning to work on charges. The Board discussed the lack of action of this Committee over the last several years. It was suggested that the Chairs help to identify expectations and resources, and decide where to go.

Program Standards requests approval of a new roster. Chair Nicole Grisham (on phone) has worked hard to fill openings but has been unable to do so. Ms. Grisham also requested time at the Biennial Meeting to review the work of this Committee. She also requested consideration that this be made a standing committee.

The remaining Committees, Certification of Food Safety Regulatory Professionals, Standardized Data Collection and Electronic Reporting of Inspections requested no Board Action.



David Gifford moved and Michael Roberson seconded motion to acknowledge the Council II report with amendment to add Brian Nummer to the Program Standards Committee in place of an inactive member.

Council III Report –David Gifford/Todd Rossow

See the written report for details of the work of the 4 committees assigned to this Council.

Emergency Action Plan Committee has no requests for the Board.

Hand Hygiene Committee requested that the Board approve the modified member roster. They also asked if there is a way to do document sharing on the CFP website (No).

Listeria Retail Guidelines Committee requested approval of changes to their member roster.

Time as a Public Health Control Committee requested approval of changes to their member roster.



Lorna Girard moved and Michael Roberson seconded motion to acknowledge report including Committee roster changes. Motion carried unanimously.

David Gifford, Council III Chair and long time Board member, suggests that the Executive Board be cautious about changing Committee charges. Council Chairs need to caution Councils that Committees need realistic charges that can be achieved in the time they have.

Standing Committee Reports

Constitution and Bylaws – Lee Cornman

The Committee has not yet been significantly active. Lee Cornman is developing straw proposals from which the Committee will work. She is researching what should be policy vs. Constitution & Bylaws entries. The Committee will look to formalize how we handle extracted issues. Ms. Cornman thinks it may be good to include the Issue submitter with a small board committee similar to how Girard has successfully managed these ad hoc committees in the past



Michael Roberson moved and Cassandra Mitchell seconded motion to acknowledge the Constitution & Bylaws Committee Report. The motion passed unanimously.

Food Protection Manager Certification Committee – Jeff Hawley and Christine Hollenbeck

Jeff Hawley reported that the Committee is actively working on 2 of their 3 tasks. They continue to work with American National Standards Institute (ANSI) standards, keeping them maintained and up to date. They have formed a security evaluation workgroup. They met in Denver and developed a blueprint on how to move forward. The Committee also meets after this Executive Board meeting in Orlando.



Terry Levee moved and Ken Rosenwinkel seconded motion to acknowledge the Food Protection Managers Certification, Testing and Certification Report. The motion passed unanimously.

ANSI-CFP Accreditation Committee (ACAC) – Joyce Jensen and Lee Cornman

The Board's two ACAC representatives met 3 times via phone with the ACAC Committee. ACAC recognized the accreditation of 360 Training and voted to grant the three continuing companies their accreditation. We now have 4 organizations providing Food Protection Managers Testing and Certification to CFP standards. To clarify process, CFP creates the certification standard, ANSI accredits a body, and ACAC oversees the process.



Terry Levee moved and Jessica Fletcher seconded motion to acknowledge the ACAC report. The motion passed unanimously.

Strategic Planning – James Mack and Todd Rossow

Todd Rossow reviewed the survey results followed by discussion. Elizabeth Nutt advised evaluating statistical significance of responses before making changes. One identified concern was how can we do better at welcoming first-time attendees to the Biennial Meeting?



Terry Levee moved and Jessica Fletcher seconded motion to have a small ad hoc committee chaired by Chris Gordon to initiate some new member "welcome" ideas. Motion passed unanimously. (Marlene Gaither and Jessica Fletcher will join Mr. Gordon in this task)



Julie Albrecht moved and Michael Roberson seconded motion to acknowledge the Strategic Planning Report. The motion passed unanimously.

Program – Julie Albrecht

Julie Albrecht reported that the Committee has had two phone conferences. No subject matter experts have been contacted though several have been identified. The Board discussed whether there was a way to broaden the scope of the topic

(currently Seafood) to widen its appeal to the CFP audience.



Terry Levee moved and Ken Rosenwinkel seconded motion to acknowledge the Program Committee Report. The motion passed unanimously.

Compensation Committee – Larry Eils

Larry Eils reports that the Committee has had no business but will now work with the Executive Treasurer and Executive Assistant on their new contracts.



Lorna Girard moved and Jessica Fletcher seconded motion to acknowledge the Compensation Committee Report. The motion passed unanimously.

Sponsorship Committee – Greg Orman

Michael Roberson reported that he and Mr. Orman will sync their sponsorship levels at the current level.



Marlene Gaither moved and Cassandra Mitchell seconded motion to acknowledge the Sponsorship Committee Report. The motion passed unanimously.

Issue – Vicki Everly and Aggie Hale

Everly and Hale reviewed their detailed written report including the following: Committee Chairs met with Dr. McSwane to review many previously discussed concerns that have had no resolution. Issue Chairs will put together a proposal and report back in August as to what they recommend for changes. Committee Report and Roster format template concerns will be part of these recommendations. Also, the format for summary reports that Council Chairs give at Board meetings will be reviewed. They will advise on what they see as the best formats to use. Issue submittal instructions will be updated. The website is much improved but there are still technical difficulties at times.

