



CONFERENCE FOR FOOD PROTECTION  
EXECUTIVE BOARD MEETING  
Marriott Hotel-Downtown  
500 E. Broad Street,  
Richmond VA

**April 26, Wednesday**

Voting members present: Steve Morris, John Luker, Bill Hardister, Patrick Guzzle, Rebecca Steiner, Rebecca Krzyzanowski, David Lawrence, Glenda Lewis, Dr. William Shaw, Vincent Radke, David Plunkett, Ken Rosenwinkel, Dr. Donna Garren, Jason Horn, Larry Eils, Angela Sanchez

Voting members absent: Ann Johnson, Jessica Fletcher, Lisa Staley, Marlene Gaither, Kelli Whiting

Non-Voting members present: Rick Barney, Todd Mers, Sharon Wood, Davene Sarrocco-Smith, Dr. Keith Jackson, Vicki Everly, Ann Johnson, Tom Ford, Angie Cyr, Dr. Jay Neal

Non-Voting members absent:

Voting Members participating by Telephone: Brenda Bacon, Brian Nummer

Non-Voting Members participating by Telephone: Debbie Watts, Terry Levee, Sean Dunleavy, Janice Buchanon, Dan Follett

Guests: Karen Peña of Conference Direct, Matt Robinette and Dasha Runyan of Richmond Region Tourism

**NOTE:**

**Board members with dual roles on the Executive Board were only captured once, especially if the board member is a voting member.**

**The activities of the Councils, Council Committees, and Standing Committees are summarized in the progress reports submitted prior to the Board meeting and can be found on the CFP website home page under "Reports to the Executive Board" (<http://www.foodprotect.org/reporting/>).**

Opening – Ken Rosenwinkel Conference Vice-Chair opened the meeting. Mr. Guzzle stated there are two corrections on the minutes from the August 2016 Board meeting minutes. Change McNich to McNinch spelling on page 6 and change 2022 to 2020 on Page 14 and change to add Rebecca Krzyzanowski to voting members present.

## ***Executive Staff Reports***

### Executive Director – Dr. David McSwane

Dr. McSwane went over his written report. He reported that he had made a presentation at the Indiana Food Safety Symposium. He stated it was a good opportunity to bring awareness of the CFP.

Dr. McSwane stated he had worked with the Sponsorship Committee to notify the sponsors from last biennium about sponsorship opportunities for the 2018 Biennial Meeting.

Currently there are 5 applicants for the Crumbine award. The Food Packing Institute is requesting to be relieved of the administrative duties associated with the Crumbine award. The National Association of County and City Health Officials (NACCHO) has agreed to take over these responsibilities from the Food Packaging Institute.

Dr. McSwane discussed the facilities for the 2018 Biennial Meeting including the additional overflow hotels. We are not going to promote the “overflow” hotels until later on in the year. Registration will be open for the Marriott Hotel on September 1st for approximately 1377 room nights. A tour is scheduled for the Board later on today.

Ms. Sarrocco-Smith was recognized for providing about a 45-minute presentation at the food safety meeting on an overview of the CFP. Dr. McSwane suggested that anyone that has that opportunity to speak at a meeting let us know and he will make his Power point available.

#### **ACTION ITEM:**

Dr. Garren moved and Mr. Lawrence seconded to acknowledge the Executive Director’s report. No discussion. A vote was taken and the motion carried.

### Treasurers Report

Mr. Nutt reviewed his report. He reviewed the books and looked for trends e.g. incoming expenses. He stated that at this time the organization is in good shape, however he shared his concerns about maintaining membership levels and how this relates to operating expenses. The 2016 revenue report is now complete. He did look at the budget and reviewed the Board expenses and stated there is a carryover of funds for the 2018 year. An official audit has been done.

#### **ACTION ITEM:**

Mr. Eils moved and Mr. Lawrence seconded to acknowledge the Treasurer’s Report. A vote was taken and the motion carried.

