

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

COMMITTEE NAME: Plan Review Committee

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Council 1 (established by 2014-I-003)

DATE OF REPORT: March 6, 2015

SUBMITTED BY: Albert Espinoza and Rebecca Krzyanowski, Committee Co-Chairs

COMMITTEE MEMBER ROSTER:

Committee membership has not changed; however Catherine Cummins' constituency has changed from regulatory to consumer, see updated roster dated 3/12/15.

COMMITTEE CHARGE(s): *Re-create - Plan Review Committee (PRC)*

Our Plan Review Committee's Charge:

The document titled "Food Establishment Plan Review Guideline" (publication date 2000) be immediately removed from the CFP website and replaced with the more current document titled "Plan Review for Food Establishments" (draft publication date May 2008), and re-creating the Plan Review Committee following the CFP 2014 Biennial Meeting to continue its review and update of the following Conference for Food Protection document, Food Establishment Plan Review Guide (2008), and present their findings at the 2016 CFP Biennial Meeting.

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

No request at this time, however the committee chair reported they are considering potentially having a meeting this summer to coincide with one of the major conferences (e.g. NEHA in Orlando, FL). Any such ask will delineate specific work products that will be created, resources requested, and expected outcomes. Any request will be forwarded to the Executive Director for communication to the Executive Board at-large (e-vote).

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. *Progress on Overall Committee Activities*

- a. As of July 24, 2014 we have received confirmation from our initial list of committee participants.
- b. August, 2014 we completed the list with as much a representation of constituency as possible.
- c. In August, 2014 the Co-Chairs reviewed the Plan Review Guide (2008) and shared with our members.
- d. We held a conference call on September 26, 2014 with a proposed agenda.
- e. Conference Call held on Nov. 17 and Nov. 19, 2015 to continue updating the Plan Review Guide
- f. Conference Calls were held on January 16th and February 18, 2015.
- g. During the February 18th conference our committee decided to have at least 2 members update each of the 12 Sections of the Guide and submit to our Group for discussion, Consensus and Final Update. A webinar resource is requested to provide a VISUAL of the document during our Meetings.
- h. We will continue to meet monthly with a completion date of September, 2015.

2. *Progress Addressing each Assigned Committee Charge*

Charge #1: The CFP website has been updated by removing the Plan Review Guide-2000 and substituting the Plan Review Guide-2008. **CHARGE #1 COMPLETED.**

Charge #2: Per the February, 2015 Conference Call we anticipate progress as the body of the Plan Review Guide are broken out into sub groups and offered to our entire group for discussion, consensus and final update in the spring and summer of this year. **CHARGE #2 IN PROGRESS.**