



Conference for Food Protection Executive Board Meeting

Rosemont, IL
August 24-25, 2010

Voting members present: Fandry, Gerzonich, Gifford, Morris, Girard, LeMaster, Kowalczyk, Nutt, Gaither, Fletcher, Mitchell, Smith, Hicks, Liang, Klein, Gurrisi (day 1), Roberson, Garren, Monroe

Voting members absent: Hardister, McSwane, Hedman, Levee, Gurrisi (day 2)

Nonvoting members present: Marlow, Bacon, Bhatt, Guzzle, Linton, Jue, Albrecht, Hendy, Everly, Hale, Rosenwinkel, Jensen, Cornman, Lineberry, Pippert, Wright

Nonvoting members absent: None

Guests: Hernandez, Ribble, Pallaske, Vinson

NOTE: All submitted written Council, Committee and Agency reports referred to in this document are posted online: <http://foodprotect.org/administration/executive-board-meetings/?id=27>. Details contained in these reports are not reproduced here.

Opening – Conference Chair Mary Fandrey, Presiding

Chair Fandry called the meeting to order at 830 a.m. Everyone introduced themselves while a silent attendance was recorded by Wright. Fandry reminded everyone that the meeting minutes from the April 9-14, 2010 Board Meetings were approved by evote.

Executive Director Lineberry reviewed the CFP Anti-Trust Policy.

Executive Director Report – Executive Director Jeff Lineberry

Biennial Meeting Wrap-up

Lineberry reported that the 2010 Biennial Meeting was a successful meeting. It was expensive because of the venue but in the absence of any other host offers, it was necessary to hold the meeting in Providence. The 2010 meeting attendance was comparable to the 2008 San Antonio attendance in spite of our concerns that the economy would limit attendance. The sponsorship drive went well. Lineberry noted that we need to do a better job of acknowledging sponsors. Our most serious problems involved last minute Council changes. We experienced difficulties in finding replacements for last minute cancellations and had exhausted our substitute lists. We must anticipate that regulatory travel restrictions may further inhibit participation in future. The other problem was the traditional printer problem (not all printed Issue packets were delivered to the hotel). We will post Issue results packets online immediately upon availability in future so that those with laptops can access them quickly.

Crumbine Award

Lineberry briefly reviewed the Crumbine Award. CFP and Foodservice Packaging Institute (FPI) are the primary sponsors of the award recognizing excellence in food safety programs at the local regulatory level. Past Chair Gifford represented CFP on this year's Crumbine jury. The jury decided that the applicants did not meet the specified criteria and no award was given. The jury decided that the award criteria needs to be updated; they will consult with FDA to incorporate some food program standards, the application process will be streamlined, and they expect to have the 2011 guidelines out in January for a March application submittal deadline.

Other Updates

Planning for the 2012 Biennial Meeting (Indianapolis) is underway. The Local Arrangements Committee has been meeting (Linton will give report). Room rates at the Hyatt will be \$159/\$94.

Lineberry reported that Kevin Hamstra (new company name “leightydesign”) has fulfilled his contract with us. Hamstra has offered the option of continuing the relationship with a monthly rate or on an as needed rate (see new business). The CFP website is prominently featured on Hamstra’s website at www.leightydesign.com.

Lineberry attended the recent International Association of Food Protection (IAFP) meeting. The Conference for Food Protection needs to follow IAFP’s lead by creating a CFP “Fellow” classification to allow continued participation by those whose employment situation negates their participation in the current constituencies (students, retirees); IAFP has established a foundation to benefit the development of students interested in Environmental Health. Lineberry feels it would be appropriate for CFP to make a contribution.

Executive Treasurer Financial Report – Eric Pippert

Eric summarized his previously submitted financial reports. CFP’s current cash balance is approximately \$220,000. We will end the year with a balance roughly equivalent to those of the last 5 years. Expenses for the Providence Biennial Meeting were \$40k higher than the previous biennial meeting. Providence was an expensive venue largely because of added Convention Center costs. The FDA grant provided financial assistance for 48 regulators to attend.

