



Conference for Food Protection Executive Board Meeting Minutes

August 28-29, 2007
Rockville, MD

Voting members present: Gifford, Gale, Gerzonich, Coffill, Girard, Hardister, Anderson, Nutt, D. Williams, Linton, Daniels, Gurrisi, Kohl, Hedman, Reimers, Liang (day 1), Otto, Smith

Voting members absent: Diskin, Smyly, Glassburner, Luedeman, Sharar

Nonvoting members present: Hale, Ludwig, Rosenwinkel, Drew, Everly, Schaffner, Lineberry, Wright

Nonvoting members absent: Buchanan, P. Williams, Hayes

Guests: Lewis, Uhler for Sharar, Griffith (by phone), Hancock, Klein for Cohen, Sheehan (by phone)

Opening – Conference Chair Elizabeth Nutt, Presiding

Conference Chair Nutt called the meeting to order at 835 am. Introductions were made by the attendees. CDC representative Liang introduced Charles Otto who will be the future CDC representative. The Board extended its appreciation to Liang for his service and agreed to welcome Otto back to the Board. Lineberry reviewed the CFP antitrust policy. Wright took the roll call. Nutt reminded the attendees that voting is restricted to voting members. Michael Diskin was added to the Board by e-vote to fill the seat vacated by Glenda Christy who retired from her regulatory position.

Guests were acknowledged including Sarah Klein, Consumer Rep, Paul Uhler, USDA Rep, and Charles Otto, CDC Rep. Glenda Lewis (FDA) was also in attendance at the start of the meeting.

Nutt reminded the Board that the Board Meeting Minutes from April 18-19, 2007 were previously sent and approved via E-ballot.

Executive Director's Report and General Business

Executive Director Lineberry reviewed Executive Treasurer Hayes' previously submitted report, including:

- At Hayes request, Reimers graciously accepted appointment as the CFP representative to the International Shellfish Sanitation Conference (ISSC). Reimers reported that he has made outreach efforts but has yet to make contact.
- The AFDO MOU has been signed and will be an Issue at the next biennial meeting.
- There continues to be difficulty identifying Parliamentarians for the 2008 Meeting. Allen Gelfius is the only person on board at this time.
- Hayes will continue to work with Griffith to improve constitutional language dealing with the Program Chair position.
- Conference finances are in good shape (refer to Executive Treasurer's Report).

2008 Meeting Update

Lineberry and Nutt covered various items associated with the upcoming Biennial Meeting.

Lineberry reviewed the Council application process. The process went smoothly although the application deadline was extended two weeks to solicit more applications. Several non-members applied in spite of the membership qualification being listed. In future, Lineberry will check the database to verify membership status before sending the names to Council Chairs. Applicants were encouraged to join the Conference and several new members joined.

A color prototype of the registration packet was distributed and Board members were asked to mark any suggestions/corrections. Members were pleased with the booklet overall.

Online registration will be available in mid-October. We will have a secure socket on the website for accepting online registrations and payment. Registration packets and delegate letters will be mailed to the membership on or before November 14th (150 days before the Conference).

Lineberry reviewed the list of San Antonio Meeting assignments as follows:

- Dee Williams will be in charge of the orientation and supervision of scribes and runners provided by the Local Arrangements Committee.
- Lorna Girard will give the Committee Orientation and will identify someone to help her with that.
- Allen Gelfius will lead the Parliamentarians.
- Nutt, Gelfius, and Lineberry will present the Assembly Orientation Session.
- Gifford, Girard, Kohl, Linton, Klein, and Coffill will attend and facilitate Caucus meetings for their respective constituency.
- Yiannas and Otto will conduct the Council Orientation.
- Eils will be contacted regarding the New Member Orientation. Hedman stated Eils may be retiring so someone needs to do the orientation with Larry to be able to transition into that role.



Nutt will consider the need for a backup presenter for the New Member Orientation.

Hayes requested that the issue of stacker ribbons be raised. Pros and cons were offered up by the Board members. San Antonio will have ribbons. The Board needs to consider the future use of ribbons beyond that.