### Executive Assistant Report

Ms. Hale reviewed her report. She reiterated that any corrections needed to the website to please let her know. She did add that she would share the numbers for all the constituencies later on in the meeting. Current constituencies are as follows:

Academia - 20

Consumer - 10

Emeritus - 4

Federal Regulator - 54

State Regulator - 114

Local Regulator - 69

District/Territory - 3

Vending - 7  
Processing - 9  
Food Service - 78  
Retail Food - 97  
Food Industry Support - 115

**ACTION ITEM:**

Mr. Luker moved and Ms. Krzyzanowski seconded to acknowledge the Executive Assistant's Report. A vote was taken and the motion carried.

**Unfinished Business**

Audit Report – Cliff Nutt

Mr. Nutt discussed the Kearn and Johnson audit performed of the CFP financial accounts. He is sharing the files with the Audit Committee of financial transactions. He requested if anyone had information on a secure method for files. He created a Gmail personal account, but wants to increase a layer of security. He stated that currently, encryption is only on his personal computer security.

**ACTION ITEM:**

Mr. Eils moved and Ms. Steiner seconded to acknowledge the verbal Audit Report provided by Mr. Nutt. A vote was taken and the motion carried.

Publication Committee – Brian Nummer

Dr. Nummer provided an overview of his report via telephone. The question is whether CFP endorses publications. The committee wanted to say that the CFP has had a long-standing policy of non-commercialism; therefore any publication must be scrutinized to assure it meets with the non-commercialism policy. The concern is using volunteers and the possibility of someone wanting to use the document in a commercial sense. Mr. Plunkett stated the question is, are we violating others rights to copyright status? Dr. Nummer said it has not been addressed yet, but needs to be addressed by the committee. Ms. Sarrocco-Smith asked if this applied to all CFP documents including guidance documents and Dr. Nummer stated both. He used the National Advisory Committee on Microbiological Criteria for Food (NACMCF) format as an example. Can CFP follow the format used by (NACMCF)? The CFP would be the author. The CFP document would probably need a peer review. Ms. Lewis asked about authorship and would it include committee member names rather than stating "CFP". It could be either and is under discussion by the committee. There is a question as to whether this ad hoc committee should be converted to a standing committee. Ms. Everly asked where in the issue process flow would this peer review process occur. It was agreed that publications impacted by this policy would have been previously vetted by Council and approved by the Assembly of State Delegates. She also wanted to clarify that we currently have a "commercialism policy". Dr. Nummer asked the Board to acknowledge this report with the expectation to provide more clarification by fall Board meeting. Ms. Everly asked about the template committee report document submitted which had the Issue Chair crossed out in the top canned statement. He stated there was a concern about a peer reviewed document and who would also be involved in reviewing the document. He stated that having upper level editors coming into editing the document was a question. He said apologies because he intended to include any other person such as a council chair not just the issue chairs as the concern.

Ms. Lewis stated Item 1 bullet point 3 of the report needed clarification.

**ACTION ITEM:**

Mr. Eils moved and Ms. Krzyzanowski seconded to acknowledge the Publication Committee Report and to come back to the Board meeting in August with further clarification. A vote was taken and the motion carried.

#### APP – Dr. Brian Nummer

Dr. Nummer did not prepare a report, however he discussed the potential for creating an “app” to use for tracking issue status during the biennial meeting. He stated it was meant to replace the agenda of written material rather than manually documenting issue status by poster process as has been done to date. It was also mentioned the app could be used to keep members informed of any changes, information or late breaking issues. He has been looking into pricing. He mentioned push messages could be included in the app. He also mentioned sponsors could also use the app. Mr. Rosenwinkel asked if there can be a presentation to go over what can be done with an app for the fall Board meeting. Dr. Nummer said he would work on it.

#### **ACTION ITEM:**

Mr. Lawrence moved and Mr. Luker seconded to table the discussion about the app until tomorrow so Dr. Nummer can provide additional information. A vote was taken and the motion carried.

#### Presentation by Conference Direct Karen Peña and Richmond Region Tourism – Mathew Robinette and Dasha Runyan

A PowerPoint presentation was given covering the various options available in the Richmond area to conference participants and how the Richmond Region Tourism group can provide these options. A question was asked about transportation. There is no shuttle service, but there is taxi service, limousine service, public transportation is available but you must walk the last mile to the hotel, and Uber.