Pippert is currently transitioning financial documents from Word to Excel and Quickbooks Financial software.

Pre-submitted Board Meeting travel requests improved this time, but Pippert reminded everyone that they need to send in requests 30 days prior to the meeting. The primary reason for this is so we know how much each person will have to supplement their travel expenses (flight and air) and Board members can plan accordingly. \$13K has been allocated per meeting and amount requested for this meeting exceeded 15K. The maximum award will be \$590.



Gifford moved and Garren seconded a motion to approve an increase in the allocation for this meeting so that members can be reimbursed for actual expenses up to the prior requested amount. The motion carried unanimously.

Gifford reminded everyone that we had near equal registration at the 2010 meeting and ended up with equal budget remainders testifying to the strength of the organization in spite of added costs



Monroe moved and Garren seconded the motion that the Board form a committee with Gifford to review the reimbursement of food expenses to attend Executive Board meetings and report back to the April Board meeting. The motion carried unanimously. Monroe, Linton and Gifford volunteered to be on the ad hoc committee.

Executive Assistant Report – Lisa Wright

Wright reported that the website is running smoothly. She asked that all in attendance use the search function on the website to help with finding information and report any problems with the website to her. Wright briefly reviewed the CFP membership and demographics: 509 members (29 Academics, 4 Consumers, 297 Industry, and 178 Regulatory). Industry members break down as follows: 3 Vending, 8 Processors, 80 Food Service, 65 Food Stores, 141 Other (services, consultants, manufacturers, etc). Regulators break down as follows: 57 Federal, 93 State, 28 Local.

Old Business

Issue 2010-I-005 (mechanically tenderized meat)

A letter was sent to USDA recommending that FSIS promulgate regulations in response to this CFP recommendation. USDA replied that they will seek regulations as recommended. Hicks stated that the USDA has made CFP a petitioner and will keep us informed of the process. (Both letters can be found on the website: <http://foodprotect.org/biennial-meeting/?id=2010-biennial-meeting>).

Council Reports

Council Summaries and Committee Reports can be found on the website: <http://foodprotect.org/work/?id=27>

Council I – Deborah Marlow/Brenda Bacon

Marlow reported that Chairs for the three Council I committees were approved in June. The Mushroom Committee requests funding for meetings, purchase of software and textbooks. A Board discussion of past funding requests ensued. Board members suggested the committee seek to work with software providers and academics to acquire necessary materials and work with the conference call setup first. No funding approval would be entertained by the Board without specific requests. The Board recommends that they work towards specific goals and direction. Council I Chair will address these views with the Committee.

Marlow reported that the Recall Committee is very large. There was discussion of managing committee size and balance in general. Lineberry reminded everyone that the Conference Call service allows for 25 speaker lines and 75 listener lines. He will look into alternative services that may offer more speaker lines. Hendy mentioned that Constitution and Bylaws Committee will be looking at issues related to committee size and makeup over the next two years.



Gerzonich moved and Nutt seconded motion to acknowledge the Council I report including the committee rosters (Weisbacker must pay dues). The motion carried unanimously. One vote was in opposition due to the lack of balance on the Recall Committee.

Council II Report – Chirag Bhatt/Patrick Guzzle



Garren moved and Morris seconded the motion to remove the Food Protection Manager Certification Committee from the Council II discussion since Jensen was here to report on that Committee. The motion carried unanimously.

Council II Chair Bhatt reported that all Committee Chairs were approved by evote. Catlin was approved to Chair the Inspection Form Scoring Committee but he has subsequently withdrawn. Binkley and Flynn will replace him pending approval of rosters at this Board meeting.

There was extensive discussion regarding the history and continuation of the Foodborne Illness Prevention Committee. They have expressed that their charges are unclear.



