Constitutional Charge:

1. Article XIII Duties of the Committees
   Section 1. The Issue Committee shall review all Issues submitted at least seventy-five (75) 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 XI, Section 1, Subsection 1, Section 2, Subsection 1 and Section 3, Subsection 1.


Additional Charges:

1. Computerize Issue submission process
   Status: Completed prior to January deadline.  
   http://foodprotect.org/2006_issue_submit_information.html

2. Complete instructions for new Issue submission process
   Status: Completed prior to January deadline.  
   http://foodprotect.org/2006_issuesubmit_b.html

3. Organize Council Instructions
   Status: Summary based on request from previous Council Vice Chair is completed.  
   See attachment A
   Suggestion: Add information from Council Chairs and Vice Chairs following 2006 Conference.

4. Procedures for Issue Review and Issue Criteria (acceptance/rejection)
   Status: Recommendations to be presented at August Board meeting  
   See attachment B
   Suggestion: Complete review of recommendations. Revise report based on Board discussion, and finalize report.

5. Revise instructions to Issue Committee for Council assignment.
   Status: Instructions for previous years are available for updating. Additional instructions will depend on revised report and recommendations. Instructions will be updated following completion of report for Additional Charge 4 (Page 1).

Committee and Workgroup Members: See Attachment C.
**Progress Report:** Since June 2004, the Issue committee has been extremely busy. The Committee is larger than ever and has been working in 5 work groups. Through conference calls and e-mails, 4 of the workgroups have completed their tasks.

1. Issue Form and Instructions to Submitter – Completed and on the Web
2. Issue Process – Completed and on the Web
3. Website organization, communication, and design - Completed
4. Council Instructions – draft completed – Additional information to be gathered at 2006 Conference. Attachment A.
5. Procedures for Issue Review, Issue Criteria (acceptance/rejection), and Instructions to Issue Committee. – Rough draft of report for Issue Criteria is attached (Attachment B)

Timelines: See Attachment D

**Requested Board Discussion:**

Review of acceptance/rejection procedures. See Additional Charge 4 and Attachment B.

Can these procedures be implemented in 2006? Do they need an Issue and Delegate approval or are they additional procedures that can be approved by the Board?

Due to time constraints, should the initial review be completed by Issue Chairs only, a subgroup of Issue committee, or all committee members?

Long term suggestions
   1. Have two deadlines
      a. soft deadline – final date for submission (85 days prior to Conference)
      b. hard deadline – final date for modifications (75 days prior to Conference)

   2. If the Committee is going to review the Issues for modifications then create 2 workgroups:
      a. one to review Issues
      b. one to assign Issues.

2006: I am concerned that the committee is too large for efficiency. The size of the committee is due to the charges we had for 2006. Issue review will also be difficult due to time constraints. Council Assignments have always been based on 100% committee participation and we may have to accept whatever responses we receive.

2006 Suggestion: Create a subgroup for Issue Assignment and the finalize assignment through the Council Chair Call and follow up e-mails. This may also be a long term suggestion.

**Recommendations for Future Charges:**

Finalize Procedures for Issue Committee – returning to basic Issue assignment.

Finalize Council Instructions for Issues.

Provide a 2 year timeline for Conference dates and deadlines as soon after the Conference as possible.
Thank you. Just a few words to cover so many hours of work: Thank you to all the committee members for their support and diligence. The workgroup Chairs (Dee Williams, Brian Nummer, John Krakowski, Ellen Laymon, and Glenda Lewis) have worked especially hard to get this much work done.

In the past I have sent thank you letters and/or certificates to committee members to thank them. I plan on continuing this practice following completion of our charges in February.

Marsha Robbins and Frank Ferko, Issue Committee Co Chairs
Conference for Food Protection
How Issues Are Considered and Addressed During a Council Meeting

Updated 06/17/05

Purpose: This guidance is designed to help both Council Members and Issue submitters understand the Issue process during a Council meeting.

Rationale: Consistent Issue amendment and/or revision processes will:
- help Council Members understand and recognize their responsibilities and duties;
- help Issue submitters understand their role during a Council meeting;
- define what actions may be taken with an Issue during a Council meeting;
- provide an effective, efficient and fair process with reasonable time for Council deliberation and action.

