



CONFERENCE FOR FOOD PROTECTION Executive Board Meeting Minutes

Food Marketing Institute
Arlington, VA

AUGUST 7-8, 2012

Voting Members Present: Finkenbinder, Luker, Gifford, Morris, LeMaster, Whiting, Hardister, Mitchell, Smith, Hicks, Selman, McSwane, Klein, Rosenwinkel, Stevens-Grobbelaar, Roberson, Garren, Levee

Voting Members Absent: Eils, Fletcher, Gaither, Nutt

Non-Voting Members Present: Bacon, Gordon, Quam, Rossow, Albrecht, Cornman, Everly, Hale, Lineberry, Wright

Non-Voting Members Absent: Guzzle, Pippert (by phone during his Treasurer reports).

Guests: Lewis FDA, Laymon FDA, Melchert NRA, Thesmar FMI, Hawley FPMCC, Lieberman FMI, Frappier Ahold USA (by phone), Edens Boise Convention Bureau, Schaffner Purdue (by phone).

Note: Information contained in submitted reports is not duplicated in these minutes. Council and Committee reports can be found here: <http://foodprotect.org/work/?id=35>. All other August Board Meeting reports can be found here: <http://foodprotect.org/administration/executive-board-meetings/?id=35>.

Opening – Conference Chair Lori LeMaster, Presiding

Conference Chair Lemaster welcomed Board members and guests and presided over the meeting. She thanked FMI staff present for providing the facilities for the meeting. Wright made a roll call. Lineberry reviewed CFP's Antitrust Policy.

Executive Staff Reports

Executive Director Lineberry summarized his previously submitted report. Biennial Meeting attendance was down by 40 persons from San Antonio yet the meeting was a financial success largely due to the efforts of LAC and economies executed by the Board and Executive Staff. Lineberry reported that the LAC staff was wonderful and their arrangements prior to and during the meeting contributed greatly to attendees' overall experience.

Executive Treasurer Pippert presented his report by telephone. He reported that the financial picture has been restored to health then summarized his previously submitted financial reports.



Roberson moved and Stevens-Grobbelaar seconded a motion that the Audit Committee and Sponsorship Committee work together to review any conflicts that exist between LAC and CFP sponsorship entities and report back to the Board. The motion passed unanimously (no timeline was stated).

McSwane further suggested that the issue of LAC sponsorship funds be described and leftovers be addressed. He expects that CFP possibly needs an official policy to address this.



Levee moved and Hicks seconded a motion that CFP will handle LAC monies in a separate line item, that the monies would come to the Executive Staff and Treasurer would pay the bills. The motion further stated that leftover monies would be kept by CFP unless other arrangements are made. LAC will decide how to spend the money with CFP concurrence. The motion passed unanimously.



Gifford moved and Hicks seconded the motion to approve the 2013 budget. The motion passed unanimously.

Executive Assistant Wright reported that as of this Board meeting, there are 501 members, a record level at the start of a new CFP cycle. There was some discussion about the registration experience with Eventbrite. Wright will provide McSwane with access to CFP's Eventbrite pages for his review.

Old Business

Members of the Executive Board Transition Team reviewed status of Executive Staff search and/or contracts. Dr. David McSwane was selected from among 6 applicants and 3 interviewed candidates. LeMaster expressed appreciation to the Committee for enduring a long process and doing it so well. At the time of the preparation of this report, Dr. McSwane has signed a 2-year contract, and Wright and Pippert have signed 1-year contracts. There was discussion on the next transition phase for Executive Treasurer and Executive Assistant. Position descriptions and duties will need to be reviewed, and future strategy on Executive Staff will be led by Dr. McSwane.

Executive Board Issues from the 2012 Biennial Meeting (Posted here: <http://foodprotect.org/biennial-meeting/>)

Klein requested discussion of Issue **2012-II-38** regarding the creation of 2 consumer scholarships for the Next Biennial meeting to cover registration, and as funds are available, to cover travel costs. Klein made recommendations as to how these monies should be used and for whom (criteria).