#### Disparagement Committee - David Plunkett

Mr. Plunkett stated work is in progress and hopefully a finalization of the charge and the report will be ready by fall Board meeting. He stated the disparagement policy is much more complicated to establish than the commercialism policy. There is a concern about discrimination. The committee will work to complete their charge and submit a final draft to the Board by the fall meeting in order for the policy to be available for use by the 2018 Biennial Meeting.

#### **ACTION ITEM:**

Mr. Luker moved and Mr. Lawrence seconded to acknowledge the Disparagement Committee Report. A vote was taken and the motion carried.

#### **Council Reports:**

##### Council I – Rick Barney

Mr. Barney discussed the status of the Clean-In-Place Committee and the Unattended Food Establishment Committee under Council I. The Clean-in-Place Committee is proceeding well and the Unattended Food Establishment Committee is also proceeding well, therefore no action from the Board was requested at this time.

#### **ACTION ITEM:**

Dr. Garren moved and Mr. Eils seconded to acknowledge the Council I report. A vote was taken and the motion carried.

## Council II Report – David Lawrence

Council II committees are the Demonstration of Knowledge (DoK) Committee and Employee Food Safety Training Committee.

A revised version of the Demonstration of Knowledge Committee Progress Report was submitted to the Board prior to the meeting.

Mr. Lawrence wanted the Board to be aware and to acknowledge the impact and amount of work done on issues submitted to the Conference by the committee and the subsequent work done by the FDA to the Food Code. The DoK was working on their charges and became aware that the FDA had addressed some of their charges. Ms. Everly stated it is important to address the work done and the relationship with the FDA in the committee's report. Ms. Lewis shared how the FDA in this instance shared the work done by the FDA to the committee to clarify the FDA was already working on some of the items charged to the committee through the CFP. Mr. Lawrence brought up the regulator constituency needing to be filled on the DoK Committee and is asking the Board for approval of the roster change. The four bullet points at the end of the Council's report request Board action. After some discussion it was decided that item d (Board discussion of the process for removal of "at-large" members in accordance with CFP governing documents) will be discussed on the second day of the Board meeting as part of the issue of at-large members listed under New Business.

### **ACTION ITEM:**

Ms. Krzyzanowski moved and Ms. Steiner seconded to acknowledge the Council II Report including bullet points a, b, c; and action on bullet point d will be tabled until tomorrow. A vote was taken and the motion carried.

## Council III – Davene Sarrocco-Smith

There are three committees under Council Three: the Mail Order Committee, the Produce Wash Committee and the Special Process Committee. Ms. Sarrocco-Smith reported the Mail Order Committee is staying on task and researching several sources of information. The Produce Wash Committee is extremely busy. The committee sent a survey for the purpose of ascertaining the conditions of use of produce wash to 3800 retail food establishments, using the databases provided by National Restaurant Association and the Food Marketing Institute. The Produce Wash Committee has two items to ask, the FDA for an update on the Food Code changes being considered based on 2016 produce related submissions, and request to allow the committee to share the data prior to the 2018 Biennial Meeting in order to get more feedback from their peers. She stated the intent of the data is only informational. Ms. Lewis shared that FDA will change the Food Code but not necessarily the exact language as recommended by committee on produce wash. The Produce Wash Committee may want to come back with a white paper on the subject. Ms. Bacon suggested that a white paper may be premature without first having the issue deliberated by the CFP through the issue process. The Produce Wash Committee stated they needed to do a survey and share the data prior to the meeting in order to meet charge two. The leadership of the Produce Wash Committee shared a concern about the current size of the committee due to the large number of at-large, non-voting members.

Discussion ensued about how, what and by whom the raw data is shared. Mr. Horn called the question to end discussion.

### **ACTION ITEM:**

A vote was taken to call the question. The motion carried.