Gifford moved and Garren seconded motion to acknowledge the Council II report, approve Binkley and Flynn as Chairs of the Inspection Form Scoring Committee, approve the rosters, and advise that the Foodborne Illness Intervention Committee meet to clarify its charge. The motion carried unanimously.

Smith recommends that all future Committee reports state charges with original Issue number. Wright added this requirement to the Committee Report Template available here: <http://foodprotect.org/forms/templates/>.

Council III Report –Rich Linton/Robert Jue

Linton reported that the Chairs for the three Council III Committees were approved by evote. The rosters have been finalized.



Garren moved and Gurrisi seconded motion to acknowledge the Council III report and approve the rosters (including Cole pending payment of dues). The motion carried unanimously.

Standing Committee Reports

Constitution & Bylaws – Ruth Hendy

Committee charges are established by 3 methods – constitutional requirements, Biennial Meeting issues, and the Executive Board. Hendy summarized charges from these various groups (see submitted report). Hendy offered revisions to position descriptions of Conference Chair and Vice Chair with changes that define neutrality. The Committee has started preliminary

work that has been done on the use of the terms Biennial Meeting and Conference. Hendy and the Board generated discussion on how to amend procedures; the goal is to keep the Procedures under the purview of the Board and not dependent upon the Issue process.



Gifford moved and Gaither seconded motion to acknowledge the Constitution & Bylaws Committee Report, approve the roster with the addition of Ferko, and accept the changes made to the Chair and Vice Chair Position Descriptions. The motion carried unanimously.

Program – Julie Albrecht

Albrecht made an informal report. She requests that Board members volunteer to assist with Committee activities including the selection of a topic for the Workshop. The following suggestions have come in: 1) biosecurity and 2) effective use of inspections (Smith), and 3) understanding and usage of new terms priority, priority foundation, and core. Board Members mentioned the need to select a topic that offers the widest possible appeal to members. Gifford suggests adding element of educational inspection vs. enforcement inspection making topic number 2 more palatable to industry. No motion was taken.

Issue – Vicki Everly/Aggie Hale

Everly reported that the roster needs Board approval. The only Committee activity to date has been to include assembling a summary of final actions based upon the 2010 Issues such as letters, charges, and what needs to be updated on the website. Everly asks that Board members review the report and make suggestions. Everly reports that she also confirmed dates with Executive Director on the 2-year calendar of dates.



Nutt moved and Garren seconded motion to acknowledge the Issue Committee report and approve the roster. The motion carried unanimously.

Food Protection Managers Certification – Joyce Jensen

Jensen reviewed the Committee roster and discussed the Committee makeup based on Committee bylaws that determines who is on the committee. The roster was previously approved by evote. Jensen asked for Board approval to add Leann Chuboff as a Consultant.

Jensen reported that the revised FPMC Standards are on the website. The FPMC's ANSI Certification Providers Workgroup has been meeting and will bring final recommendations to the August Board meeting (see Committee report). Woodley will present a FPMC orientation at tomorrow's Committee Meeting to bring new members up to speed. Jensen hopes to expand all CFP members' knowledge of the Committee and its activities via the website. She reviewed the Committee's meeting agenda for the 2 days immediately following the Board Meeting.



Nutt moved and LeMaster seconded motion to acknowledge the Food Protection Manager Certification Committee Report. The motion carried unanimously.



Garren moved and Girard seconded motion to include Chuboff as a consultant, and add a charge for the Committee to review/revise the Committee bylaws to clarify membership criteria (with Constitution & Bylaws Committee input). The motion carried unanimously.

ANSI-CFP Accreditation Committee (ACAC) – Lee Cornman with Jensen and Lineberry

Lineberry reported that we have one open CFP/ACAC representative position to fill. Jensen reported that she has been working to identify someone qualified to fill Lewis' ACAC representative position (See ACAC report below). FDA feels that FDA personnel should not be voting members on that Committee. Suggestions as possible replacements were Chuboff or Lineberry. The Committee will investigate the appropriateness of these suggestions and make a recommendation for evote. ACAC next meets in November.