Klein moved and Girard seconded motion to form an ad hoc committee to discuss details surrounding the consumer scholarship issue, report back to the board in May, so that awards are available and can be awarded for the 2014 meeting. The ad hoc committee will consult with the Audit Committee which will provide appropriate guidance on budgeting. The motion passed unanimously.

Klein offered to Chair the ad hoc committee and Garren, Stevens-Grobbelaar, Morris and Levee agreed to serve as committee members.

Klein led a discussion of **Issue 2012-I-021** that would require use of marketing data to notify customers in the event of a recall of packaged food. No action was taken in Council, it was extracted by the Assembly, and the Board now has responsibility to decide what to do with this. There was extensive discussion on the specifics of the Issue including comments by guests Lieberman and Frappier (by phone). Smith reminded group that we should ensure Issues like these receive due diligence without stepping on the process of the Conference. FDA feels this one is worthy of consideration. Levee expresses concern that we respect the Council process. Girard reviewed instances in the past when the Board changed a Council's vote and instances where the Board did not. She reminded the Board that the Assembly/States do not extract issues very often. Morris agreed that States are looking for action from CFP. Selman encouraged further consideration of the Issue. Would the goal of this Issue require amendment of the Code or development of a Best Practices Document?

Roberson suggested that the ad hoc committee conduct research with vendors who have loyalty cards on how the process is done; work with other associations who may be involved in recall guidance, and include research of states that have data to share.



Girard moved and Garren seconded a motion that she (Girard) would seek balanced Committee members by email and evote who would deliberate on how to proceed with this Issue and return to the Board only with recommendations on how to proceed, not do the work of the Issue itself. The motion passed.

Klein next reviewed **Issue 2012-I-022** that allows for sharing of purchase data of an ill consumer collected through the loyalty card process to enhance food history collected for that specific customer (who will grant permission to share this data with a regulatory authority). Much discussion ensued. Do operators not cooperate? Aren't operators already required to cooperate? Are state regulatory requirements too vague? Klein suggested the Issue be given to the ad hoc committee dealing with Issue 2012-I-21 formed above; Girard agrees that the committee could review this Issue.



Gifford moved and Stevens-Grobbelaar seconded motion to accept Council's recommendation to take No Action on this Issue. Roberson called the question. The motion to take No Action passed. Girard, Klein, Hardister, and Morris and Selman voted no. Smith abstained.

Everly presented a summary of **Issue 2012-II-037** on HACCP training. The Council recommendation was No Action to the Issue's request that a letter be sent to FDA regarding 3 HACCP bullet points (see Issue). The Issue was extracted during the Assembly proceedings. Discussion ensued that leaned heavily toward sustaining the Council's recommendation for No Action. Morris stated that a Board decision to support the Council's recommendation of No Action needs to include reasons why the Board is taking the positions such as the fact that the Issue is vague and the Board cannot proceed with an unclear

Issue. Smith indicated that the Board should acknowledge the value of HACCP training even if the Board opts to sustain the No Action recommendation of the Council.



Roberson moved and Levee seconded a motion to sustain the vote of No Action made by the Council. Motion passed. Klein dissented.



Smith moved and Klein seconded a motion that the position of the Board on **Issue 2012-II-037** should acknowledge the value of access to training on the application of HACCP at Retail and that the CFP Committee established in response to Issue **2012-I-013** should attempt to address what constitutes appropriate training for operators who are required to implement a HACCP Plan. Motion fails.

