



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING AGENDA

October 4-5, 2022

8:00 a.m. to 5:00 p.m. Eastern time on October 4
and 8:00 a.m. to 2:00 p.m. on October 5

This Executive Board Meeting will be conducted using the MS Teams platform to allow those Board members and others who cannot attend the meeting in person to participate. The meeting will be held at Meijer Headquarters at 2929 Walker Avenue NW, Grand Rapids, MI 49544

Members attending the meeting in person should bring a headset to Grand Rapids

1. Opening – Conference Chair David Lawrence, Presiding (Binder 1)

1.1 Call to Order – Becky Vought

1.2 Anti-trust Policy – Todd Rossow

1.3 Roll Call / Acknowledgement of Board Members

1.3.1 Acknowledgement of Guests

1.4 Agenda Review – Opportunity to add new items

1.4.1 Consent Calendar – All agenda items in **red font** will be acknowledged with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so will mean that item is discussed separately at the point indicated on this agenda.

1.4.1a Extraction of Consent Calendar item(s)

1.4.1b Approval of Consent Calendar items

1.5 **Board Meeting Minutes, August 13-14, 2019** – (previously approved via E-ballot)

1.5.1 Summary of Board E-votes taken since the April 2022 Board Meeting

1.6 **2020-2023 Biennial Calendar**

1.7 Chair's Update – Becky Vought

1.8 Executive Staff Report

1.8.1R Executive Director – David McSwane

1.8.2 Executive Treasurer – Cliff Nutt

1.8.3 **Executive Assistant – Vicki Everly (includes amendment)**

1.9 Unfinished Business

Executive Board action items pending from the April and July 2022 Board Meetings:

1.9.1 Executive Staff to present a draft administrative policy and procedure that addresses the following: - Biennial meeting registration refunds and transfers and eligibility and ineligibility. (*Agenda item 2.4 from July 22 Board Meeting*)

1.9.2. Constitution and Bylaws/Procedures Chair to work with the Executive Assistant to ensure concerns addressed on pages 3-4 in the Executive Assistant's report are merged with activities related to document review and retention. (*See agenda item 1.8.3 from April 2022 Board Meeting*).

1.9.3 Approval of revised CFP-ANAB Contract – Susan Quam (*continuation of item 1.10.1 from the April 2022 Board Meeting, 1.6.21 from the March 2021 Board Meeting, and 5.1 from September 2020 Board Meeting*)

1.9.4 Compensation Committee Report – Keith Jackson (*Agenda item 4.4 from July Board Meeting*) If necessary, will be presented in Executive Session

2. Council and Council Committee Reports* (Binder 2)

Note: Council Committee reports NOT requiring Board action will be placed in the Consent Calendar. Council Committee Final Reports will be submitted as attachments to Issues.

2.1 Council I Reports – Thomas McMahan and Rodney Blanchard

2.1.1 **CFP-ISSC Joint Shellfish Committee**

2.1.2 Foodborne Illness Investigation Committee

Proposed Council I Roster for 2023 Biennial Meeting in April 2023 will be shared for Board review, discussion, and approval

2.2 Council II Reports – Courtney Halbrook and Wendy Bell

2.2.1 Allergen Committee

- 2.2.2 Digital Food Safety System Committee
- 2.2.3 Employee Food Safety Training Committee
- 2.2.4 Food Defense Committee
- 2.2.5 Food Safety Management System (FSMS) Committee
- 2.2.6 Local Regulatory Representation Committee

Proposed Council II Roster for 2023 Biennial Meeting in April 2023 will be shared for Board review, discussion, and approval

2.3 Council III Reports – Dr. Donald Schaffner and Dr. Chip Manuel

- 2.3.1 Disinfection of Food-Contact Surfaces Committee
- 2.3.2 Evaluation of Intended Use Hazards during Retail Meat Grinding Committee
- 2.3.3 Retail Sushi HACCP Plan Standardization
- 2.3.4 Safe Use of Reusable Container Committee

Proposed Council III Roster for 2023 Biennial Meeting in April 2023 will be shared for Board review, discussion, and approval

***Council and Council Committee Reports that do not require Board Action will be included in the Consent Calendar**

3. Standing Committee Reports* (Binder 3)

**Standing Committee Reports that do not require Board Action will be included in the Consent Calendar*

- 3.1 Audit – Danny Follett
- 3.2 Constitution, Bylaws/Procedures – Davene Sarrocco-Smith
- 3.3 Finance – Terry Levee
- 3.4 Food Protection Manager Certification – Susan Quam
- 3.5 Issue – Ann Johnson and Linda Zaziski
- 3.6 Nominating – David Lawrence *an oral report will be provided*
- 3.7 Program – Dr. Ben Chapman
- 3.8 Program Standards – Angie Wheeler
- 3.9 Publications – Gina Nicholson-Kramer
- 3.10 Resolutions – Chirag Bhatt *No report required at this time.*
- 3.11 Strategic Planning – Dr. Keith Jackson

4. Special Committees and Reports (Binder 4)

- 4.1 Sponsorship – Eric Moore and James O’Donnell, Co-Chairs
- 4.2 ACAC – Sheri Morris and Julie Albright
- 4.3 Local Arrangements – Christopher Sparks and Deanna Copeland
- 4.4 Digital Engagement Committee – Chirag Bhatt and Vanessa Bussiere – *Nothing to report at this time*
- 4.5 Update on the Retail Food Safety Regulatory Association Collaborative – David Lawrence
- 4.6 Update on NACCHO-CFP Research Project (RFA-FD-22-008) - David McSwane
- 4.7 NEHA-CFP Retail Program Standards Symposium Update – David Lawrence
- 4.8 Federal Agency Reports
 - 4.8.1 FDA – Glenda Lewis
 - 4.8.2 USDA-FSIS – Dr. Melvin Carter
 - 4.8.3 CDC – Dr. Adam Kramer

5. New Business (Binder 5)

- 5.1 Discussion of format and potential keynote speaker(s) for the 2023 Biennial Meeting – Dave McSwane
- 5.2 Updates for Executive Staff Position Descriptions – Dave McSwane
- 5.3 Discussion of potential sites for the 2025 Biennial Meeting – Dave McSwane and Karen Peña
- 5.4 The Spring 2023 Executive Board Meeting will be held at the Westin Galleria Hotel in Houston, TX, from April 24-28, 2023.

6. Adjournment