Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Issue Committee

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: 08/21/2014 (addendum to report dated 07/24/2014)

SUBMITTED BY: Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

COMMITTEE MEMBER ROSTER:
See roster attached to 07/24/2014 report

COMMITTEE CHARGE(s):
Charges included on 07/24/2014 report

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

Approval of funding for services to be provided by 1eightydesign to upgrade and improve the functionality of the CFP websites.

The attached scope of work includes 4 separate projects and the Issue Co-Chairs are requesting discussion and approval of each project as itemized below. The total cost for all 4 projects is $12,000 with an hourly fee of $75 for any additional work deemed necessary and approved in advance by the Conference.

Competitive bids have not been obtained for these projects. Kevin Hamstra, the owner of 1eightydesign, was the original designer and developer of the CFP Issue Management Program (IMP) and Content Management System (CMS) and has worked with CFP for more than a decade. His personal knowledge of our organization and the Issue process is critical to the success of any online improvements.

1) Development of a new Issue submission website to be completed by late spring 2015. The IMP database and CMS will be updated to the newest version. This quote also includes working with CFP through Beta testing and making any changes and corrections to the process during that time.

   COST: $7,500

   This will be a full rewrite of the existing program to include the following new features:
   - Upgrade to be compatible with current computer technology.
     - ✓ *Current program was developed in 2005 and has not been changed except to provide a "patch" or develop a "work-around" when problems arise.*
   - Allow multiple reviewers for every issue.
     - ✓ *Access is currently limited to a single reviewer for a specific Issue which does not allow Issue Co-Chairs to assist each other or swap Issues if necessary.*
   - Allow two submitters access to each issue
     - ✓ *Access is currently limited to a single submitter which does not allow committee co-chairs or a vice-chair to readily work together during the final online review.*
   - "Tracking changes" will be researched to look for better technology to make this easier and clearer to the users during the review process. There could be additional charges if software must be purchased to make this functionality work; all options will be presented to CFP before purchasing or moving forward with an idea.
     - ✓ *The current online review process uses an off-the-shelf program called "CompareIt" to create two text files on the fly, compare them, and analyze them for changes. This process provides a side-by-side comparison of original text and edited text; however, it is cumbersome and time consuming for the reviewer or the submitter to locate specific changes. The hope is that there is a better program now available.*
   - Attachments can be added as either "content" attachments or "supporting" documents and will be retained in their original format as well as PDF.
     - ✓ *Current program does not have a way to differentiate between "content" attachments (those requiring review and approval by the Council… such as committee generated*

reports and guidance documents) and "supporting" documents (those submitted simply to provide additional background information to the Council). Separating these documents types will reduce confusion for everyone and assist Council members in their review and debate of Issues.

   ✓ *Current program auto converts all submitted Word documents to PDF requiring Issue Co-Chairs to manually create a separate database of editable content attachments for use by the Scribes during Council deliberation.*

2) Creation of two sets of step-by-step instruction packets with screen shots:
   - Issue Management Program with Content Management System
   - How to submit and finalize an issue

The initial instruction packets will be developed and turned over to CFP for additional content/notes and editing.

> ### COST: $1,500

   ✓ *With each biennial meeting, even experienced Issue reviewers struggle to remember how to access and use the IMP. Moreover, without written instructions, new Issue reviewers have an extraordinarily steep curve to both learn the IMP and the review process.*

   ✓ *Instructions on using and navigating the online system for Issue submission and Issue finalization will greatly assist first-time Issue submitters.*

3) New design for *foodprotect.org* website for functionality on computers, tablets and phones. The quote is for replicating the existing site content into a new design and upgrading to be compatible with the newest version of CMS created for the new IMP.

> ### COST: $3,000

   ✓ *NOTE: if foodprotect.org is not upgraded, there will be 2 separate CMS programs… the existing CMS used for updating the content on the existing CFP website… and a second CMS used for the new IMP. CMS is primarily used by the EA when editing content on the CFP websites; having 2 separate but parallel programs to manage the web content could be burdensome and confusing.*

4) Additional work billed at $75 an hour (rounded up to 20 minute intervals after a minimum one hour).

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

See report dated 07/24/2014 for committee activities