Report from the ad hoc Committee on Standards for Documents Published on the CFP Website

Committee Member Schaffner joined the meeting by phone. Levee distributed the Committee's written recommendations with a request to accept their submitted guidance document (posted here: <http://foodprotect.org/media/positionreport/Publishing%20Guidance%20DRAFT.pdf>). There was general discussion of whether the Committee should be expanded to address charges, whether CFP wants to get involved in peer review processes prior to publication of documents, whether we want to limit it to science-based reports, do we want to enter the arena of intellectual property, who owns it, etc. It was generally felt that these processes need to be well-thought out and further considered before moving forward.



Gifford moved and Garren seconded motion to thank the ad hoc Committee for its efforts thus far, to accept recommendations 2 and 3 in the report that encourages continued work and the addition of the Executive Director to the Committee. The motion passed unanimously.

Everly led a review of the **2012-2014 Calendar** and recommended for date changes (see Everly's report).



Garren moved and Roberson seconded motion to approve the date changes recommended by Everly. The motion passed unanimously.

Council Reports

Note: Because CFP is not yet in a highly productive phase of the Conference cycle, Council and Standing Committee reports were brief and focused on the approval of the Committee rosters.

Council I - Brenda Bacon, Chair

Bacon summarized her previously submitted report. Plan Review Chair Liza Frias has identified a fairly balanced group to serve on the Committee. The Mushroom Committee will be co-chaired by Lorinda Lhotka and Dave Martin. It did not have many industry members sign up so it is not well-balanced. The Meat and Poultry Processing at Retail Committee will be chaired by Brian Nummer. The Committee has not yet been fully-formed. The Beef Grinding Log Template Committee will be chaired by Rick Barney. The Committee applicants skewed heavily towards industry.



Girard moved and Roberson seconded a motion to acknowledge the Council I report and approve the rosters except for the Meat and Poultry Processing at Retail Committee. The motion passed unanimously.

Council II - Susan Quam, Vice Chair

Quam introduced Food Protection Certification Committee Chair Jeff Hawley who reported that 51 CFP members applied to be on the Committee. Almost 1/2 of these were accepted; 12 are new members of the Committee. Alternates for each constituency were appointed. The first face-to-face meeting will be in October, hosted by Prometric in Maryland; the second will be in May 2013 in conjunction with the Executive Board meeting in Orlando.



Girard moved and Morris seconded a motion to approve the FPMCC roster. The motion passed unanimously.



Levee moved and Rosenwinkle seconded a motion to acknowledge the FPMCC report. The motion passed unanimously.

CFP ACAC Committee member Cornman reported that 360 Training has been granted accreditation. We now have 4 Food Protection Manager Testing suppliers. Hawley stated that someone from 360 Training will be added to the Committee.

Quam reported that the **Interdisciplinary Foodborne Illness Committee** is not yet formed; there are only 6 confirmed committee members at the time of this meeting.



Stevens-Grobelaar moved and Garren seconded a motion to send out another appeal for Interdisciplinary Foodborne Illness Committee members. Motion was approved unanimously.

Quam stated that the **Voluntary National Retail Food Program Standards Committee** roster is ready for approval.



Levee moved and Rosenwinkle seconded a motion to approve the VNRFPS roster. The motion passed unanimously.

Quam asked for approval of the submitted **Certification of Food Safety Professionals Committee** roster with one change (remove McSwane).



Garren moved and Finkenbinder seconded a motion to approve the CFSPC roster as amended. Motion passed unanimously.

Quam reported on the status of the Standardized Data Collection / Electronic Reporting of Inspection Results Committee. Board members expressed concern that there may be some perceived conflict of interest with the Committee.



Roberson moved and Girard seconded a motion that the roster be tabled and resubmitted for an evote when completed. The motion passed unanimously.



Levee moved and Rosenwinkel seconded a motion to acknowledge the Council II Report.

Council III – David Gifford, Chair

Gifford reported that all Council III Committee rosters are completed - Hand Hygiene (Samarya-Timm and Sanchez); Listeria Guidance at Retail (Grinstead); Emergency Action Plan (Yamnik and Hilton); Time as a Public Health Control (Otto and Vergne).