**ACTION ITEM:**

Mr. Eils moved and Mr. Horn seconded to acknowledge the Produce Wash Committee Report and to allow the Committee to share the survey data as raw data with a caveat that no formal opinion or interpretation of the data be included in the report.

Ms. Sarrocco-Smith discussed the Special Process Committee Report. The committee asked to add charges to the issue.

**ACTION ITEM:**

Mr. Horn moved and Mr. Eils seconded for the Board to communicate back to the Special Process Committee that it is not within the purview of the Board to add charges to the committee, however, it is the opinion of the Board that the proposed "additional" charges fall within the scope of the original charges.

**ACTION ITEM:**

Dr. Garren moved and Ms. Krzyzanowski seconded to acknowledge the Council III Report. A vote was taken and the motion carried.

Time was taken for the Board to tour the Facility.

**Standing Committee and Special Committee Reports**LAC Committee Report - Julie Henderson and Pam Miles

Julie Henderson and Pam Miles with Health and Agriculture discussed possible tours for the biennial meeting. Further discussion ensued about whether to make formal tour setup or leave it up to tourism booths/tables and have a person available for information on available things to do around Richmond.

**ACTION ITEM:**

Mr. Lawrence moved and Mr. Luker seconded to acknowledge the LAC Report. A vote was taken and the motion carried.

**Standing Committee Reports**Strategic Planning Committee Report – Tom Ford

Mr. Ford reviewed the Strategic Planning Committee Report. He discussed what the committee had been working on after reviewing the SWOT survey. He stated the committee is working on the Pillars as spelled out in the committee report i.e. financial pillar, participation pillar, and the membership pillar. He emphasized the importance of marketing and the possibility of creating a standing committee that could deal with establishing a communication strategy. Mr. Lawrence asked if there was work being done on developing a formal strategic plan document that would spell out the long and short term goals of the strategic plan. Mr. Ford stated they are looking into past reports and found that information was lacking and they are planning what that strategic plan will be. He questioned whether the plan was centered around who directs the strategic plan, the CFP or the other way around. We are concerned that there is a need to be cognizant of losing older members with institutional knowledge and the need to recruit newer and younger members that can contribute to the conversation. He mentioned that some people are only coming once and not staying. Mr. Nutt shared that we should be looking at a business model and possibly

creating a marketing component/committee and including a social media aspect to encourage younger people to participate in the CFP. Ms. Everly shared we should do a better job of addressing all levels of stakeholders because some individuals think the CFP only applies to upper level management. A discussion ensued about the possibility of changing the name to a “congress” rather than conference.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Dr. Garren seconded to acknowledge the Strategic Planning Committee Report. A vote was taken and the motion carried.

Mr. Guzzle brought up discussion on filling the position for Chair for the Constitution, Bylaws and Procedures (CB&P) Committee. He brought forward Mr. John Luker to fill the position.

**ACTION ITEM:**

Dr. Garren moved and Mr. Lawrence seconded to approve Mr. Luker as the CB&P Committee Chair. A vote was taken and the motion carried.

Nomination Committee Report – John Luker

Mr. Luker stated the committee is in progress to work on their charge and would be starting work in August. There is nothing to report at this time.

Program Committee Report – Dr. Jay Neal

Dr. Neal provided a verbal report. He discussed possible topics for the upcoming biennial meeting. He said there was good feedback on the workshop in 2016. The committee has a brain storming session and discussed the plan review as an overarching subject. The subject of medical marihuana, but perhaps the subject would not be as novel by the 2018 meeting. Mr. Guzzle stated the edibles would be interesting to the regulators. Dr. McSwane mentioned we are in need a keynote speaker.

**ACTION ITEM:**

Ms. Sanchez moved and Mr. Luker seconded to acknowledge the Program Committee Report

Program Standards Committee Report – Ms. Angie Cyr

Ms. Cyr stated the committee split up into four subcommittees to accomplish the work. The committee did create a Food Shield workgroup. Documents are being posted to Food Shield. Progress on Standard 8 has occurred. Staffing levels are being worked on to provide a scalable system. She asked if at large member removed from committee required a vote from the Board. She requested clarification and direction on maintaining the crosswalk document. Mr. Guzzle explained the reason why this committee was given a charge of looking into the crosswalk document. He stated it was because the Interdisciplinary Foodborne Illness Training Committee had this charge and the committee was dissolved.