Cornman currently serves as one representative and Jim Lewis will end his term pending identification of a replacement for his position. Two CFP Representatives to the ACAC Committee serve up to 2 4-year terms. The Board discussed appointing one ACAC representative as an *ex officio* member of the Board to generate more Board ownership of the standards.



Gifford moved and Gaither seconded motion to appoint 1 ACAC rep as an *ex officio* member of the Board. Discussion continued regarding use and marketing of the Standards.



Gifford moved and Nutt seconded motion to call the question. The motion carried unanimously.



Original motion above was voted on. Board members voted 9 yea and 7 nay. The motion was approved.



Gifford moved and Gurrisi seconded the motion to appoint Lee Cornman as the *ex officio* member of the Board. The motion carried unanimously.

Resolutions – Larry Kohl

Kohl requested that he be approved to chair the Resolutions Committee.



Garren moved and Gurrisi seconded motion to approve Kohl as the Resolutions Committee Chair. The motion carried unanimously.

Audit – Terry Levee (absent)

Fandry recommended that the Board acknowledge the report and approve the roster with a motion.



Gaither moved and Nutt seconded the motion to acknowledge the Audit Committee report and approve the roster with the added recommendation that a state regulatory member be identified to also serve on the Committee. The motion carried unanimously.

Strategic Planning – Ken Rosenwinkel

Rosenwinkel reported that he has assembled the roster from those who volunteered for the Committee and found it is skewed towards the industry side. Conference calls will begin soon. Kevin Smith is the FDA advisor.



Gifford moved and Hicks seconded motion to approve the Strategic Planning Committee Roster. The motion carried unanimously.

Nominating Committee – Dave Gifford

Gifford reviewed the makeup of the Nominating Committee – 2 past chairs, 2 past vice chairs, and immediate past chair. Executive Director serves as an *ex officio* member.



Garren moved and Girard seconded motion to acknowledge the Nominating Committee report. The motion carried unanimously.

Special Committee Reports

Compensation (Nutt, Hedman, Roberson, Gurrisi)

The activities/discussion of the Compensation Committee were not recorded. All CFP staff signed new 2-year Service Contracts.

Local Arrangements – Rich Linton for Scott Gilliam

The 4 LAC Co-Chairs have been identified. Five levels of local sponsorship are being proposed. A \$5000 level exceeds the current CFP sponsorship level. It is proposed that this is the only level that would receive free registrations and the LAC would reimburse CFP for them. Local sponsorship moneys go into a separate local account and are used to enhance the LAC's arrangements. The Board suggested that Greg Orman be on this committee to coordinate both sponsorship activities.

No motion was taken.

Federal Agency Reports

Please see the Agency reports that are posted on the website for details not in the minutes:

<http://foodprotect.org/administration/executive-board-meetings/?id=27>

FDA – Kevin Smith

Smith briefly summarized the status of the 2010 CFP Recommendations pending completion of the formal response letter. FDA will likely find that 16 Food Code-related recommendations will be conceptually agreed to including 5 of 7 from council I and II; 2 Issues (I-024 and II-021) will require more examination/clarification. FDA is likely to concur with 6 of the 9 Council III recommendations. III- 06, 07, and 15 may not be agreed to. A Food Code Supplement will be issued during 2011 that would address finalized recommendations.

FDA is expected to concur with most recommendations related to Program Standards; some may require additional clarification. Revised Program Standards are expected to be ready for January 2011 publication. Smith stated that the CFP process has been vitally important to maintaining the Standards. New enrollees continue to come in. Smith hopes that those who enroll in the Standards will develop an interest in CFP and participate in its involvement in revising the Standards.

