

Conference for Food Protection Executive Board Meeting Committee Report

This report must be submitted to your Council Chair for review so that it can be approved and submitted to the Executive Board via the Executive Director 30 days before each Executive Board Meeting (held in Spring and Fall of each year). The report must be accompanied by an updated committee roster on the Excel spreadsheet provided (Committee Members Template) located here: <http://www.foodprotect.org/work/>.

COMMITTEE NAME: _2014 Interdisciplinary Foodborne Illness Training Committee

COUNCIL (I, II, or III): II

DATE OF REPORT: 4-11-13

SUBMITTED BY: James Steele; Patricia Welch

COMMITTEE CHARGE: (indicate Issue Number and text from Issue stating the Committee Charge)

Issue #: 2012 II-011

The Conference recommends
that the Interdisciplinary Foodborne Illness Training Committee be re-created; and
report back to the 2014 Biennial Meeting of the Conference for Food Protection.

Charge:

- Catalog and continue tracking the progress of prominent disease training programs currently developed; and
- Identify essential educational content of foodborne disease outbreak training programs.

COMMITTEE'S REQUESTED ACTION FOR BOARD (If Applicable): None at this time

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. Administrative Items
 - Minutes/ Documentation/Record Keeping
 - Minutes:
 - The Committee agreed to ask for a volunteer to take minutes each call/meeting.
 - 4-8-2013: Ryan Lowe took minutes for this meeting.
 - Documentation/Record Keeping

- There was discussion about how to store documents/reports/minutes so that all members can access these at their own leisure.
- Greg Pallaske talked about using Google Groups as a repository and will send James information on how to set up.
- Pricilla Neves provided the option of FoodSHIELD that includes storage/sharing of docs and access to Adobe Connect for sharing and collaborating during conference calls.
- There is always the option to address issues/action items as needed via email in case immediate actions are needed.
- Meeting Scheduling
 - The Committee agreed to Quarterly Meetings with the next Conference call scheduled for June 2013
 - James Steele will e-mail agendas and the scheduled date for the conference call. Committee members will also receive an e-mail reminder days prior to the conference call.

2. Review of the Committee's Charges

After discussing the Charges, the Committee agreed that three (3) streams of work would be needed to complete the task at hand. While discussing the work streams, individuals were also asked to lead these work groups. At the next conference call, these work streams will be firmed up and members asked to participate in getting the tasks completed. At this conference call, we will also set completion dates so that we can present to Council II for their consideration.

Work Stream 1

- **Catalog and collect information/data from previous committee report and current training programs.** Allen Anderson and Ryan Lowe are proposed leaders for this group. Some of the issues to be considered are as follows
 - Comparison of what is being done by different states. This will include collection of programs where possible
 - Who is the audience that these programs are intended to reach?
 - Investigate whether FDA to reference CIFOR Guidelines in FDA Food Code.
 - How to we incorporate into FDA Standards?

Work Stream 2

- **Certification of existing/proposed programs.** Pat Welch and Heather Stevenson agreed to lead this work stream. There are quite a few issues to consider in this work stream as follows:
 - Should a generic program be developed?
 - Target Groups?

- What are we certifying?
- What does this entail?
- How do we get the information/training to become standard?
- Identify essential education content.
- Who will be the Certifying Agency?
- What will be the cost?

Work Stream 3

- **How do we get industry, agencies and/or associations to adopt programs?**
No leaders were appointed at this meeting. This will be addressed at the next meeting. For this work stream the issues to consider include:
 - Proposing a structure that would allow these groups easy access to programs?
 - Asking the Conference for Food Protecting to engage the FDA in this endeavor?
 - Asking for industry input?