Everly, Hedman and Hale will work together to identify some suggestions to expedite the process or offer alternatives for 2010 and beyond. They will report back to the Board at the next meeting.

Lineberry requested Board members to think of outlets to receive the Conference press release announcing the 2008 Biennial Meeting. Suggestions - NEHA State affiliates, Public Health Colleges and Universities,



Lineberry agreed to Gifford's request that the press release be sent to the Board. Lineberry will also provide a list of those who currently receive the press release.

Reimers delivered the Local Arrangements Committee Report. Everything is going well. Lots of activities are underway with regard to events and entertainment. Marlow and Hendy (Texas Department of Health) submitted a written report and indicated that they have a court reporter, a bank account, office managers; appropriate equipment has been reserved; HEB will provide canvas bags for attendees; keynote speakers have been invited.

Wright reviewed the written Executive Assistant Report. We currently have 560 members - an all-time record. There has been a rise in the number of academic members to 24.



Wright will send the list of academic members to Linton. (Done 9/3-LW.)

The redesigned website is nearly ready for launch and is expected to be available sometime in September. The Sterling self-management tool, Co-Pilot, allows us to update content and documents. We will still need to use Sterling staff to make changes to overall design, format, menus, etc. Currently, there are some glitches with Co-Pilot that are being worked out.

Nutt referenced Janice Oliver's letter responding to the request to reconsider the FDA decision regarding the Bachelor's degree requirement for regulatory professionals. Girard asked Smith if wording could be "BA/BS is highly recommended" and not mandated. Smith said FDA may be open to some language modification that would not require a change to Standard 2. It may be possible to achieve the same result with reference to a degree or combination of education and experience. Any change would apply to standard 2 (Program Standards) and the FDA Standardization Guide. It would not be a Food Code issue.

Lineberry reminded the Board that the CDC MOU is in process. Liang reported that the document is in Dr. Gerberding's office and CDC lawyers are evaluating the language and need to give it a stamp of approval. It is close to being finalized.



Nutt reminded **Standing Committee Chairs** to develop a summary of committee activities set to timelines so new chairs will have some guidance to follow and include this as an addendum to their Final Committee Report.

Council Reports

Conference Chair Nutt commended chairs for providing excellent reports in a timely manner and so consistent in format.

Council I - Lee Cornman, Council Chair, reports that she has 4 committees and work is continuing with scheduled conference calls. The Critical Item Committee wants guidance on what to do with members who don't participate. The Board advised that the Committee Chair can write a letter to the member requesting participation or advising them of removal from the Committee. Cornman also requested that the updated document, Food Recovery Guidelines, be posted to the website.



Reimers moved and Daniels seconded motion to accept the Council I report. The motion carried unanimously.

Council II - John Gurrisi, Council Chair, reports that Council II's 8 committees and subgroups are progressing. The Certification of Food Safety Professionals group will further discuss the bachelor's degree requirement. The Emergency Preparedness and Response Committee requested that the draft document, Emergency Guidance for Food Establishments, be posted on the website with a request that members review and make comments prior to the Issue being prepared.



Wright will receive direction from the Emergency Preparedness and Response Committee Chair and make necessary contacts with membership via blast email and the website.



Anderson moved and Linton seconded motion to accept the Council II report. The motion carried unanimously.

Council III – David Ludwig, Council Chair, reported that all 4 committees submitted timely reports. They have been active in moving their charges forward. The Sanitizer Committee requested modifications to their roster as stated in their report.



D. Williams moved and Girard seconded motion to accept changes to the Sanitizer Committee roster. The motion carried unanimously.

Ludwig indicated appreciation for the support Conference Chair Nutt offered that resulted in an EPA member being appointed to the Committee.



Gifford moved and Daniels seconded motion to accept the Council III report. The motion carried unanimously.

Nutt facilitated a discussion of the proposed 2008 Biennial Meeting Council Rosters. Council Chairs overall expressed they were pleased by the applicants and followed Bylaws guidelines in making selections. Council II has a representation shortage in 3 areas - processing, vending and consumer. Council II Chair Gurrisi stated that they looked at applicants carefully and selected those who were committee members who should be rewarded for their work, and at the same time, looked for new blood to fill out the Council. Ludwig noted that the Bylaws allow for more at-large members on the Science-based Council. He requested that the next Council application ask what Council(s) a person has served on and when.