Roberson moved and Garren seconded a motion to approve the Council III Committee rosters. The motion passed unanimously.



Roberson moved and Garren seconded a motion to acknowledge the Council III (verbal) report. The motion passed unanimously.

Standing Committee Reports

Note: Because CFP is not yet in a highly productive phase of the Conference cycle, Council and Standing Committee reports were brief and focused on the approval of the Committee rosters.

Audit Committee – Terry Levee, Chair

Levee reviewed his previously distributed report. 2012 books are under review and questions are being resolved. Gordon volunteered to be on the Audit Committee.



Roberson moved and Garren seconded motion that future quarterly financial reports be reviewed and approved by the Audit committee before being posted. The motion passed unanimously.



Morris moved and Hicks seconded a motion to acknowledge the Audit Committee report. The motion passed unanimously.

Constitution & Bylaws Committee – Lee Cornman, Chair

Cornman summarized her previously submitted report.



Levee moved and Roberson seconded a motion to approve the Constitution & Bylaws roster as submitted. Motion approved unanimously.

Program Committee – Julie Albrecht, Chair



Gerard moved and Garren seconded a motion to approve the Program Committee roster. Motion passed unanimously.

Issue Committee – Vicki Everly, Chair

Everly summarized her previously submitted report. She called attention to the fact that the roster includes all Council Chairs and Vice Chairs as members.

Everly requested that the committee report format for Executive Board meetings and the final report format submitted to the Councils be uniform. She recommends that the roster format also be the same. Lineberry agreed to undertake this project.



Levee moved and Stevens-Grobbelaar seconded a motion to approve the Issues Committee roster and acknowledge the Committee report.

Resolutions Committee – Currently Vacant

Morris, the last Resolutions Chair, volunteered to work on identifying a volunteer to take on this role. Work of this Committee happens late in the CFP cycle.

Strategic Planning Committee – James Mack

Lineberry reported that Mack is forming the Strategic Planning Committee at the time of the Board Meeting and will submit it for evote soon.

Special Committees

Sponsorship Committee

Lineberry said there is nothing to report although we are fortunate that Greg Orman, Cory Hedman, and Gina Nicholson have agreed to lead the sponsorship effort again for 2014.

Local Arrangements Committee

Board representatives on the LAC, Roberson and Cornman, have nothing formal to report. They are meeting on September 18th with Disney, the Florida Restaurant Association and hotel staff. The Spring Board meeting will be held May 13-14, 2013 at the CFP-selected hotel.

Federal Agency Reports

FDA – Kevin Smith

Smith reviewed and entertained questions from the Board on FDA's positions on the CFP's 2012 recommendations that were directed to FDA. The letter from FDA to the CFP Chair is posted here: <http://foodprotect.org/media/meeting/FDA%20Response%202012.pdf>. Of the 27 Food Code related recommendations made by CFP, the FDA response letter called attention to four that are not likely to be addressed in the 2013 Food Code. FDA will address the other recommended changes in the 2013 Food Code. The FDA response letter also provided needed

clarification on two of the 14 CFP recommendations related to other FDA documents and activities. The changes recommended by CFP to the Voluntary Retail Food Regulatory Program Standards will be made in the 2013 version of the Standards which is due out in the first quarter of calendar year 2013.

Smith provided a brief update on FDA's Retail Food Safety Initiative, including efforts to meet with industry and trade group representatives to discuss how the industry can assist in accomplishing the objectives of the Initiative. Smith also reported that the next phase of FDA's Retail Risk Factor Studies is about to get underway, with data collection efforts to start in early 2013 in the restaurant sector. A FR notice announcing the plans for the study and a 60-day comment period under the Paperwork reduction act was issued in June 2012.

Smith also shared with the Board the progress being made by Stare and local partners on the Retail Program Standards and provided a map and table showing the latest enrollment numbers. The map and Table are available at <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/ProgramStandards/ucm121796.htm>.