David Gifford suggests a conference call with Conference Chairs and Vice Chairs, Council Chairs and Vice Chairs, Committee Chairs and Vice Chairs, and Issue Chairs maybe in mid-September to review the Issue calendar, expectations, samples, process, etc.

Kevin Smith suggests that a blast email be sent to the membership letting them know this process is underway.



Michael Roberson moved and Elizabeth Nutt seconded motion to acknowledge the Issue Committee Report. The motion passed unanimously.

Audit – Terry Levee

Terry Levee apologized for the late submittal of the Committee report. The Committee decided to focus on the professional Audit and endorse the recommendations within. Discussion ensued on having the Audit committee conduct quarterly review of banking activities and recommend this be included in yet-to-be developed policy. Lee Cornman stated that she is researching what should be policy versus a Constitution & Bylaws item. Larry Eils (as a former Constitution and Bylaws Chair) supports that these be policy statements (approved by Board) rather than be Constitution and Bylaws items requiring Issue submission. The Board needs to ensure that Chair Position of the Audit Committee is constantly filled. The Audit Committee will work closely with the Executive Director and Treasurer to develop a Financial Policy as recommended by Auditor Morgan.

No motion to acknowledge this report was recorded.

Guest Report – Mike Spigler, Food Allergy Research & Education (FARE)

Mike Spigler reviewed the goals of his organization and the latest info about the prevalence of food allergens. This

PowerPoint presentation is posted to the Executive Board section of the May 2013 meeting.

Federal Agency Reports

FDA – Kevin Smith

Mr. Smith reported that there are many changes at FDA. The Center for Food Safety and Applied Nutrition (CFSAN) has experienced changes as a result of attrition. FDA's Office of Regulatory Affairs (ORA) has changed a lot. Linda Collins has retired and Alan Tart has moved into Linda's spot. The newly named Office of Partnership was formerly the Division of Federal-State Relations. Joe Reardon resigned from FDA and is now at NC Department of Agriculture. There are now 2 new Retail Food Specialists in the field and one new CFSAN member. Sharon Ferguson has retired and they are hoping to fill her Specialist position in Seattle soon.

CFSAN is hoping that the 2013 Food Code addendum will be released in June. The Food Safety Modernization Act (FSMA) comment period has been extended into September. CFSAN continues to promote good food safety management systems. The Risk Factor Study evolves, and they are planning to do another 10 yr study rotation.

CFSAN is wrestling with a new concept in food retailing - micro markets - unmanned video-surveillance retail food kiosks that can be accessed by member card/credit card. They are also dealing with the new challenge of regulating marijuana in foods.

Mr. Smith intends to be a part of a strategic plan - where the Conference wants to go. He will talk about FDA's MOU with CFP in August. It was written in 1992. We need to revisit what some of the agreements were and make revisions, and possibly do the same with MOU's with USDA and CDC.

The next revision of Program Standards is soon to be released. There is hope that small conference grants will again be available in 2014 to help subsidize regulatory attendees to the Biennial Meeting.

USDA/FSIS –John Hicks (by telephone)

John Hicks reports that in late December, 2012, USDA Posted a Notice related to ground-up poultry products. Comminuted poultry was newly defined. HACCP plans need to be amended accordingly. Sampling program will be expanded to include comminuted poultry. Failure of sampling will categorize the product as adulterated.

A Notice was reissued with instructions for verifying processes for ready-to-eat poultry products ensuring that establishments consider impact of adding ingredients to ready-to-eat poultry such as spices or raw vegetables. The establishment is required to reassess HACCP plans annually and alter the plan as needed.

A notice was issued on April 30th regarding allergens and appropriate labeling.

Listeria Monocytogenes quantitative risk analysis will be conducted in consultation with the Centers for Disease Control and prevention (CDC) and industry in retail deli's. Public meetings will be scheduled regarding this study.

New Business

The Fall Executive Board Meeting will be held on August 13-14, 2013 at Yum Global and KFC Headquarters, Louisville, KY. Board members will stay at the Seelbach Hilton hotel in downtown Louisville. Call 800-333-3399 to make your reservation. Identify yourself as a member of CFP to receive the \$97 per night plus taxes rate. **The cut-off date for making a reservation is July 15, 2013.**

Yum will provide transportation between the hotel and meeting room and will provide transport from the hotel to the airport on the last day.



Cassandra Mitchell moved and John Luker seconded motion to extend expense subsidy to cover submitted expenses for Orlando meeting and to have an agenda item at the next meeting to possibly increase the established budgeted amount. Motion passed unanimously.

Eric Pippert will research the historical payment history and process.

Michael Roberson asks if we have a business continuity plan that protects all of our documents on our website. Lisa Wright will consult with Kevin Hamstra to determine how we are protected.

Michael Roberson also asked “Do we have strategic talent development within our standing committees that ensure continuity for the future?” He offers this as food for thought.

Adjournment – Lori LeMaster