



## Conference for Food Protection Executive Board Meeting Minutes

Orlando, FL  
August 26-27, 2008

**Voting members present:** Fandrey, Gifford, Gerzonich, Girard, Morris, Williams, Coffman, Ludwig, Coffill, Hardister, Nutt, Roberson, Ferko, Gurrisi, Garren, Hedman, Reimers, McSwane, Smith, Uhler, Otto

**Voting members absent:** Diskin

**Nonvoting members present:** Levee, Reid, Hale, Campbell, Rosenwinkel, Linton, Everly, Hendy, Nummer, Lineberry, Wright

**Nonvoting members absent:** None

**Guests:** G. Lewis, Kohl, Jensen

### Opening – Conference Chair David Gifford, Presiding

Gifford called the meeting to order and thanked John Gurrisi for arranging the meeting space and hosting us in Orlando. Executive Director Lineberry read the Anti-trust Policy for the benefit of all assembled. Wright recorded Roll Call while attendees introduced themselves. Guests were also acknowledged. Gifford reminded the Board that the previous Meeting Minutes (April 11 – 16, 2008) were approved via E-ballot.

### Executive Director Report – Jeff Lineberry

Lineberry reported that the April Biennial Meeting was a success and attributed much of its success to the wonderful LAC and the help received from Trevor and Linda Hayes. He apologized for the problems encountered with the committee listings in the program booklet and discussed how we may improve this process next time. Format changes will be made and Wright will provide an Excel spreadsheet to generate uniformity in reporting of committee names. Lineberry will request a final list from Committee Chairs by October preceding the Biennial Meeting. He also will modify the design of printed materials and will include a daily listing of events to help people see the overall program.

The hotel room block has been adjusted for the 2010 Providence meeting based upon the San Antonio experience; food and beverage charges exceeded anticipated prices by \$5000. At the Monday night reception, the food/margarita tables were poorly arranged and we will adjust plans accordingly for the next meeting. The Chair's reception was not well-attended – too late and at the end of long day; having this event will be reevaluated.

Other items discussed:

- Everly requested that the last State and local caucus meeting be combined and that a large enough room be provided.
- Crumbine award had 6 applicants – Sacramento County won.
- James Drew of Canada resigned due to reassignment. Gifford wrote to Health Canada requesting an appointment – no response yet.
- Mimi Sharar retired; Paul Uhler replaced her.
- There is no consumer representative on the Board. Sarah Klein of CSPI had twins and may not be with CSPI any longer. A number of potential members were offered; Jeff will make outreach attempts.
- Indianapolis will host the 2012 Biennial Meeting; Scott Gilliam and his staff are preparing. Lineberry and T. Hayes will be there in October to evaluate hotels.
- Next meeting will be April 30-May 1, 2009 at the 2010 location, The Westin in Providence.
- August 2009 meeting will possibly be in Dallas or Chicago.
- Executive Assistant Wright distributed statistical analysis of membership; there are 473 members.



Williams moved and Linton seconded the motion to accept the Executive Director's report. The motion carried unanimously.

## Executive Treasurer Financial Report – Jeff Lineberry for Trevor Hayes

Lineberry summarized Hayes previously submitted report. CFP had a financially successful Biennial Meeting. The number of registrants was similar to 2006. There was an excellent response to the workshop. Online registration worked well except when the website was down. CFP is in good stead financially. We appreciate the 25K FDA grant that made it possible for 53 attendees to share grant monies.



Reimers moved and McSwane seconded the motion to accept the Executive Treasurer's report. The motion carried unanimously.

## CFP Website – Jeff Lineberry for Don Schaffner

Online Issue Submission has been hosted by Purdue U., and this host is no longer available to us. Additionally, Sterling Digital is no longer a viable option to host our website. We need to combine these hosting processes onto one site. The Website Committee was charged to find a solution. The Committee requests Board approval of Hamstra Media to develop and host our new site. There was general discussion of server use, credit card process and security issues.



Nutt moved and Coffman seconded the motion to accept the Website Committee report including the Committee's recommendation to move from Sterling to Hamstra Media. Motion was approved unanimously.



**Lineberry and Hayes** will finalize contract with Kevin Hamstra of Hamstra Media as soon as possible. The **Website Committee** will assist with the development of the new site as requested.

## Council Reports

### *Council I* – Terry Levee/Karen Reid

Council I has 3 committees – Plan Review, TCS Foods, and Criticality Education and Implementation. Only Criticality membership has been approved. The other two will be available within 2 weeks for Board approval via e-vote. Levee reported that within 30 days of approval, the committees will all have Conference calls to review charges and direction.

During this report there was a tangential discussion of web-based conference meetings. Garren reported that she could provide the service to committees that NRA is on.



Reimers moved and Roberson seconded the motion to accept the Council I report. Motion was approved unanimously.