Lineberry stated that this will be considered when the next Council Application is prepared.

Nutt asked Council Chairs if they felt the Council application and selection process worked. Much discussion ensued though comments were generally positive. The Board advised Klein to seek to identify 2 consumer members who may agree to serve on Councils 2 and 3.



Daniels moved and Hedman seconded motion to accept Council appointment rosters as written with caveat that Klein may identify appropriately qualified Consumer members by September 11th resulting in modification to Council II and III rosters. Any Consumer-related changes would require Board approval. Motion carried unanimously.



Wright will send consumer names and contact information to Klein. (Done 9/3-LW.)

Standing Committee Reports (refer to previously submitted reports for more detail)

Program Committee Chair Don Schaffner reported that the Program agenda is being finalized. There will be a 45-minute Q&A in the morning and a 30-minute Q&A at the end to heighten interaction. All invited speakers have agreed to participate. Only one speaker needs financial travel assistance. Discussion centered on direction the content will take with numerous suggestions made that Don will address with the speakers. CEU process is in the works.



Schaffner will submit changes to Workshop entries in Registration Booklet by mid-September.



Gifford moved and Gurrisi seconded motion to accept the Program Committee report. The motion carried unanimously.

Issue Committee Chair Vicki Everly reported that Board action is required and referred the Board to her previously submitted Report. A report addendum was handed out to the Board; page 6 of 8 replaces original page 6 of her report ("Additional Criteria for Committee-Submitted Issues"). Everly requested approval of policies to ensure the Board is in agreement as to how Issues will be handled. The main concern for clarification related to the wording in the proposed "Issue Acceptance Criteria" that states an Issue could be rejected based on "content and clarity." Everly expressed her position that we review submitted Issues strictly for spelling and grammar. The Board has confidence in the Issue Committee reviewing the Issues, and requested that the Committee continue to review Issues for content and clarity, and to use the Council Chairs and Vice Chairs to make the final determination when there are unresolved questions.



Gifford moved and Hedman seconded motion to accept the Issue Committee report and Board policy recommendations, allowing "Issue Acceptance Criteria" to be reformatted without change of content. Motion carried unanimously.



Everly will work with **Lineberry** to ensure these changes will be put into the "SOP" Manual rather than the Constitution and By-laws so rapid correction can be made as needed.

The Issue Committee report addendum also included research on branding policies. After Board discussion, it was agreed that the existing Commercialism Policy (established in August 2000) meets the needs of the Conference and that legal review is not necessary.



Hedman moved and Daniels seconded motion that the Issue Committee need take no additional action regarding a branding policy. Motion carried unanimously.

Constitution & Bylaws/Procedures Committee Chair Jane Griffith (by telephone) assured the Board that the work of the committee is on track and apologized for the circumstances that interrupted her prompt communication with the Board. She reviewed the Issues that will be prepared by the Committee on behalf of the Board. Conference Procedure amendments are underway, position descriptions are being reviewed and amended as needed. Their next conference call is scheduled for September. Lineberry updated Griffith on status of CDC MOU which will be submitted by C&B as an Issue. Ludwig asked Griffith if questions to be considered should be sent directly to her such as the fact that the C&B does not state that the Chair position for Council III be rotated between industry and regulatory members as it does for Council I and II. Griffith requested that Ludwig and Rosenwinkel submit a request/recommendation to her for Committee consideration.

Smith brought up the concern that federal participation and/or voting on committees is not consistent. A long Board discussion centered on Federal advisors and their membership/voting status. No consensus was reached. Smith is on the C&B Committee and will pursue more discussion when they "meet" in September. Lineberry stated that a protocol needs to be developed.



Reimers moved and D. Williams seconded motion to accept the Constitution and Bylaws Committee report. Motion carried unanimously.

