



# Conference for Food Protection Executive Board Meeting Minutes

August 29-30, 2006  
Rockville, MD

**Voting members present:** Glassburner, Gifford, Gerzonich, Girard, Anderson, Kohl, D. Williams, Feldstein, Sharar, Luedeman, Gale, Coffill, Hardister, Nutt, Christy, Smyly, Reimers, Gurrisi, Kohl, and Liang (day 1), Daniels (day 1), Rein (day 1).

**Nonvoting members present:** Buchanon, Cornman, Everly, Ludwig, T. Hayes, Drew, Rosenwinkel, Hale, Wright, Griffith, Robbins, Ferko

**Voting members absent:** Hedman, Linton

**Non-voting members absent:** P. Williams, Schaffner

**Guests:** CFSAN – Acheson, Woody, Kautter, Jackson, Landa, Smith, Lewis, Fear; USDA – Hinners; ANSI – Swift; FMI – Edwards; CDC – Deasy, Otto, L. Hayes

## Introductions and Roll Call

Conference Chair Nutt called meeting to order at 8:00 am. New members and guests were introduced and silent roll was taken. Hayes reminded group of the CFP antitrust policy.

Michael Landa, Deputy Director for Regulatory Affairs, CFSAN, welcomed the CFP group on behalf of CFSAN, spoke of his appreciation for the partnership between CFP and CFSAN especially the shared involvement with food defense, the involvement with a science-led Food Code, and our collaboration opportunities. Landa also briefly reviewed appointment status of the acting commissioner who is currently undergoing confirmation hearings. CFSAN, as with all agencies, has been undergoing major changes in staffing and financial resources. Five years ago, CFSAN had a staff of 1050; now the staff is 780 and there may be fewer soon, possibly down to 750. Budget for 2007 is lower; however, the reduction may be less than expected. There is an effort underway for reorganization of CFSAN to make better use of resources; for example, there may be consolidation of offices and research functions. Regulations writing staffs have been consolidated already.

## Executive Director's Report

Hayes reminded group that approval of the April meeting minutes had been done electronically.



**Wright** will amend April meeting minutes to reflect that Drew is a non-voting member.

Quarter 2 Financial Statement – Hayes reviewed previously distributed statement. CFP's financial position has improved. Current balance is \$208,000 compared to previous balance of \$167,000 for the same period following the biennial meeting in 2004.



Reimers moved and Smyly seconded motion to accept Quarter 2 Financial Statement. The motion carried unanimously.

Biennial Meeting Report – Hayes reviewed financial details of Biennial Meeting from previously submitted report. Many records were set – general registration, workshop registration, financial support from sponsors, and overall success of meeting.

2010 Biennial Meeting Site Selection – The Hayes team will be visiting Providence, RI in September to evaluate the offerings available for a Biennial Meeting venue in April, 2010. They will be meeting with the Convention Bureau, the Westin Hotel and others, and evaluating the facilities available at the Convention Center. Ernie Julian of Rhode Island Department of Health with the assistance of Johnson and Wales University will provide local arrangements resources.

Executive Director Transition – Hayes briefly reviewed the decision to phase down CFP involvement by the possible assumption of a 3<sup>rd</sup> position, Treasurer, relinquishing the Executive Director role to someone new. There has been extensive review of the Executive Director position description and job duties with consideration given to how best define responsibilities with 3 positions – Director, Treasurer, and Assistant. Hayes reviewed potential recruitment phase for a new Executive Director, including an advisory to the membership and opening the application process to them, review of applications, announcement of decision, setup of office, transfer of authority, training, etc. The target timeline for this process is between October 2006 and March 2007 with the new person in place by the April 2007 Executive Board meeting.

Executive Assistant Report – Wright reviewed current membership statistics (currently at 522 members) with record membership in all sectors. Wright also discussed recent projects including revision/update of Board policies such as a new Record Retention Policy and website activity.



Hayes will share Record Retention Policy with Board, incorporate suggestions, and finalize.

## Council Reports

Council I - Lee Cornman, Council Chair, reviewed status of Council I's 4 Committees:

- Time/Temperature Control for Safety Committee did a lot of work over the last 2 years and is continuing to formalize training documents. Pam Williams, Chair, and TCS membership were electronically approved.
- Critical Item Committee – Dale Yamnik, Chair, and membership roster were electronically approved. The committee is working closely with FDA (Shirley Bohm). Steve Natrass will replace Ray Duffill as FDA Member.
- Plan Review Committee worked on major charges this summer – one basically a rewrite of the mobile food guidance document that is now with FDA for formatting and will be out soon. Membership roster (Karen Reid, Chair) will be available soon for approval.
- Food Recovery Committee has been a challenge. John Krakowski was approved to chair but has since left City Harvest. Rick Barney, an experienced member of the committee, has agreed to be Chair and will be assembling a roster.