Process:
An issue amendment or revision for consideration by a Council during the biennial Conference meeting will adhere to the following:

1. A Council Member who is the original Issue submitter may bring the amendment/revision to the table as recognized by the Council Chair.
2. If the Issue submitter is not a Council Member, then a council member must bring the amendment/revision to the table as recognized by the Council Chair. Issue submitter may address the amendment/revision as recognized by the Council Chair.
3. Revisions must be:
   a. provided to the scribe in an acceptable electronic format* with handouts for all Council Members.
   b. submitted in an underline/strikeover format to allow Council Members to locate changes.
   c. dated and timed to reduce confusion with previous submissions.
4. Content language and formatting of final Issue recommendation will be in the proper format (written examples attached).

* Acceptable electronic formats (e.g., floppy, CD, USB memory modules, wireless e-mail) will be determined in advance of each Conference based on available computer capabilities. All Conference attendees will receive advance notification on acceptable electronic formats.
ISSUE REVIEW PROCESS FOR ISSUES SUBMITTED BY THE SUBMISSION DEADLINE

CONSTITUTIONAL REQUEST: The Issue Committee will be submitting an Issue to request a Constitutional change to begin with the 2008 Conference. The Issue will be based on 2 deadlines:

a. Issue Submission – 75 days
b. Modification - 70 days

The Issue Committee suggests that the Issue submission deadline continue to be 75 days prior to the Conference with additional wording that allows for structured revisions by the submitter after that submission deadline. Prior interpretations of the Constitution and Bylaws have indicated that all changes must be finalized by the submission (75 days prior to Conference) deadline.

A firm revision deadline and a limit on the type of modifications allowed are needed to avoid changes being submitted by the submitter through the Conference date. The revisions after the submission deadline will be limited to those requested by the Issue Committee.

A revision deadline of 70 days prior to the Conference can be used to minimize the amount of time allowed. The only problem with this deadline is that the review workgroup only has a few days to complete the task; they will have to be prepared and finish the task quickly. If desired, this date can be added to the policies and procedures, making it easier to change if needed in the future. The other Issue Committee deadlines can then be shifted closer to the Conference dates. This may decrease the amount of time allowed between the Issue assignment report to the Executive Director and the Directors deadline to send the Issues to the members.

This decrease in time should not create a problem in creating mailing packets for the members. There have been many changes in the past few Conferences that minimize the amount of time that the Executive Director spends with Issues. Computerization and changes in reporting mean that the Executive Director no longer downloads or receives Issues or Attachments. The new WEB based process also eliminates or minimizes two problems that occurred in 2004

1. Due to limitations of a dial up connection, the Issue Chair had to download a series of Issues and attachments and send them to the Executive Director.
2. Risk of lost Issues

The Issue Chair types in the Council and sequence numbers (for example, I-2) following the assignment process and creates the list of Issues to be included with the Issues. In the past, this was manually compiled by the Issue Chair prior to submission to the Executive Director.

With the computerization of the process and final Issue formatting, the Issues will be submitted to the Executive Director in final format. A scribe version of the Issues is also created, eliminating the need for manual creation of this format of the Issues. A Table of Contents for viewing, printing (single Issues of print all by Council) and linking to assignments will be included.

The responsibility of the Executive Director then becomes receiving the final version of the assigned Issues (complete and scribe edited versions), creating a CD, and sending the Issues to the members and to Sterling to post on the Web.
SUBMISSION:

Due to the need for Constitutional change, the process described below can not be used until 2008 (if approved by delegates). The only difference for the recommended 2006 process is that all modifications will have to be made by the submission deadline (75 days). This is the process used in the past.

Deadline for Submission – 01 23 06
Submitter automatically received notification that Issue submitted by deadline.
A tracking number is assigned to the submitted Issue.

REVIEW:

Level 1 Review: Basic criteria review: retail-oriented, all sections completed, not commercial, submitted by deadline.