Managers Training, Testing, and Certification Committee (MTTC) Roger Hancock reported that the Committee is working on 3 charges and reviewed those charges using the previously submitted report. Charge #1 asked the Committee to research Food Protection Manager certification in the International community. It has concluded that there is really not a standard and this will be so stated at the 2008 CFP. It is conceivable that our standards will become the international standard. Charge #2 addressed the need for maintaining the standards for accreditation, specifically Standard 5 (admin/security) that may need to be strengthened based on some cases of fraud that were detected. The 3rd charge is to make available appropriate training so folks can become certified and creating a clearing house on public information of material that is available. The Committee's position continues to be that the Food Code is the "body of knowledge" that is the core of certification.

The Committee is also continuing to address marketing/communication efforts to inform various jurisdictions of the accreditation and certification process, the CFP Standard, the rigor that went into creating the Standard, etc. and provide code language that can be adopted by State and local agencies.

John Marcello is completing his third term on the ACAC Committee and will rotate off at the end of this term. The Board will need to select his replacement. The conflict of interest issue is a big barrier to overcome. Marcello has provided a list of qualifications needed for his replacement. Cornman suggests this info be taken back to the MTTC Committee for deliberation. The Board suggests that the choice be a member of CFP and have some knowledge of retail food and the Conference. Anderson suggested the Committee should come up with names to replace Marcello and submit those to the Board for consideration.



Daniels moved and Girard seconded motion to accept MTTC Committee report. Motion carried unanimously.

Resolutions Committee Chair Gale asked that Board members making suggestions for resolutions give some lead time for the committee to do a good job at developing appropriate recognition.



Gifford moved and Reimers seconded motion to accept Resolutions Committee's report. Motion carried unanimously.

Nominating Committee Chair Elizabeth Nutt verbally reported that the nominating process is underway. The Committee has identified a glitch with the availability for consideration of anyone whose position is up for re-election at the Biennial Meeting. The Committee will make its recommendation in January.



D. Williams moved and Gale seconded motion to accept Nominating Committee verbal report. Motion carried unanimously.

Strategic Planning Chair Hedman reported that previous Chair McAndrew did a good job at moving the Committee forward. The Board initially set up this committee out of a concern that we needed a plan to build membership and maintain interest in the Conference especially when the Food Code was being changed from a 2-year to a 4-year revision cycle. Hedman questioned the Board about what we really want the Strategic Planning Committee to do now. Are we supporting the Conference Mission? Gale suggested Committee could focus on specific constituency such as consumer or academia to build their membership. Otto suggested the Committee look into establishing "foundation" support for them. Perhaps Committee needs to consider internships and succession planning. Hedman agreed to take the Board's ideas back to the Committee.



Anderson moved and Gale seconded motion to accept Strategic Planning Committee report. Motion carried unanimously.

Audit Committee Chair Barb Gerzonich - no report.

Board ad hoc Committee Reports

Infomercial Committee Chair D. Williams presented an update on the Infomercial development process. There was a conference call in June. The ad hoc Committee members have decided that they needed to develop a script and have a moderator to develop more voiceover to go along with the excellent footage provided by Otto. There has been some discussion that a University may be willing to help develop this. Otto outlined possible direction for the infomercial such as use as an information resource on the website' taken to another Conference for educational purposes, recruit new membership, and

promote food safety and environmental health for the next generation. Hedman suggested that the Strategic Planning needs to be involved. The Committee may be asking for funds once needs are identified.

NOTE: Acceptance of this report was not recorded. Board acceptance of these meeting minutes will include acceptance of this report.

Sponsorship Committee Member Hedman (for Eils) reported on previous Board discussion on changes to sponsorship levels. The Committee recommended removing the "copper" (lowest) sponsorship level, and restructured the incentives given at the higher levels while keeping donations at the same amount they were in 2006. It was recommended that sponsors get a reduced workshop rate for sponsor registrants. Everly requested that the Sponsorship Opportunity document be amended to read "organization" instead of "company." An amended copy of the sponsorship committee report was distributed to the board.



Reimers moved and Anderson seconded motion to accept the amended Sponsorship Committee report. Motion carried unanimously.



Wright will provide Hedman with a list of industry members for sponsorship committee. (Done 9/3-LW.)