Smith also reported that FDA was hosting a "50-State" workshop in Nashville on August 14-17 as part of the Partnership for Food Protection which was established to further the goals of an integrated food safety system.

USDA/FSIS – John Hicks

Dr. Hicks reviewed his previously submitted slides to update the Executive Board on agency changes and initiatives.

CDC – Carol Selman

Selman reported that the CDC list of infectious diseases transmitted through food is being evaluated for revision; Art Liang is leading this process. EHS-net will be launching a listeria program in 2013 in conjunction with FSIS. CDC is submitting a Beef Handling manuscript to the Journal of Food Protection. CDC has numerous online learning programs under development.

New Business

Lineberry opened a discussion on the **use of CFP name on independent surveys** or in connection with misleading information as recently happened when a non-CFP entity conducted surveys in such a way that receivers would have perceived that it was sanctioned by CFP. Questions: how do we handle this in future, how do we distance ourselves, should there be something in the bylaws that addresses this, could this be combined with the committee working on publications or C&B, handle on a case by case basis, need there be a blast email disavowing association when this happens? Much discussion followed. Gifford offered to handle the current situation affecting a Council III Committee.



Rosenwinkel moved and Garren seconded a motion that Gifford communicate to the Hand Hygiene Committee Chair and Vice Chair that the process and results of the survey conducted should be questioned. The motion passed unanimously.



Roberson moved and Garren seconded a motion that the Constitution & Bylaws Committee review the Commercialism policy and discern whether it is sufficient to apply to situations as described above. The motion passed unanimously.

McSwane brought up a related question regarding **NoroCORE**, a USDA-funded study to survey people in public health regarding their knowledge of norovirus. This group has asked that we contact our membership and offer them a link to the NoroCORE survey if they wish to participate.



McSwane moved and Roberson seconded a motion that we honor this request to provide a link to this survey, stating that this is not a CFP study. Levee amended this motion to say that we need a list of criteria established before the link is sent. After discussion, he removed his amendment. The motion passed unanimously to allow this particular survey.

LeMaster asked if there were any further motions on how to handle this criteria. None were made.

Board Vacancy – When Dr. McSwane becomes the Executive Director, there will be an Academic Board vacancy.



Dr. McSwane moved and Girard seconded a motion that Julie Albrecht be approved to fill that role. The motion passed unanimously.

Garren offered a quick report regarding **NEHA inspector certification**. She is serving with an AFDO committee looking at qualifications for personnel certification for inspectors in foreign facilities. UL is also involved with NEHA related to training. This will be an internationally recognized program and is intended to be ISO certified.

Smith requested that the Board discuss Issue **2012-I-23 about shellstock identification tags** and what action is needed to carry out the CFP recommendation in this Issue. Lineberry will reach out to leadership of the Interstate Shellfish Sanitation Conference to initiate the development of the a letter to be directed to State retail food programs regarding shellstock record retention requirements.

Dave Gifford offered Seattle as an option for the **2016 Biennial Meeting** but informed the Board of some of the obstacles to choosing that location. No downtown hotels were interested in hosting a group of this size so we would have to look at hotels in Tacoma, SeaTac or Bellevue. Patrick Guzzle (by letter) offered Boise as a venue. The Board had a nice presentation from Lisa Edens of the Boise Convention Bureau who reviewed the amenities we would have there. A straw poll revealed that the Board leans towards Boise.

Stevens-Grobbelaar offered a Yum Brands location to host the **Fall 2013 Executive Board Meeting**. Choices are Louisville, Dallas, or Irvine, CA. There will be some research done and then an evote will determine the location.

The **2013 Spring Board meeting** will be held May 13-14, 2013 at the CFP-selected hotel. Details will be sent out in a few months.

Adjournment

After offering additional thanks to Levee and everyone at the Food Marketing Institute, LeMaster adjourned the meeting.