Ms. Everly brought up the question that if the document is currently outdated it should be removed from the website, at least until it is decided to continue the updating of this document. She asked if a disclaimer should be provided that this information is a list of viable training options but is not endorsed by the CFP.

**ACTION ITEM:**

Mr. Lawrence moved and Mr. Moris seconded to approve the updated roster for the Program Standards Committee (Item #1). A vote was taken and the motion carried.

**ACTION ITEM:**

Mr. Eils moved and Mr. Lawrence seconded to continue to update the crosswalk document (Item #2) assigned to the Program Standards Committee Report. A vote was taken and the motion carried.

**ACTION ITEM:**

Mr. Eils moved and Ms. Krzyzanowski seconded that Item #3 of the Program Standards Report is reviewing the actual documents is beyond the scope of the committee and the Board agreed with the committee that updating that information is beyond the scope of their charge and to cease the activity.

**ACTION ITEM:**

Mr. Lawrence moved and Ms. Steiner seconded to acknowledge the Program Standards Committee Report. A vote was taken and the motion carried.

Finance Committee Report – Terry Levee

Mr. Levee called in and apologized for not providing a written report to the Board. Mr. Horn asked if there was anything pressing regarding the finance Committee at this time. He stated he would have a discussion with the committee within the next 30 days. He asked whether this is the will of the Board or to wait until the fall Board meeting. A report will be deferred to the fall Board meeting. Dr. McSwane asked if a co-chair could be assigned. Mr. Levee stated he first wished to ask the committee about a volunteer to co-chair the committee. No action needed at this time.

Audit Committee Report – Mr. Dan Follett

Mr. Follett called in and gave his report. The report provided by the accounting firm Kearn and Thompson revealed the audit went well, but some new policies and procedures are needed. One suggestion by Kearn and Thompson was two different individuals should perform signing and approving expense reports. He reviewed the transaction items. He stated the books were well managed at this time. However, there is a need to update policies and procedures. A draft was requested on behalf of the Audit Committee to create polices. Mr. Eils asked if this is not the purview of the Finance Committee. Mr. Levee stated they would have a discussion and decide which committee should take on this responsibility. Mr. Hardister stated there is a reference in the CB&P already to keep these two separated and is addressed in Article 15 Section A subsection 1. B. Mr. Radke stated it might be a conflict of interest to have the same members on both committees. Currently, Mr. Hardister, Mr. Levee and Mr. Follett are on both committees.

**ACTION ITEM:**

Dr. Garren moved and Mr. John Luker seconded to acknowledge the Audit Committee Report. A vote was taken and the motion carried.

Food Protection Manager Certification Committee (FPMCC) – Mr. Sean Dunleavy

Mr. Dunleavy called in and reviewed his written report on their progress. He said the committee made significant strides to get aligned and move forward accepting/acknowledging the ISO standards. Dr. McSwane requested contact information be sent to Ms. Hale to post on the website of the newest exam provider.

**ACTION ITEM:**

Mr. Lawrence moved and Mr. Eils seconded to approve the amended FPMCC roster. A vote was taken and the



motion carried.

**ACTION ITEM:**

Dr. Garren moved and Ms. Krzyzanowski seconded to acknowledge the FPMCC Committee Report. A vote was taken and the motion carried.

Resolutions Committee – Michael Roberson

Mr. Roberson is not present. A report was provided stating the committee is ready to assist with development of resolutions when the time comes.

**ACTION ITEM:**

Dr. Garren moved and Mr. Lawrence seconded to acknowledge the Resolutions Committee Report. A vote was taken and the motion carried.

**ACTION ITEM:**

Mr. Lawrence moved to recess and Dr. Garren seconded.

**April 27, 2017**

Mr. Guzzle brought the meeting to order.