Hedman will recommend to the Committee that the word "organization" replace the word "company" on the Sponsorship benefits document.

Compensation Committee Chair Gale requested a motion be made to disband the Committee as it has met its charge.



D. Williams moved and Smith seconded motion to disband the Compensation Committee. Motion carried unanimously.

Agency Reports

FDA Report - Kevin Smith, Glenda Lewis, John Sheehan (by phone)

Smith indicated that Dr. Brackett or Janice Oliver may be available to keynote the 2008 meeting. John Sheehan, Division of Food Safety joined us by phone to inform the Board of FDA events and news along with Smith. See written FDA report.

- Final guidance on fresh fruits and vegetables has been produced (growing and processing); tomato safety initiative launched also;
- FDA continues to conduct international train-the-trainer programs on GMP's in Guatemala and Peru.
- FDA issued guidance for processors of low-acid juice such as carrot juice (C. bot).
- There is an increased priority on expansion of use of irradiation to control pathogens in foods.
- A public meeting will occur in the next few months on an avian influenza preliminary risk assessment model predicting potential risk from consumption of eggs and poultry meat.
- Tomato safety initiatives were launched in June (68 farms). Lots of data will be coming in and lots of data analysis will need to be completed.
- Chemical contaminants (melamine) have pushed risk assessment on pork, chicken and eggs fed to animals as feed to a higher priority.
- CFSAN has developed a cheese risk profile (suitcase cheeses) from Central American countries and Mexico.
- The Egg Safety Rule has been completed and is awaiting final approval and release.

CDC Report, Charles Otto

Otto stated that he is very glad to be back on the Board. He reported numerous initiatives including:

- The FDA and CDC are meeting monthly to deal with issues related to food and outbreak investigations.
- MMWR published last week indicates an increase in norovirus within the United States especially in long-term care facilities. Two new strains have been reported, and two deaths have been directly attributed to norovirus.
- Epi-Ready Program (developed jointly with NEHA) has trained 1100 individuals; 98 have become trainers.
- Many new events are being investigated - Salmonella wadsworth outbreak; botulism recall; Salmonella schwarzingeran in dry pet food
- CDC's Environmental Health side has a new leader, Rob Blake from the State of GA. He is the current NEHA president and successfully transitioned Georgia into their new food code.
- CDC has developed a new model aquatic health program (pools and water parks). There have been more waterborne outbreaks this year than ever recorded before.
- CDC is working on an advisory for water interruption.
- EHS-net information system was used by CFP Data Capture Committee in association with students from GA State University.

USDA/FSIS Report, Paul Uhler for Mimi Sharar

Uhler reported that Alfred Almanza has been appointed as the Administrator for FSIS. Almanza is a 30-year veteran of FSIS, serving most recently as the Dallas District Manager. Other initiatives reported include:

- In August, FSIS held a public meeting to discuss Public Health Based Inspection in slaughter plants.
- FSIS worked with FDA and Castleberry's Food Company (GA) to investigate a C. botulinum incident in canned meat products.
- FSIS published its final rule prohibiting the processing of downer cattle.
- FSIS issued a directive describing the decision-making process used when determining whether it is appropriate to accept results from a non-FSIS lab.
- FSIS issued a notice regarding the routine sampling of trimming intended for use in raw ground beef.

Canada Report, James Drew

Drew delivered an excellent overview of the Canadian Food Inspection System. A PowerPoint presentation and a written report will be posted to the website.

- Canada has 32 million people in a country slightly larger than the United States; 70% of the population lives within 60 miles of the US/Canada border.
- Canada therefore has a huge territory requiring inspection that is sparsely populated.
- 1 in 8 Canadians is employed in a food-related job.
- Agriculture and seafood are a large part of the Canadian economy. Forty-five per-cent of agricultural products are exported and 95% of seafood is exported.
- Three levels of government are involved in food safety.
- Canada has a good data-capturing process on foodborne illness diagnosis and treatment because physicians have to bill the government to be reimbursed for services.
- There is nothing comparable to the Model Food Code in Canada so each province has different rules.
- Canada has set aside considerable resources in anticipation of an outbreak of pandemic influenza.