A Retail Food Allergen Manual drafted by FDA is coming this year. The Allergen Committee will provide feedback on the draft. The FDA website will post new cut leafy greens refrigeration, storage and handling requirements as well as Time as Public Health Control Guidance and interpretation on sliced tomatoes.

Smith reviewed some of the personnel changes at CFSAN – Mike Landa is the new CFSAN director; Faye Feldstein has left the agency; Becky Vigue is returning to Maine; Shirley Baum retired.

USDA –John Hicks

Hicks reported that Dr. Elizabeth Hagan is the new Under Secretary for Food Safety. Dr. John Engeljohn is the Acting Assistant Administrator of Policy and Program Development. The Food Safety Work Group has drafted metrics related to food supply chain intervention points at distribution, retail, and home. The group is identifying the prevalence of selected foodborne hazards in key food commodity groups, FSIS-regulated pathogens in meat and poultry products at retail, and the number and percent of foodborne illnesses associated with specific food commodity types.

Regarding CFP's recommendation to label mechanically tenderized meat, the request is being considered as a rulemaking petition. It has been referred to the Office of Policy and Program Development and has been assigned petition number 10-04.

Hicks briefly summarized the ongoing interagency *Listeria monocytogenes* in Retail Risk Assessment. Contracts have been awarded to Cornell, Virginia Tech and CDC EHS-net to assist in this assessment.

The USDA has joined with five federal partners to launch a website that pulls together information on all government recalls: www.recalls.gov.

Dr. Hicks powerpoint presentation (on CFP website: <http://foodprotect.org/administration/executive-board-meetings/?id=27>) contains details about USDA's food sampling efforts at retail. The USDA/FSIS Report also highlights the key objectives of the Meat and Poultry Products at Retail Training Course.

CDC – Art Liang

Liang reports that there are more multi-state outbreaks occurring requiring more coordination and more challenging investigations. The current egg outbreak has affected 10 states. They started noticing clusters and eggs from one egg producer

were the only ingredient in common. Three states confirmed the link to this producer through scientific analysis. SOP's are being developed to facilitate multi-state outbreak investigations.

The Agency epidemiology groups have been reorganized and the foodborne illness group has been reformed; surveillance (EHS-net) has been separated out. Morris Potter retired. More state agency people are moving to the federal programs – a good thing. On-line course development continues. There is new online material about bed bugs and vector control as well as teaching case studies based on real outbreaks. Completion of online courses earns continuing education credits. EHS-net awards have been given to Minnesota, New York State, and Tennessee.

Klein mentioned that CSPI has an outbreak analysis database on line covering 1997-2007 (latest CDC data).

<http://www.cspinet.org/foodsafety/outbreak/pathogen.php>

New Business

Site Selection for 2014 Biennial Meeting

Three Agencies came forward as possible venues for the 2014 meeting to be held in FDA's SE Region – Orlando, Charlotte, and Mobile Bay, AL. The Orlando and Charlotte agencies prepared formal letters of invitation. Mobile Bay, AL submitted a proposal based on the CFP RFP circulated earlier this summer. Cornman outlined the Orlando bid – Florida has been very active in CFP for many years; the 3 State agencies work together well and all will be involved in the CFP Biennial Meeting if it comes to Florida. The State has a strong partnership with industry, including members of the Florida Retail Federation and the Florida Restaurant and Lodging Association. Florida has the largest membership in CFP of any state. Orlando is the #1 tourist destination in the world.



Gifford moved and LeMaster seconded motion to hold the 2014 CFP Biennial Meeting in Orlando, FL. The motion carried unanimously.