### *Council II* – Aggie Hale/Doug Campbell

Committees that have or will be approved when this report is accepted are Program Standards, Certification of Food Safety Regulatory Professionals, Interdisciplinary FBI Training Program, and Inspection Form Scoring. Outstanding Committee rosters are Food Contact Utensil and Barrier Usage, Electronic Reporting, and NVEAIS; their membership will be approved by e-vote.

Smith expressed reservations about the report submitted by the Inspection Form Scoring Committee with respect to reporting results and drawing conclusions based on a limited survey of only those agencies that have proceeded with inspection scoring system. Committee members stated that the report is summarizing the status of the committee's activities as of April 2008; it does not summarize any subsequent action. Garren reported that the Committee's intention is to pursue a more expanded survey in hopes of developing more "publishable" results. Committee is considering how to pursue funding for such a survey.



Hedman moved and Garren seconded the motion to accept the Council II report. Motion was approved unanimously.

### *Council III Report* – Ken Rosenwinkel/Rich Linton;

Council III has four committees. Rosters for Allergen and Sanitizer Committee have been finalized. Rosters for Hot Holding and Blade Tenderization Committees will be approved by e-vote. There was discussion of expanding the membership of the sanitizer committee by including all those who signed up;



Reimers moved and Coffman seconded the motion to ask the Sanitizer Committee Chair to add all interested members

to the Committee and not have alternates; also one membership requirement was waived due to specific knowledge. Motion was approved unanimously.



Nutt moved and Hedman seconded the motion to approve the Blade Tenderization Committee roster with a goal of adding other regulators; they also moved to approve the membership of the Allergen Committee. Both motions were approved unanimously.



Smith moved and Nutt seconded motion to advise the Chairs of Allergen Committee that any recommendation related to the curriculum in Program Standard II as it relates to allergen awareness (See 2008-III-007) be developed in consultation with the Council II Program Standards Certification of Food Safety Regulatory Professionals Work Group. Motion was approved unanimously.

During this report, there was extensive discussion on the use of a quorum and the use of e-votes. Constitution and Bylaws Chair Hendy stated that a quorum should always be regarded and the Conference would need to look at addressing voting in the Constitution.

## Standing Committee Reports

### *Constitution, Bylaws, and Procedures – Ruth Hendy*

Hendy will be providing reports with updated committee member names and seeks to add 3 industry members. She reported that so far during this meeting, she has identified several items that will need to be addressed by the Committee – definition of membership, voting privileges of Federal representatives, quorum, privacy policy, and electronic voting.



Reimers moved and Roberson seconded the motion to accept the Constitution and Bylaws Committee Report. The motion carried unanimously.

### *Program – Brian Nummer*

Nummer reported that Committee member names have not been finalized. Board member D. Williams volunteered to join the Committee. Nummer offered a potential topic for the 2010 workshop – Behaviors Affecting Food Safety. Otto recommended that a bioterrorism aspect be included in the workshop as it allows for more monies to be used from bioterrorism funds for attendance.

Nummer stated that he appreciates the assistance provided by the previous chair Schaffner and recommends that a mentoring/training process be considered as a constitutional issue.



Girard moved and Coffill seconded the motion to accept the Program Committee Report. The motion carried unanimously.

### *Issue – Vicki Everly*

Committee roster will include Hamstra as an unpaid consultant. The Committee's goal is to better prepare all Committees to submit Issues properly. To that end, the Issue Committee will develop guidance on writing Issues. Tentative dates have been provided to the Executive Director. Everly recommends that the deadline for Issue submission be 1/8/2010. All Council Chairs and Vice Chairs were added to Committee.



Williams moved and Nutt seconded the motion to accept the Issue Committee Report and roster. The motion carried unanimously.

### *Food Managers Training, Testing and Certification – Joyce Jensen*

Jensen reported that the Committee is assuming a maintenance mode now that all of the development work has been completed. The Committee has two charges – 1) continue to work with ANSI on accreditation process, and 2) adjust annex B. The Committee will be looking at amending the Committee Bylaws to fit the new goals. The offered slate of members reflects bylaws requirements. There are 2 openings and 14 returning members. The revised Standards will soon be posted to the website.



Williams moved and Ferko seconded the motion to accept the MTTC Committee Report. The motion carried

unanimously.

*Resolutions* – Sheri Morris provided a list of Committee members and stated there is no additional information to report.



Ludwig moved and Garren seconded the motion to accept the Resolutions Committee Roster. The motion carried unanimously.

*Audit* – Wayne Derstine (absent) submitted a Committee Members list and a written report.



Hedman moved and Coffman seconded the motion to accept the Audit Committee Report and roster. The motion carried unanimously.

*Strategic Planning* – Roger Hancock (absent) – submitted a Committee Members list and a written report.