Glassburner moved and D. Williams seconded motion to accept Steve Natrass as FDA member on the Food Recovery Committee. The motion carried unanimously.

Council II - John Gurrisi, Council Chair, reported on Council II's 8 committees, 2 of which are new. All have been seated with chairs (all approved except for one – see below) and are in committee formation mode. Committees and Chairs are:

- Program Standards – Linda Newton
- Certification of Regulatory Professionals (Program Standards Workgroup) – John Marcello and David McSwane

- Interdisciplinary Foodborne Illness Training (Program Standards Workgroup) – Frank Ferko and Michelle Samarya-Timm (also added USDA member, Rosemary Turner)
- Managers Training, Testing and Certification – Roger Hancock and Aggie Hale
- Electronic Data Capture (new) – Sandra Lancaster and Beth Cannon
- Emergency Preparedness and Response – Chirag Bhatt and Jorge Hernandez
- Food Contact Utensil and Barrier Usage (new) – LeAnn Chuboff
- Inspection Form – Dale Yamnik and Lorna Girard



Rein moved and Anderson seconded motion to accept roster of Certification of Regulatory Professionals Workgroup. The motion carried unanimously.

Council III – David Ludwig, Council Chair, reported on the status of his 4 committees. Every effort is being made to expand rosters to give maximum opportunity to those interested in serving.

- Allergen Committee – Anne Munoz-Furlong/Anthony Flood. – is working on their roster and will use electronic submission and approval
- Sanitizer Committee (new) – Katherine Swanson/Dale Grinstead – needs Environmental Protection Agency (EPA) participation since the charge of the committee is to seek uniform requirements for sanitizer use. Kevin Smith (FDA) is working to find an EPA member; the committee may need a letter from Conference Chair Nutt to EPA to accomplish this.
- Blade Tenderized Meat Committee (new) – Paul Uhler/Steven Kenney
- Barrier Hazard Committee (new) – Gregory Pallaske/Lise Borel.

NOTE: Although many rosters were available for review, the Board suspended consideration of them during the meeting and expressed the intent to vote electronically on them in coming weeks.



All **Council Chairs** need to send their reports to Hayes and Wright electronically.

## Standing Committee Reports

Website Committee (ad hoc), Captain Charles Otto, Chair

Otto joined the Board meeting via conference call and led a discussion on the status of the new website as designed by the ad hoc Website Committee and brought to life through his work on a test website. The website link had been shared with the Board, input was solicited and used to modify design. Wright and Otto shared findings on Altrue, status of Sterling (current host), and pros and cons of self-management. Extensive discussion ensued.



Kohl moved and Smyly seconded motion to move website to Altrue (after verifying setup costs) with Otto's/Website Committee's structural design. The motion carried unanimously.



**Wright** will send Board members the link to Altrue's website and to the practice site and will report on costs associated with the changeover when available.

CFP Infomercial DVD – Otto also provided unedited footage for the Board to preview on the infomercial project. We need to review, enhance, and advise on how to make it a better project. D. Williams, Reimers, and Hardister volunteered to review the DVD and assist with its enhancement and completion.

Issue Committee Report, Vicki Everly, Chair

Roster was approved electronically. Consideration is being given to whether to have a Vice Chair or have subgroup leaders. Goals include recruiting some additional members to those who signed up such as someone from website and Hamstra from Purdue. Revised roster will be submitted electronically. Issue

process ideas and suggestions from 2006 will be reviewed. Everly thanked Robbins and Ferko for all of their work getting the electronic submission process up and running.



Reimers moved and Daniels seconded motion to accept current roster of the Issue Committee. Motion carried unanimously.



**Everly** will correct constituency listing of Glenda Christy.

#### Constitution & Bylaws/Procedures Committee, Jane Griffith, Chair

Roster is still under development. Contact has been made with outgoing Chair Eils for assistance and guidance for the future. Griffith will maintain a list of items for review as they come up at Board meetings and conference calls and will work through these items in committee prior to presentations for Board review. Hayes recommended that Board members who identify items that need inclusion should communicate those items to Jane for consideration.