Issue Committee – Vicky Everly and Debbie Watts

Ms. Everly reviewed the status report and work plan. They discussed the development of an issue review notebook, which will benefit future chairs. She discussed the current review of the checklists for use to begin this cycle once approved by the Board in August. There is a deadline that will have to be approved by the Board no later than the fall Board meeting. Ms. Everly shared the Issue Chairs couldn't work on the existing charge to consolidate the governing documents due to the resignation of Ms. Cornman. Ms. Everly stated she has been working with the Disparagement Committee and mentioned that 17 issues identified would be reviewed to assure nothing has been overlooked.

**ACTION ITEM:**

Ms. Kryzanowski moved and Mr. Moris seconded to approve adding Susan Algeo and Deborah Crabtree as members to the Issue Committee.

**ACTION ITEM:**

Mr. Lawrence moved and Dr. Garren seconded to table the Issue Committee Report item about clarifying committee membership in the governing documents until later this afternoon when there is another agenda item on the subject to consider committee formation and clarification of at-large membership. A vote was taken and motion carried.

Discussion about ownership by the conference ensued. Requests are being asked to affirm with committees that Issue Chairs do have the authority to review content documents. It is written in the Issue Chair position description. Discussion continued on reiterating that committee chairs must understand that content documents once submitted become the property of the Conference. Mr. Lawrence stated the Procedures manual specifically spells out the duties and responsibilities of the Issue Chair.

**ACTION ITEM:**

Mr. Eils moved and Dr. Garren seconded to clarify Item #2-A of the Issue Committee Report that the Executive Board affirms the issue acceptance criteria with regards to ownership of CFP documents, which states that once committee generated documents are submitted they become property of the Conference for Food Protection and the issue acceptance criteria and statements in the Conference Procedures Manual as they currently appear stands. A vote was taken and motion is carried.

Ms. Everly discussed Item #2B and is asking the Executive Board to affirm or re-define the “process” for submitting and reviewing committee final reports, Issues, and content documents as currently identified in the “Committee Chair Position Description.”

**ACTION ITEM:**

Mr. Eils moved and Mr. Lawrence seconded that the Executive Board affirms the existing language of the committee chair position description as currently appears. A vote was taken and the motion carried.

Discussion ensued regarding Item #2C establish a protocol mentorship and guidance for new committee chairs about people not doing their jobs. Clarification as to, whether we should actually follow the process as written in the governing documents. The Issue Chairs are asking not to wait until the last minute, but to send back work that needs to be revised or corrected, (the statement was made we have the right tools in the tool box but are not using the tools as they are needed.)

It is job of the CB&P Committee and Ms. Sarrocco-Smith volunteered to assemble a committee chair handbook. Ms. Wood offered to review and give feedback to Ms. Sarrocco-Smith’s work moving forward. Ms. Everly stated this addresses Item #2C. Mr. Plunkett asked if there is a deadline for a draft or outline by fall meeting. Ms. Everly said Item #3 could be postponed until the August meeting. Item # 4 on the Issue Report can also be included under the work to be done by Ms. Sarrocco-Smith and to bring back an outline to review at the fall meeting.

**ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Moris seconded to acknowledge the Issue Committee Report. A vote was taken and the motion carried.

**Special Committee Reports**

Sponsorship Committee – Janice Buchanon

Ms. Buchanon shared her report. Since January of 2017 there has been one meeting and the committee is attempting to replace Becky-Stevens Grobbelaar. To date they have been unsuccessful in getting her replacement. She requested anyone on the Board who may be interested in joining the committee to let her know. The only unachieved goal to date is the issue to creating a sustaining sponsorship category. The committee has sent thank you notes to all previous sponsors. An issue will be submitted to the Conference concerning sustaining memberships.

**ACTION ITEM:**

Dr. Garren moved and Mr. Lawrence seconded to acknowledge the Sponsorship Committee Report. A vote was taken and motion carried.