Level 1 Review
Level 2 Review: Spelling, grammar, and clarity.
Assignment process:
ATTACHMENT C: CFP ISSUE COMMITTEE
2004 - 2006 CONFERENCE FOR FOOD PROTECTION

Co Chairs
Frank Ferko
Rare Hospitality International, Inc.
8215 Roswell Road, Bldg. 600
Atlanta, GA 30350
770 206 5019  FAX 770 551 5409
frank.ferko@loho.com

Marsha Robbins
HACCPplus.com
1245 W. Ruth Ave.
Phoenix, AZ 85021 4446
602 395 9164  FAX 623 388 9007
Marsha@HACCPplus.com

Federal (1)
Glenda R. Lewis
Supervisory Consumer Safety Officer
Team Leader, Retail Food Protection Team
FDA - Center for Food Safety and Applied Nutrition
5100 Paint Branch Parkway
(HFS-627) Room 2C-006
College Park, MD 20740
301 436 2150  FAX 301 436 2672
glewis@cfsan.fda.gov

State (2)
Wayne Derstine, DVM
FL Dept. of Ag and Consumer Services
3125 Conner Blvd., Room 289
Tallahassee, FL 32399 1650
850 488 3951  FAX 850 488 7806
derstiw@doacs.state.fl.us

Dean Finkenbinder
WY Dept of Agriculture
1250 McDougall Drive
Lander, WY 82520
307 332 3846  FAX  307
dfinkenbinder@wyoming.com

Local (2)
Glenda Christy
Allegheny County Health Department
F.B. Clack Health Center
3901 Penn Avenue, Bldg # 1
Pittsburgh, PA 15224-1344
412 578 7932  FAX 412 578 8190
gchristy@achd.net

Darwin Pattengale
City of Albuquerque
Director, Consumer Health Protection Division
Environmental Health
One Civic Plaza
Albuquerque, NM 87103
505 768 2600  FAX 505 768 2698
dpattengale@cabq.gov

Industry (3)
Charles McGuffey
Certified Food Safety Professional
Corporate QA Manager, Field and Testing
7 Eleven, Inc. Tech Center
2711 N. Haskell Avenue
Dallas, TX 75204
214 841 6844  FAX 214 841 6679
cmcguf01@7 11.com

Mary Sandford
Burger King
Product Safety and Regulatory
5505 Blue Lagoon Drive
Miami, FL 33126
305 378 7917  FAX 305 378 3402
msandford@whopper.com

Dee Williams
Jack in the Box
9330 Balboa Ave
San Diego CA 92123-1516
858 571-2550  FAX 858 694 1525
Dee.Williams@jackinthebox.com

Consumer (1)
Alison Rein
National Consumers League
1701 K St. NW #1200
Washington, DC 20006
202 835 3323 ext 112  FAX 202 835 0747
alisonr@nclnet.org
Academic (1)
Brian Nummer, Ph.D.
New Contact Information
Extension Food Safety Specialist
Nutrition and Food Science Dept
Utah State University
Logan, UT 84322-8700
435 797 2116  FAX 435 797 2379
briann@ext.usu.edu

Council Chairs (3)
Vice Chairs alternates (3)
Chair Council I
Frank Yiannas
Walt Disney World Company
P.O. Box 10000
Lake Buena Vista, FL 32830
407 397 6060  FAX 407 397 6630
frank.yiannas@disney.com

Chair Council II
Vicki Everly
County of Santa Clara
Department of Environmental Health
1555 Berger Drive, Suite 300
San Jose, CA 95112 2716
408 918 3490  FAX 408 258 5891
Vicki.Everly@deh.co.scl.ca.us

Chair Council III
Larry Kohl
Giant Food Stores
1149 Harrisburg Pike
Carlisle, PA 17013
717 240 7577  FAX 717 960 1908
lkohl@aholdusa.com

Special Advisors and Alternates
Mary Fandrey
MO Department of Health and Senior Services
930 Wildwood  PO Box 570
Jefferson City, MO
65102-0570
573 751 6090  FAX 573 526 7377
fandrm@dhss.mo.gov

Linda Jones
OK Department of Public Health
1000 NE 10th St.
Oklahoma City, OK 73177-1299
405 271 5243  FAX 405 271 3458
lhjones@health.state.ok.us