Hayes also advised that Constitution and Bylaws Chair be given Executive Board non-voting member status. **Griffith** will place this on Constitution & Bylaws Committee worklist.

#### Managers Training, Testing, and Certification Committee (MTTC), Aggie Hale, Vice Chair

MTTC Committee extended 2004-2006 membership to this Board meeting. Hancock and Hale were reappointed to lead the committee; lots of people signed up for it – ½ old and ½ new. Roster is being finalized and will be submitted electronically. Charges include further discussion on training aspect; finalizing the FAQ's; looking into other international standards to see how our standard compares. Hayes advised that MTTC Committee also needs to review Food Protection Manager Certification information on the website and make that better/more up-to-date.

#### Nominating Committee, Elizabeth Nutt, Chair

Nutt and Hayes reviewed standing committee chair application, review, and appointment process that was first used this year.



Girard recommends that Nominating Committee process and structure be placed in the Constitution and Bylaws. **Griffith** will place this on Constitution & Bylaws Committee worklist.

#### Program Committee, Hayes spoke for Don Schaffner, Chair

Schaffner requests volunteers/suggestions for people to serve on the Program Committee and suggestions for topics that may make up the workshop. Reimers suggested looking at symposiums given at IAFP and IFT to help determine what will be good for CFP. Other suggestions: CARVER+Shock; avian influenza; international/global sources of food and people; hazard preparedness; review of tabletops – benefits/what have we learned from them.

#### Audit Committee, Barb Gerzonich, Chair

Gerzonich solicited Board member volunteers to help with Audit Committee. Luedeman, Griffith and Coffill volunteered to be on the committee.



Smyly moved and D. Williams seconded motion to approve Audit Committee. The motion carried unanimously.

#### 2008 Local Arrangements Committee

Reimers, member of the Local Arrangements Committee for San Antonio, briefed the Board on the status of the 2008 Biennial Meeting preparation. Four co-chairs – Deborah Marlowe (DSHS), Joel Ortiz (HEB

Retired), Yolanda Arellano (SARA), Lori Calzoncit (SAMHD) are beginning to formulate a plan. Steve McAndrew (TDH Retired) and Luby's Restaurants will also be active. All involved are gathering resources and sharing ideas for events to include visits to the Riverwalk and the Alamo. They are also working on obtaining local sponsorships.

#### ACAC/ANSI Report, Roy Swift

Swift briefly reviewed the relationship between CFP and the American National Standards Institute (ANSI). ACAC meets in October. All accredited providers are currently submitting renewal applications. Swift complimented the Board on its selection of John Marcello and Jim Lewis to represent CFP Board on the ACAC Committee, saying we could not have two better representatives. John Marcello's term will be expiring in the coming months; he is eligible to serve for one more term.

We also now have a patented CFP/ANSI accreditation mark. Marcello, Eils and Swift have reviewed the ANSI/CFP agreement and have made a few suggestions for change. They will be reviewed with Nutt and Hayes and then signed.



Buchanon noticed that the term Executive Secretary needs to be replaced with Executive Director in the ANSI/CFP documents. **Swift** promised to make that change.

#### **Compensation Committee (ad hoc)**

Upon recommendation from Executive Director Hayes, Compensation Committee Chair, Ben Gale opened discussion regarding a restructuring of the Conference administrative duties. The Board reviewed and discussed a cost analysis and overview of prospective duties for each of three positions – a redefined Executive Director (ED) position; a new Executive Treasurer (ET) position; and the existing Executive Assistant (EA) position. The Board approved a new ET position to be filled by Hayes, a two-year contract for the EA (Lisa Wright) and a 6-month interim contract for the Executive Director (during the transition phase from the existing structure to the new one). An Executive Director Selection Committee, comprised of Buchanon, Hedman, Kohl, Nutt and Hayes, was formed.

The transition phase between October of 2006 and March of 2007, will involve the following steps:

- Position descriptions will be completed for the new ED and ET positions;
- An announcement will be made to the membership regarding the administrative restructuring;
- Job announcement;
- Application filing period;
- Selection of a new Executive Director;
- Transition and training;
- Full implementation of the new structure

Nutt thanked Compensation Committee Chair Ben Gale for the work of the Compensation Committee and thanked Hayes and Wright for their leadership and guidance and for a wonderful 2006 Biennial Meeting.