New Business

Lineberry summarized the USDA response letter to 2006 Issues that was emailed to everyone. The USDA response will be posted on the CFP website.

The 2010 meeting in Providence, RI will be held April 9-14. We need to identify a host for the 2012 Meeting to be held in the Midwest Region. Girard, Luedeman, and Linton (all from that region) were appointed to an ad hoc 2012 CFP Meeting Location Committee to help identify a host city and host agency.

Larry Eils sent an email to Hayes concerning Conference finances, specifically the size and use of the reserve fund of around \$93,000 (\$9,000 of this is earmarked for Crumbine). Eils requested that the Board consider the use of these funds for financing

travel, scholarships, etc. Hayes through Lineberry noted that the size of the reserve is the highest ever but its size versus anticipated expenses is of concern. Rhode Island is going to be a very expensive venue and administrative costs are higher. Anderson suggested that CFP may use marketing tactics to target Health Department supervisors to educate them on our mission and possibly increase their support for participation of their staff. D. Williams indicated that some organizations have associated foundations to cover this kind of financing. Gale suggested we analyze what would be a good reserve to have for emergencies, legal liabilities, and unanticipated expenses and weigh what would be a good reserve to have before spending more money. Daniels stated that any reserve funds could be applied to determining and stimulating greater uniformity in regulations. The Board discussion yielded general agreement that we not modify anything right now.

Hedman asked that the Board consider creating a new CFP constituency category that would be filled by support services/retirees/students, etc. who do not fit current constituent categories. Nutt reiterated that membership and participation needs to be encouraged for long-term members who have unique experience and expertise. Hedman recommended bringing an Issue forward from the Board to capture a category of "other" for a constituency. Everly raised the question of where an NRA or NEHA person would fit as a constituent.



Hedman moved and Anderson seconded motion that this Issue be brought forward on behalf of the Board. Motion carried unanimously.



Griffith and Lineberry will need to add this to the Constitution & Bylaws Committee workload.

Lineberry asked whether it would be appropriate to move the Council Application process closer to the Conference date. The general consensus was to leave it as is because it helps agencies with budgeting.

Lineberry discussed a situation resolved with ANSI's assistance where a Food Safety Training and test provider used the term "accreditation" to apply to their training program. They have changed their advertising with apologies and asked the CFP Board to provide appropriate language. CFP declined to do so and again with ANSI's input, stated that the term "accreditation" will be applied to approved tests only and not to the "program."

The National Association of County and City Health Officers applied for a seat on the Executive Board. NACCHO is a trade association of mostly local health officers and is somewhat involved in lobbying efforts. The Board determined that we should invite them to join, attend and encourage them to participate, but it would not be appropriate to create a seat on the Board.



Lineberry will respond to NACCHO on behalf of the Board.

Hayes requested that the Board consider the establishment of a membership status to be called "Member Emeritus" to reward a small number of individuals for their outstanding contribution to CFP. Hedman asked if this would be a Board only effort or whether it would have to be in the C&B. Reimers indicated that IFT has a similar position, set up in their constitution. It would be good to have this ready to award someone in 2008 with a possibility of adding it to the constitution at a later date.



Hedman moved and Girard seconded motion to authorize that a Member Emeritus position be researched and an ad hoc committee be created to make this happen by the 2008 meeting. Motion carried unanimously.



Gale, Anderson, and Reimers agreed to form a Member Emeritus ad hoc Committee to provide some information and criteria to the Board in a timely fashion to possibly make this happen by the 2008 meeting.

The next meeting of the CFP Executive Board will be in association with the April 2008 Biennial Meeting. A vote was taken on the date (non-recorded). The date of the August 2008 Board meeting will be August 11-12, 2008. Lineberry agreed to look into alternative venues, possibly back to the College Park (CFSAN) location, possibly Orlando with meeting space provided by Darden. Board members indicated a desire to not always meet in the DC area in August.



Hedman moved and Linton seconded motion to meet at a location TBA on August 11-12, 2008. Motion carried.

The Executive Board meeting was adjourned at 1215 pm, August 29, 2007.