John Krakowski
Dir. Policy and Public Info
City Harvest
575 Eighth Ave 4th Floor
NY NY 10018
917 351 8735  FAX 917 351 8720
jkrakowski@cityharvest.org

Petrona Lee
Retired

Vice Chair Council I
Lee M. Cornman
New Contact Information
Assistant Director for the Division of Food Safety
Florida Department of Agriculture and Consumer Services
850.488.0295 general number
cornmal@doacs.state.fl.us

Vice Chair Council II
John Gurrisi
Darden Restaurants, Inc.
5900 Lake Ellenor Drive
Orlando, FL 32809
407 245 6842  FAX 407 245 5173
jgurrisi@darden.com

Vice Chair Council III
David Ludwig
Maricopa Co. Environmental Services
1001 N. Central Avenue, Suite 300
Phoenix, AZ 85004
602 506 6571  FAX 602 506 6862
dludwig@mail.maricopa.gov
WORKGROUP MEMBERSHIP

1. Issue Form and Instructions to Submitter

Dee Williams Co Chair, Brian Nummer Co Chair, Larry Kohl, Frank Yiannas, Mary Sandford, Dean Finkenbinder, Darwin Pattengale, Mary Fandrey, Ellen Laymon, Lee Comman, Frank Ferko, Marsha Robbins

2. Issue Process – from Issue form to Proceedings posting

Marsha Robbins, Frank Ferko

3. Website organization, communication, and design

Richard Linton, Kevin Hamstra, David Ludwig, Janice Buchanon, Marsha Robbins, Frank Ferko

4. Council Instructions

John Krakowski Co Chair, Ellen Laymon Co Chair, Wayne Derstine, Frank Yiannas, Larry Kohl, Glenda Christy, Vicki Everly, John Gurrisi, Frank Ferko

5. Procedures for Issue Review, Issue Criteria, and Instructions to Issue Committee

Glenda Lewis Co Chair, Linda Jones, Mary Fandrey, Alison Rein, Petrona Lee, Charles McGuffey, Marsha Robbins
### Timelines:

**2006 Conference – Saturday workshop has previously been used as day 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Days prior</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 09, 2005 (Friday)</td>
<td>120 days</td>
<td>Executive Director mails registration packet</td>
</tr>
<tr>
<td>Jan 23, 2006 (Monday)</td>
<td>75 days</td>
<td>Deadline for receipt of Issues</td>
</tr>
<tr>
<td>Mar 09, 2006 (Thursday)</td>
<td>30 days</td>
<td>Executive Director mails Issue packets</td>
</tr>
<tr>
<td>Apr 07-12, 2006 (Fri – W)</td>
<td>0 days</td>
<td>Conference</td>
</tr>
</tbody>
</table>

**2006 Issue Committee Potential Timeline – working document – to be revised post Board meeting**

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 18, 2005</td>
<td></td>
<td>Committee reports and Issues due to Council Chairs</td>
</tr>
<tr>
<td>Jan 24, 2006</td>
<td>74 days</td>
<td>Issue Chairs access final Issues</td>
</tr>
<tr>
<td>Jan 28</td>
<td>70 days</td>
<td>Issue modifications – final deadline</td>
</tr>
<tr>
<td>Feb 01, 2006</td>
<td>66 days</td>
<td>Issue Chairs review and finalize versions of Issues 7 working days</td>
</tr>
<tr>
<td>Feb 02, 2006</td>
<td>65 days</td>
<td>Issues posted to Committee</td>
</tr>
<tr>
<td>Feb 13, 2006</td>
<td>54 days</td>
<td>Issues assigned by Committee 7 working days</td>
</tr>
<tr>
<td>Feb 16, 2006</td>
<td>51 days</td>
<td>Council Chair Conference Call and final Council assignment 3 working days</td>
</tr>
<tr>
<td>Feb 21, 2006</td>
<td>46 days</td>
<td>Council Chair final sequence assignment 3 working days</td>
</tr>
</tbody>
</table>

Days

Issue Chairs finalize packets and notify Conference Chair and Executive Director that the Issue Committee has finalized its tasks 4 working days