The Executive Board supported the Compensation Committee's recommendation that Hayes be awarded the full 2006 Biennial Meeting Bonus of \$5000 for the excellent meeting execution.

#### **Agency Reports**

##### FDA Report, Faye Feldstein, Glenda Lewis, Kevin Smith

Feldstein offered a thank you to the Conference for the opportunity to participate in the Biennial Meeting. She stated that out of 54 Conference Issues submitted to FDA, only 3.5 are up for further discussion.

- 2006-I-13 concerns the implementation of the term TCS. Much discussion ensued. FDA feels that working with the TCS Committee will address the Issue and that no further guidance will be provided beyond what is in the 2005 Food Code. (See response letter for details.)
- 2006-III-014 was extracted by Assembly and rejected so Board needs to act on it; It was suggested it be dealt with in the supplement or be reintroduced as an Issue in 08. FDA at the Biennial Meeting recommended that vacuum packed seafood be removed from the package prior to thawing. FDA's C. botulinum workgroup could also work on it. More options could be identified and presented to Council III as an issue in 2008. It was suggested that a recommendation from the Conference Chair should go to FDA to drive action.



Gifford moved and Daniels seconded motion that the Executive Board (Nutt) formally communicate with FDA that a guidance document/interpretation related to 3-501.13 be developed to deal with the issue of thawing vacuum-packed seafood pursuant to 2006-III-014 to reduce the incidence of C. botulinum. The motion carried unanimously.



**Nutt** will send letter to Dr. Brackett.

2006-II-038 and 039 (addressed by Lewis and Smith, CFSAN) concern regulatory professionals and bachelor's degree pre-requisite with science hours. FDA feels this should not be in the standards documents but should be a function of competency and training and not part of the hiring process. EEOC advised that experience vs. degree may be a discrimination issue. This could put the FDA in position of having a standard that could be construed as an unfair hiring practice. FDA does not wish to interfere with a State that already has such requirements and commends them for having the high standards but must decline having them in these standards.



Daniels moved and Glassburner seconded that FDA explore "equivalent to degree" or alternative language regarding the absolute requirement for a bachelor's degree that would be acceptable to FDA. Much discussion ensued on this topic. FDA acknowledged broad State delegate support for the higher education standard but, on advice from legal counsel, cannot accept this Conference recommendation. *The motion failed.*



Girard requested a little more explanation from FDA in the response letter as to why they cannot accept this recommendation. The **FDA representatives** agreed to enhance their explanation for rejecting related sections of Issues 2006-II-38 and 39.

Smith announced that changes to the FDA Program Standards based on CFP recommendations will be published early in 2007.

Lewis stated that the 2007 Food Code Supplement will hopefully address the 22 changes noted in Part 1 of the July FDA response letter to CFP. They would like to complete it by January of 2007.



FDA requested that the Board prioritize the 22 Issues they would like to have addressed. **Wright** will lead this prioritization project.

Lewis briefly discussed the Assessment of Training Needs Pilot Project (handout).

CDC Report, Art Liang

CFP addressed 3 Issues to the CDC for consideration. The CDC concurs with all 3 recommendations.

CDC continues to reorganize – Coordinating Center for Environmental Health includes the former superfund group, the injury prevention group, and the Division of Emergency and Environmental Health Services under Sharunda Buchanan. Liang reviewed the current structure and the primary initiatives of the CDC Environmental Health Group.

USDA Report, Mimi Sharar, Marian Hinners – Sharar reviewed the FSIS response letter to 2006 Issues directed to the agency. The Memorandum of Understanding with CFP is finalized, and Sharar expressed pleasure that it was approved. Issues addressed to USDA include 2006-1-005 concerning delay of communication. The agency has started to develop a protocol for USDA, State and other organizations for information-sharing. USDA is also an active partner with Pulsenet and Foodnet. The Office of Food Defense and Emergency Preparedness operates in several States, and this work will help address the communication process.

Sharar recognized Marion Hinners, USDA Food Nutrition Service, (USDA service that is responsible for rules dealing with the school lunch program) to address the CFP issue concerning the national school lunch program. The Issue dealt with new inspection requirements that essentially doubled the number of inspections conducted; 2 inspections per year conflicts with a risk-based inspection system. USDA is tasked with implementing the law but has no authority to exempt any school from this requirement; local agencies could determine timing and scope with some flexibility; schools are also allowed to tailor programs to their needs, and USDA doesn't mandate any specific type of plan. USDA sets criteria only. The CFP Issue asked for reconsideration of reporting requirements – it's the law and cannot be changed. USDA suggests that reporting will add to a very sketchy data set and may help them use/raise/recommend funding in future; Issue encouraged funding for the program – but also not in the law. There is no punitive action associated with failure to meet these requirements.