Association of Food and Drug Officials (AFDO) Report - Steve Moris

Mr. Moris reported on the AFDO Educational Conference will be held in Houston June 17th-21st. Retail outbreak will be a topic of discussion. Several Board members will be talking on the subject. In 2018 the meeting will be in Vermont. A joint meeting with AFDO and CFP of Board members from each group that actually discussed harmonizing the Retail and Manufacturing standards. These standards are designed to provide a method for regulatory agencies to strive towards a standardized nationwide program of excellence that regulators can follow. The focus was on how to harmonize the two sets of standards beginning with Standard 5. Standard 5 hasn't been touched since the 80's\*. Standard 8 has the inspection to inspector data, which is out of date and there is a need to update it. Standard 1 also needs to be addressed. One set of standards audits the program and the other audits the individual. Therefore, there is a need to align these standard as well. In conclusion all the standards need review. Discussion clarified that retail program standards would continue to be housed within the CFP.\*\* The Manufacturing Standards are housed within AFDO\*\*\*. There are 771 enrolled in the, Retail program standards (8 are currently in compliance) and 43/44 states enrolled in the Manufacturing standards. A recommendation was put forward to have a retail food alliance that could meet in the off year of CFP. Currently, there is a draft available of a resolution for the program standards to be provided to the Board by the fall meeting.

*Minor revisions are provided for items noted by an asterisk for clarification in the minutes:*

*\* The Retail Program Standards were pilot tested in 1999 and presented to the CFP at the 2000 Biennial meeting, with subsequent improvements coming out in the January 2001 version. The Manufactured Food Standards were modeled after the Retail Standards so they followed later.*

*\*\* The Retail Program Standards Alliance, if created, would not be intended to replace the established revision process for the Retail Program Standards that is now in place through the CFP.*

*\*\*\* FDA Office of Partnerships houses the MFRPS Alliance through a cooperative agreement and works with AFDO on the Alliance.*

## **ACTION ITEM:**

Mr. Eils moved and Dr. Garren seconded to acknowledge the verbal report given by Mr. Moris on the AFDO and CFP/AFDO harmonization of program standards process. A vote was taken and the motion carried.

## **Federal Agency Reports**

### FDA – Glenda Lewis

Ms. Lewis reported on the status of issues submitted to the FDA from the CFP. Ms. Lewis reviewed the comprehensive report she submitted to the Board. She reviewed all the issues received from the FDA and their status. The details can be found on the CFP website under "Executive Board" and "Executive Board" meetings. Discussion of "Temporary Food Establishment - Issue 2016-1-047 concerning the preoperational and operational requirements for temporary food establishments. The FDA is requesting further clarification as to what can be done to address this issue. The FDA feels the answer to the question is already in the food code, but the submitter feels the issue is still not addressed. The FDA is requesting input on what language can interpret the issue further. Consensus is that it be left alone at this time and wait to see if the submitter wishes to resubmit the issue with further clarification. She mentioned that on page 9 of the report there is an update on funding. May 31<sup>st</sup> is the deadline for submitting funding requests for the food program standards.

## **ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Lawrence seconded to acknowledge the FDA Report. A vote was taken and the motion carried.