Terri Ribble – ConferenceDirect (www.conferencedirect.com)

Terry Ribble, Director of National Accounts, made a presentation of the services she and Conference Direct offer regarding hotel site selection and negotiation. Conference Direct is the largest meeting services organizations offering site selection, contract negotiation, treasury functions, registration processing, problem solving and other economies of expenses and time that would benefit executive staff and the Conference. Most services are provided at no cost to the organization. Conference Direct has influence beyond the scope of most such services because of its size and buying power from hotels. Ribble would customize her services to our needs; decisions would remain with the Executive Staff. She has experience working with government groups, and she has found that government hotel rates can be applied to the entire group in many cases. She has worked with NSF, USDA, WHO and other AFDO affiliates. Hotels value her services because of the business she brings, not only to the hotel but to the entire chain. Ribble has 23 years hotel experience.

Conference Direct Discussion (following Ribble's departure)

Lineberry told of Ribble's success with WAFDO and stated that she was recommended to us by Ellen Layman of AFDO/WAFDO. After much discussion, it became clear that the Executive Board was pleased with the opportunity to take advantage of Ribble's services.



Gifford moved and Garren seconded the motion for CFP to contract with Ribble for the 2014 site selection in Orlando. The motion carried unanimously.

Pippert asked if it would be feasible to have her evaluate the 2012 hotel contract as previously discussed. Garren and Nutt requested "free of charge" services to evaluate the 2012 contract. Staff will research online registration functions and report back in April. "I Plan It" and "Attendee Management Inc." are two services mentioned by Ribble as possible choices for a group of our size.

Website Support Services

Lineberry reviewed the options available to us for website services through 1EightyDesign and suggested that we contract with Hamstra on an hourly basis (\$75).



Gifford moved and Garren seconded the motion for CFP to contract with Hamstra at an hourly rate for 1 year. The motion carried unanimously.

E-voting Procedure

The Board participated in a discussion about e-voting. Hendy stated that the Constitution & Bylaws provides for the opportunity to vote by electronic vote as well as on conference calls. There needs to be a motion and second to vote. A policy needs to be developed. The basic rule is this should provide everyone with the opportunity to vote, have a window of opportunity for discussion (at least 3 days), a period of voting, and every vote must be sent as a “reply to all.” E vote is technically the same as a roll call vote because your name goes with the vote. The ballot solicitation should include *ex officio* members for transparency but only voting members would actually vote. Monroe suggests we investigate Virginia for their requirements since we are incorporated in that state.

Strategic Planning Committee Recommendations

The Committee has been asked to research making a CFP donation to the IAFFP Foundation, the Creation of a Fellows constituency category and report Committee recommendations back to the Executive Board in April.

Resignation of Conference Chair

Mary Fandry is leaving to move to Calgary, Canada; her husband’s company is relocating there. Her departure has been a difficult decision and she thanked the Board for her experience with CFP and the confidence they have had in her. Hendy stated that the Constitution says the Vice Chair will act as chair so Michael Roberson immediately replaced Fandry with position of Acting Chair. There is precedence for an Industry member to serve as Chair under similar circumstances.



Girard moved and Gaither seconded the motion that the Constitution & Bylaws Committee work with the Nominating Committee to determine next steps with regard to the vacancy of the Chair position and report back to the Board. The motion carried unanimously.

Wright distributed a list of Southwest State members. Nutt and Fandry will work to identify a replacement for Fandry’s open position on the Board.

2011 Fall Board Meeting

Garren invited the CFP Executive Board to NSF Headquarters in Ann Arbor, MI for the next fall Board Meeting in August of 2011. NSF can offer low company hotel rates, free meeting room space, shuttles as needed between the hotel and the meeting room and a low cost (company rate) shuttle from the Detroit airport.



Garren moved and Nutt seconded the motion to hold the fall 2011 Executive Board meeting in Ann Arbor, MI. The motion carried (1 vote was nay).

Adjournment

US Foodservice employee / CFP member Greg Pallaske thanked the Board for again holding this meeting at US Foodservice. The next Board meeting will be held at the Hyatt Regency Indianapolis, April 5-6, 2011, the site of the 2012 Biennial Meeting. Roberson adjourned the meeting before noon on April 25, 2010.