Ferko moved and Williams seconded the motion to accept the Strategic Planning Committee Report and roster. The motion carried unanimously.

*Nominating* – Elizabeth Nutt

Nutt reported that the Standing Committee Chair application process worked well. She reported that the Executive Director assisted the Committee in the decision-making. A slate was presented to the Board and the Standing Committee Chairs were approved. Nutt reviewed the Nominating Chair Position Description to be included in the motion with the acceptance of the Committee Report.



Garren moved and Ferko seconded the motion to accept the Nominating Committee Report and roster and accept the Nominating Committee Chair Position Description. The motion carried unanimously.

## Special Committee Reports

*Sponsorship (ad hoc)* – Greg Orman

Orman distributed a written report, reviewed the Committee charge and briefly discussed plans for going forward. The Committee will look at sponsorship levels and registration compensation.



**Wright** will send Orman a full 2008 Registrant list. **Lineberry** will provide Orman with a 2010 Timeline for CFP registration material.



Reimers moved and Roberson seconded the motion to accept the Sponsorship Committee Report and roster. The motion carried unanimously.

*Compensation (ad hoc)* – Elizabeth Nutt

Nutt led the Board through extensive analysis of the service agreements for Lineberry, Hayes, and Wright.



Hedman moved and Garren seconded the motion to approve the service agreements as amended by the Board. The motion was accepted unanimously.

## Federal Agency Reports

FDA – Kevin Smith

Smith provided a report on recent and ongoing FDA activities. A written summary of report is attached to these minutes on the CFP webpage.

Topics covered included:

- The 2007 Food Protection Act drives FDA's objectives.
- The FDA held a 50-States Partnership meeting in MO in mid-August.
- There have been no significant organizational changes in recent months.
- A new FDA office will be opening in China and other overseas locations including India, Middle East, and Latin America. Overseas 3<sup>rd</sup> Party audits pilot program is ongoing.
- FDA's Retail Food Protection Team in CFSAN will be hiring two new staffers.

- Salmonella Saint Paul outbreak kept everyone busy. This was the largest FBI event ever recorded in the US.
- Norovirus risk profile is under development.
- Third phase of Study on foodborne illness risk factors at retail is underway. Report is due in late 2009.
- FDA 2009 Food Code will be published sometime between April and June 2009.
- FDA's written report on the 2008 CFP Recommendations report from FDA is under FDA Center review. Problematic Issues will be discussed under new business.
- Food Defense activities - ad hoc Food Defense Committee (Ferko) is working with Jon Woody on Carver Shock. "ALERT" program was good, but now "FIRST" has been added.
- FDA worked with other agencies on protecting safety of food for the 2008 political conventions.
- 2 of the 5 Regional Retail Food Seminars have been held (PAR, NER). The other three (SER, SWR and CER) are scheduled for October. The seminars will include a feedback session intended to help develop the FDA Retail Team's strategic plan for 2010-20.
- FDA grant opportunities are available for various projects. Interested groups are encouraged to apply.
- At the ISSC meeting, concerns for vibrio parahemolyticus risks were raised. Oysters may be required to be labeled "for cooking only" or similar wording if not processed according to various standards prior to being sold to the consumer.

USDA – Paul Uhler

- Developing a risk assessment program for catfish farms.
- Developing L. monocytogenes testing protocol for RTE foods
- Developing a routine risk-based sampling program for L. monocytogenes including environmental and HACCP plan assessment; plant sampling program is nationwide and assigned per district (16 plants inspected/month).
- Latex glove issue result was researched and USDA considers this was already done and nothing is further needed.

CDC – Charles Otto

- CDC will assign staffers to the 4 Committees that need CDC support.
- EPI-ready program has now trained over 1400 folks.
- Oct 15 deadline for outbreak guidelines on CDC website.
- EHS-Net has hired a new staff member.
- CDC has been identifying more problems with drinking water.
- A study of kitchen managers in Iowa found that certified managers in food facilities lessen the risk of FBI. This study will be published in the Journal of Food Protection.
- There are plans for a study of ground beef study at retail markets in the future.
- CDC conducted a tomato handling study in food establishments (see web site for preliminary study).
- CDC has been reviewing at water advisories (boil water advisories).
- New cruise ships on horizon (10K-person capacity!). Nine outbreaks since 2006 (over 5000 embarkations and 9 million passengers per year). Eight were attributed to Norovirus. A training program for outbreak guidelines is available online on VSP website at [www.CIFOR.us](http://www.CIFOR.us).

## New Business

Federal Agency Responses to letters from the Chair pertaining to 2008 CFP Recommendations:

CDC

CDC is pleased to provide assistance to the committees seeking its support through the following Issues:

2008-II-055 Interdisciplinary Foodborne Illness Committee

2008-II-057 NVEAIS Committee

2008-III-008 Barrier Hazard Committee

2008-II-059 - Otto is pleased to report that the importance of CFP has been elevated within the CDC as a result of the Memorandum of Understanding.