### USDA Report – Dr. William Shaw

Dr. Shaw gave an overview of his report and slide presentation. He began with slide #4. He also discussed Issues from the last CFP cycle, such as listeria at retail, catfish, safe handling instruction submitted through Council I. He mentioned his staff located near Richmond was willing to provide information for the 2018 upcoming workshop. He mentioned two new staff members, Dr. Susan Hammonds and Dr. Eric Staff. FSIS has put together a new strategic plan and this information is on the USDA/FSIS website. Included is food safety at retail and modernizing the system especially at slaughter. Slide #6 lists high-level goals for the strategic plan and includes improving food safety at retail in commerce, which is the first time this has been an objective. Slide #8 will need tweaking before posting on the website. A revision will be sent. Council III recommendations for labeling that specifies intended use on product will be implemented mainly for primal/sub-primal cuts. He mentioned this would be voluntary at this time. Compliance would be a labeling issue for regulators. It is still under development, however the CFP did play a positive role in moving this area forward. The enforcement of the grinding requirements began this April. Thirty outreach and training seminars including to regulators on the subject were given. There have been revisions to several guidance materials including E coli, slaughter and further processing. In 2016 began collecting data as to whether *Listeria monocytogenes* guidance was being followed. By 2021 they are hoping to get over 65% of retail implementing these guidelines. Catfish classification has caused some strife as to what actually qualifies as “catfish” under the regulation by USDA. Country of origin labeling regulations does apply to catfish. Consumer advisories were studied and the information received indicated consumers felt the information did not apply to them but thought the information was useful to “others”. Basically, consumers said they ate what they wanted and felt labeling was mainly to protect the restaurant from liability. Testing for pork product results indicated a difference between what the USDA had gathered from what the CDC had gathered. Therefore, the USDA decided to take samples from products at the end of the line and found more contamination. The USDA will be requesting that a CFP committee be created to come up with guidance for rotisserie chicken. The topic of allergens for the last 10 years has increased. However, there appears to be a relationship between guidance and more inspections having a positive outcome. The agency feels this is going in a good direction. Some topics staff put forward for the workshop include: allergens, labeling, lessons learned from outbreaks at retail, sanitation and cheese at meat slicers and a live demonstration for breaking down a slicer. Retailers have asked for clarification on labeling and what are the current requirements.

#### **ACTION ITEM:**

Mr. Moris moved and Mr. Lawrence seconded to acknowledge the USDA Report. A vote was taken and the motion carried.

#### **CDC Report – Vince Radke**

Mr. Radke gave his report on the current status of foodborne disease. Norovirus is still responsible for the greatest number of outbreaks. Raw milk has become an issue throughout the country because several states are legislating to allow the sale for consumption of raw milk. In a recent study using CDC outbreak data, raw milk was 840 times more likely a cause of illness and 45 times more likely a cause for hospitalization than pasteurized milk. He emphasized unpasteurized milk and dairy products are clearly associated with foodborne disease. He further discussed a recent CDC study on food allergen practices in food service establishments. CDC is seeing an increase in Salmonella infections associated with chickens being raised in individuals’ backyards. FoodNet annual report was released in April of 2017 and now it is available to the public.

#### **ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Lawrence seconded to acknowledge the CDC Report. A vote was taken and the motion carried.

#### **New Business:**

#### **ACTION ITEM:**

Ms. Krzyzanowski moved and Mr. Lawrence seconded to take the discussion of at-large members to committees off the table. A vote was taken and the motion carried.

Mr. Guzzle began the conversation by expressing his opinion that at-large non-voting members need to be active in their role as a committee member. He also stated the CB&P should be amended to specify a number for non-voting members to committees. Discussion on what it means to be an at-large member and the impact on committee work. Ms. Everly stated that right now our biggest constituent group does not have a voice (food industry support). However, this is another topic to address in the near future. It would take changing the CB&P in order to answer this question. We need to be better prepared for this at-large membership and size of a committee in future biennial meetings. Conversation continued about having the CB&P Committee have a discussion regarding a process for assigning at-large committee membership and if there is a problem, to see if there is a need for developing a process for assigning at-large committee membership

**ACTION ITEM:**

Mr. Horn moved and Dr. Garren seconded to task the CB&P Committee, with putting together a proposal for the next Board meeting on how to manage oversized committees due to the excessive number of at-large membership. A vote was taken and the motion carried.

Instead of a motion, the CB&P Committee should have a discussion about the assignment of at-large committee members on committees and to see if there is a problem that may need to be fixed.

Mr. Guzzle wants us to bring back paper sign up books for committee formation. Mr. Guzzle stated the committee chair would contact the applicant directly. The committee chair would be responsible for informing the Executive Assistant. Mr. Eils stated we are trying to make our processes electronic.

**ACTION ITEM:**

Mr. Hardister moved and Mr. Dr. Garren seconded to bring back sign-up sheets to council rooms. A vote was taken and the motion carried. There was one no vote.

Dates for the fall meeting: August 22-23, 2017 in Greensboro, North Carolina.

Dr. Garren moved and Mr. Lawrence seconded to adjourn. A vote was taken and the motion carried.

***Adjournment***