

Conference for Food Protection 2006-2008  
Issue Committee Report

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**Date of Committee Report:** July 25, 2008

**Submitted By:** Vicki Everly, Issue Committee Chair

**Requested Action by Executive Board:**

1. **Approve Committee membership as indicated on roster.**
2. **Please forward any challenges or concerns you may have regarding the Issue process as noted during the 2008 Biennial Meeting; forward via e-mail to [vicki.everly@deh.sccgov.org](mailto:vicki.everly@deh.sccgov.org). Thank you!**

**Committee Charges:**

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) 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 XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

As established at the 2008 Biennial Meeting (Issue II-032)

1. Enhance and maintain the online Issue submission process.
2. Draft policies and procedures regarding the Issue process, including submission, review, and Council consideration.
3. Recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

**Progress Report / Committee Activities:**

1. Established Committee membership list (see below) for Board approval.
2. Provided Issue submission deadline dates to the Executive Director for the 2010 Biennial Meeting; once the master schedule is finalized, an affirmation by the Board will be required for those deadlines not constitutionally mandated.
  - a) **Early December 2009** – Issue Submission Form made available online at least 30 days in advance of January 8, 2010 submittal deadline. (*Note: prior to this date, instructions and a draft template will be available on the CFP website to assist in Issue preparation.*)
  - b) **Friday, December 4, 2009** – Committee Reports and prospective Issues submitted to Council Chairs for review
  - c) **Friday, January 8, 2010** – Issue submission deadline (*constitutionally mandated at least 90 days out*)
  - d) **Friday, February 19, 2010** – Issue Committee finalizes Council assignments
  - e) **Saturday, February 28, 2010** – Issue Packets made available by Director (*constitutionally mandated at 40 days out*)
3. Based on experience from the 2008 Issue submission cycle, there is a recognized need for development of the following process improvements prior to the 2010 Biennial Meeting:
  - a) An “informational packet” for Committee Chairs to assist in preparing final reports and Issues.
  - b) A “review checklist” to assist Council Chairs and the Issue Chair in the review of committee reports and Issues.
  - c) A process/procedure where the Issue Chair collaborates with and assists Council Chairs in their review of committee reports and prospective Issues prior to online submittal.
  - d) Improved “attachment instructions” to assist submitters when attaching, editing, and replacing documents submitted as attachments to their Issues.

**Committee Members:**

Local Regulatory	
Vicki Everly, Issue Committee Chair Santa Clara County Dept. of Environmental Health 1555 Berger Drive, Suite 300 San Jose CA 95112-2716 (408) 918-3490 vicki.everly@deh.sccgov.org	Karen Reid, Council I Vice-Chair West Hartford-Bloomfield Health District 693-C Bloomfield Avenue Bloomfield CT 06002 860/561-7902 Ker542@cox.net
Roger Coffman Lake County Health Department 118 South Main Street Wauconda IL 60084-1859 (947) 9845002 rcoffman@co.lake.il.us	
State Regulatory	
Aggie Hale, Council II Chair Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., Suite H Tallahassee FL 32399-1650 (850) 245-5520 halea@doacs.state.fl.us	Lee Cornman Florida Dept. of Agriculture and Consumer Svcs. 3125 Conner Blvd., C-18 Tallahassee FL 32399-1650 (850) 488-8434 cornmal@doacs.state.fl.us
Dean Finkenbinder Wyoming Department of Agriculture 2219 Carey Avenue Cheyenne WY 82002 (307) 777-6587 dfinke@state.wy.us	
Federal Regulatory	
<i>Member(s) to be appointed by federal agencies</i>	
Academia	
Richard H. Linton, PhD, Council III Vice-Chair Purdue University 745 Agricultural Mall Drive West Lafayette IN 47907-2009 765/494-6481 linton@Purdue.edu	
Industry – Food Service	
David Armatis Guckenheimer #3 Lagoon Drive, Suite 325 Redwood Shores CA 94065 (650) 274-8573 darmatis@guckenheimer.com	David Konop Target Corporation 1000 Nicolette Mall TPS 1391 Minneapolis MN 55403 (612) 696-1049 david.konop@target.com
Eric D. Martin Margaritaville 6800 Lakewood Plaza Drive Orlando FL 32819 (407) 224-3216 emartin@margaritaville.com	Alan Odom Compass Group 310 West Church St. Benton IL 62812 (618) 439-9753 alan.odom@exch.compass-usa.com
Robert Reinhard Sara Lee Corporation 3500 Lacey Road Downers Grove IL 60515 (630)598-8058 bob.reinhard@saralee.com	Mary Sandford Burger King Brands 5505 Blue Lagoon Drive Miami FL 33126 (305) 378-7917 msandford@whopper.com
Dee Williams Jack in the Box Inc. 9330 Balboa Avenue, Innovation Center San Diego CA 92123 (858) 571-2550 dee.williams@jackinthebox.com	

Industry – Retail	
Terry Levee, Council I Chair Winn-Dixie Stores 5050 Edgewood Ct. Jacksonville FL 32254 904/783-5229 terrylevee@winn-dixie.com	Ken Rosenwinkel, Council III Chair Jewel-Osco / Albertson's 1955 W. North Avenue Melrose Park IL 60160 (708) 531-6787 ken.rosenwinkel@albertsons.com
Rick Barney Sweetbay Supermarket 3801 Sugar Palm Drive Tampa FL 33619 (813)620-1139 rabarney@sweetbaysupermarket.com	
Industry – Other	
Doug Campbell, Council II Vice-Chair National Registry of Food Safety Professionals 5728 Major Blvd., Suite 750 Orlando FL 32819 800/446-0257 dcampbell@nrfsp.com	Beth Cannon Steritech 8646 Aspen Circle Parker CO 80134 (720) 252-4196 beth.cannon@steritech.com
Dr. Wayne Derstine SGS North America 9817 Bull Headley Road Tallahassee FL 32312-8034 (850) 509-2501 henry.derstine@sgs.com	Stan Hazen NSF International 789 Dixboro Road Ann Arbor MI 48105 (737) 769-5105 hazen@nsf.org
Industry – Vending	
<i>No volunteer at this time</i>	
Consumer	
<i>No volunteer at this time</i>	
Committee Consultant	
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