USDA

2008-III-008 Barrier Hazards Committee – USDA notes that many studies have been completed regarding the use of latex

gloves and feels that further study is unwarranted. The FSIS laboratories currently provide non-latex gloves to inspection program personnel.

#### FDA

Thirty- three CFP recommendations were sent to FDA. FDA concurs, at least in principle with twenty-eight of the recommendations. Five issues are problematic or require further consideration by CFP before any action can be taken.. There was extensive discussion on all of the following Issues.

2008-I-014 Interstate Shipment of Shellfish – relates to reshipment of shellfish to state that has no shellfish program – proposed solutions are not ones FDA is in position to act on alone. They are better considered by Interstate Shellfish Sanitation Conference (ISSC); ISSC is aware of the challenges associated with this issue; FDA offers to assist CFP in presenting this issue to ISSC before their 2009 meeting.



Ferko moved and Garren seconded motion to recommend that CFP present Issue I-2008-014 related to interstate shipment of shellfish to ISSC and request FDA submit a letter of support. Motion approved unanimously.



**Reimers** offered to facilitate this communication with ISSC.

2008-II-054 Evaluation of State Retail Food Safety Regulatory Programs – FDA is supportive of the spirit of this issue; however, the specific request for formal evaluations of state programs is contrary to the FDA direction of voluntary programs and self-assessment. FDA will help but is not in a position to do the evaluations. FDA specialists can assist with self-assessments and the verification audits.

2008-III-019 Cooling and Reheating of Partially-Cooked Meat and Poultry Products – It is the opinion of FDA that the CFP recommendation does not include enough information to incorporate changes to the Food Code, as proposed, at this time; further information would be needed to describe what constitutes safe practices for partial cooking. FDA intends to develop guidance on this Issue.



Hedman moved and Garren seconded motion that a subgroup be formed with CFP constituencies and the Issue submitter (Joan Redder) to expedite FDA's clarification of this Issue. Motion approved unanimously.



**Garren** volunteered to lead this subgroup.

2008-III-021 Storage Temperature for Certain Natural Cheeses – there is no simple way to ensure that refrigeration is not required since the safety element is manufacturer or even batch specific; FDA is not inclined to go back to NACMCF pending the report that they will be producing on inoculation studies . A listing of cheeses that are not TCS , by broad category or variety,as requested in the Issue is currently not a viable option.

2008-III-022 Time/Temperature Control for Safety for Cut Leafy Greens – FDA appreciates CFP putting forth a recommendation on this Issue. Smith explained why FDA is not likely to support the CFP recommendation to establish a maximum ambient storage temperature of 45F for cut leafy greens. FDA is currently weighing options for making the 2009 Food Code recommendations consistent with broader agency guidance, the scientific evidence on the growth of pathogens in cut leafy greens, and the manner in which other PHF/TCS foods are addressed in the Food Code. The Executive Board discussed at length the many challenges that exist with this Issue.

*"No Action" Issues extracted by the 2008 Biennial Meeting Assembly of Delegates and sent to the Executive Board*

2008-I-016 Prohibit Undercooked Animal Foods Being Served from Child Menus – submitted by Ernie Julian. Reimers reports that the Council I felt that this is already addressed in the code. Issue was submitted by Ernie Julian who had a great deal of statistical support and sees this information added to a child's menu as more protection for children and parents. Smith reported that FDA is prepared to work with Executive Board to arrive at text that is suitable for 2009 Food Code.



Reimers moved and Roberson seconded motion that an ad hoc committee be formed by the Board to respond to this extraction. The motion was approved unanimously.



**Reid** as Vice Chair of Council I volunteered to lead the ad hoc committee.

2008-III-020 Cold Holding of Fish in Reduced Oxygen Packaging – submitted by David Gifford.



Reimers moved and Hedman seconded motion to form an ad hoc committee to look at the science and bring a recommendation back to the Board.



**Reimers** will chair this effort and requests volunteers to contact Rosenwinkel, Chair of Council III.

#### *Vacancies on the Executive Board*

Local Mid-Atlantic Region – Reimers recommended canvassing all available members for interest, solicit resumes, and submit to Executive Board for selection of a member.



**Wright** will provide a list of local Mid-Atlantic members to Executive Director.

Consumer Representative – Ferko will work on this.

Canadian Representative – Gifford seeking communication with Health Canada.

The next meeting of the Conference for Food Protection Executive Board will be held April 30 – May 1, 2009 at the Westin Hotel, Providence, RI.

#### **Adjournment**

Chair Gifford adjourned the meeting at noon on 8/27/2008.