### **Training Exposure: CARVER + Shock Threat Assessments and Strategic Partnership Program Agraterrorism (SPPA)**

Dr. David Acheson, FDA, introduced CARVER + Shock team and stated he hopes that the Executive Board will gain a greater understanding of the food defense initiative. CFSAN is currently really focused on prevention of food-related security problems. Response and recovery to a terrorist event are also key elements. CARVER + Shock is a prevention program. The program delivers a generic message that is designed to get people to raise awareness about the security of their establishment. The training heightens awareness, fosters risk analysis, and reduces risk by identifying mitigation steps. Dr. Acheson asked for input from the Executive Board to help the Agency understand the impact that terrorist events would have on the retail food sector.

Woody and Kautter led the group through an abbreviated CARVER + Shock training experience. Feldstein asked the Board to consider working with the CARVER + Shock team. Ferko, Christy, Glassburner, Anderson, and Robbins volunteered to be on the ad hoc committee. Gerzonich volunteered one of her staff members, Darby Greco, to also join the committee.



Feldstein moved and Williams seconded motion to form an ad hoc CARVER + Shock Committee to work with CFSAN. Motion passed unanimously.



**Feldstein** will create an ad hoc Committee charge proposal, submit it to the Board, and move forward.

### **Other Business / New Business (Note – there are many action items for Board Members)**

National Sanitation Foundation (NSF) Response to CFP Recommendations – Nutt reviewed letter in which NSF concurred with all CFP recommendations. NSF is working to implement them.



**Hayes** will send NSF response letter to **Cornman** who will ensure that the Plan Review Committee addresses their open question.

Proceedings CD – Hayes proposes that we now adopt the practice of sending people to the website for Conference Proceedings information and dispense with the production and mailing of a proceedings CD. That is how we will proceed.

Robbins commented that Larry Eils has done a lot of work for the Conference and requests that a letter be sent thanking him for his service. Robbins also thanks everyone for her experience with CFP.



On behalf of the Executive Board, **Nutt** will send Larry Eils a letter of appreciation for his past service to CFP.



The MOU with AFDO has been renewed, updated, and signed by AFDO Chair, Charlene Bruce. **Hayes** will circulate the document for review and approval for CFP Chair Nutt to sign on behalf of the Conference.



Issue I-2006-027, The Modification of Shellstock Maintenance of Identification Requirements, asks that we identify a CFP member who will interface with the ISSC – suggestions for possible consideration were Perrine, Gans, L. Jones. Edwards said Bohm and he will be on the committee, too. **Gale and Nutt** will get back with Hayes about Gans and Jones.



Nutt reminded **Council Chairs** of the importance of finalizing board rosters and getting them approved electronically.

Larry Edwards reported that FMI in conjunction with NRA will present a Food Safety Supply Chain Conference. He shared that for the first 100 government employees there will be a \$25 registration fee. Conference will be held October 11-13, at the Grand Hyatt Hotel, Washington, DC.

Member Emeritus Position – Do we want to consider some kind of member emeritus status or is there another method by which we can recognize such people? Drew suggested Life Membership voted upon by the Conference. In Canada, the host province selects retired member(s) for nomination.



Gale recommended Constitution and Bylaws Committee investigate a process, rewards/benefits of status, and criteria for selection and that **Griffith** bring suggestions back to the next meeting.

The invitation-only conference, Collaborating across Boundaries in Retail Foodservice Food Safety, will be held in Las Vegas in October of 2006. CFP Representatives are Gale, Gerzonich, and Linton who will be funded by the Federal conference grant. Also attending will be Ferko, Marcello, and Smith.

Brady Daniels reported that he has resigned from Ecolab. He expects that he will be consulting for Ecolab and hopes to continue working with CFP.

Future Meeting Dates - Spring meeting dates – April 17-18, 2007, San Antonio depending upon availability of rooms. Fall Meeting dates – August 28-29 2007, probably again in Rockville, MD.

The Executive Board extends congratulations to Rich Linton and his wife on the birth of their second child, a boy.





Christy moved and Anderson seconded motion to adjourn. Motion passed unanimously.  
The meeting adjourned at 1 pm.