



CONFERENCE FOR FOOD PROTECTION
EXECUTIVE BOARD MEETING
August 22-23, 2017
Ecolab, INC.
8300 Capital Drive
Greensboro, NC
27409-9790

August 22, Tuesday 8:30 AM

Mr. Ken Rosenwinkel opened the meeting and read the anti-trust policy. A Roll Call/Acknowledgement of Board Members was taken. Ms. Fletcher reported the FDA Food Code was adopted in Connecticut. A copy of the Board member roster was distributed and the results were as follows:

Voting members present: Steve Moris, Kelli Whiting, Glenda Lewis, Dr. William Shaw, Patrick Guzzle, Rebecca Steiner, Vince Radke, Lisa Staley, Dr. Brian Nummer, Rebecca Krzyzanowski, Jessica Fletcher, David Plunkett, Ann Johnson, David Lawrence, Ken Rosenwinkel, Donna Garren, Larry Eils, Jason Horn, Brenda Bacon, Angela Sanchez

Voting members absent: John Luker, Marlene Gaither, and Bill Hardister

Non-Voting members present: Davene Sarrocco-Smith, Todd Mers, Keith Jackson, Tom Ford, Dr. Jay Neal, Vicki Everly, Debbie Watts, Rick Barney

Non-Voting members absent: Sharon Wood, Michael Roberson

Voting Members participating by Telephone: John Luker

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

Guests: Jeff Lindholm, Dr. Anna Starobin, Laurie Farmer with FDA, Debbie Kline

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/>).

Mr. Ken Rosenwinkel acknowledged the guests attending the meeting. The Board Meeting Minutes, for April 26-27, 2017 were previously approved by email vote. A reminder was given on the timelines for the current calendar of events. Mr. Ford welcomed everyone to the Ecolab facilities.

Executive Staff Reports

Executive Director – David McSwane

Dr. McSwane quickly summarized the key points of his report. Dr. McSwane was asked to submit an article about The Conference for Food Protection (CFP) for the Fall issue of the *Florida Restaurant & Lodging Magazine*. A PDF version of the Dr. McSwane's article is provided in Binder 1 for the Board meeting and it can be viewed online at: Florida Restaurant & Lodging Magazine.

Dr. McSwane reported the total number of Council applicants for the 2018 Biennial Meeting was 134.

Dr. McSwane reported that recipients of the Samuel J. Crumbine Award were selected following our April Board meeting. This year there were two recipients. The Boulder County, Colorado Health Department and the Kansas City, Missouri Health Department were recognized for excellence in local retail food safety. Dr. McSwane stated there were sufficient funds for the Crumbine award to be attended by representatives of both agencies at the various venues.

The Local Arrangements Committee (LAC) was actively moving forward with activities for the 2018 Biennial Meeting. Council and Standing committees and the first session of the Executive Board meeting will be held on Sunday, April 15. The workshop and Opening Session will be held on Monday, April 16. The 2016-2018 Biennial Meeting will be on different days of the week than previous meetings, however, ironically the dates are the same as the last biennial meeting.

ACTION ITEM:

Ms. Staley moved and Mr. Lawrence seconded to acknowledge the Executive Director's Report. A vote was taken and the motion carried.

Executive Treasurer – Cliff Nutt

Mr. Nutt reviewed his report. The 2nd Quarter in 2017 provides for the first and second quarter revenues, expenses, and assets. He reported there should be a greater number of attendees therefore; he projected an increase of about 9% in attendees due to the biennial meeting being held in Richmond and on the Eastern seaboard where the population is denser. The budget is based at this time on his estimation of events based on revenue in past years. He stated the ending budget is trending up.

ACTION ITEM:

Ms. Fletcher moved and Mr. Eils seconded to acknowledge the Executive Treasurer's Report. A vote was taken and the motion carried.

Executive Assistant – Aggie Hale

Ms. Hale reviewed her report. She reviewed the EventBrite process and went over the progress of the upcoming registration for the biennial meeting. She discussed working with Mr. Kevin Hamstra on a few glitches on the web site.

ACTION ITEM:

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

Unfinished Business

Report of ad hoc committee on Standards for Documents Published on CFP Website and Peer Reviewed and Non-Peer Reviewed Publications - Brian Nummer

Dr. Nummer reported on the ad hoc committee progress. He stated the committee was charged with clarifying the non-commercialism policy. He stated a policy/template was needed before initiation of the process. He further stated that perhaps the current ad hoc committee could develop a template that could be followed however he feels that possibly we may need a standing committee to be created to establish a review of publications. Mr. Eils, Ms. Lewis and Ms. Krzyzanowski commented about who will be reviewing documents and what will be reviewed. Dr. Nummer is concerned as to what level the CFP's intent is with peer reviewing a document. Discussion ensued as to whether to review or not review documents. Mr. Horn stated that if CFP does want to publish something, this would then become an important function. He asked if there should be a committee to review documents for accuracy before posting on the website. Ms. Sarrocco-Smith stated this problem (publication) would not be going away and we should address this situation now. There are two concerns, one is the maintenance of documents and the other is they are to be peer reviewed. Dr. McSwane stated there are two very important issues, one is to review the documents on the website now and to update them. This would be done by committee and go through the standard review CFP process and the other is that an individual or group of individuals could take CFP generated materials and publish them under their name. Dr. Schaffner's proposals were not accepted by the CFP therefore, Dr. Nummer was trying to figure out how to proceed. The Board needs to be looking at whether or not documentation reflects what the CFP intended. Ms. Everly stated she was in agreement with the twofold concern stated, and when this arises she suggested the committee put this concern in their Issue. This gives the council an opportunity to debate it and the assembly of delegates an opportunity to decide as to whether the document in question needs peer reviewing and leaving the peer review to whom the committee thinks should do the review. This may relieve the CFP from needing to have a huge internal process. Ms. Bacon believes there was a need for a standing committee to handle these concerns. Ms. Everly clarified that we currently have was a "Commercialism Policy".

ACTION ITEM:

Ms. Bacon moved and Ms. Krzyzanowski seconded to create a standing committee with specific charges and specific constituency makeup to review current CFP publications and committee publications. No vote taken.

ACTION ITEM:

Ms. Bacon moved and Ms. Krzyzanowski seconded to withdraw the previous motion.

Mr. Rosenwinkel stated we needed to move along because we were running out of time. Discussion ensued concerning whether or not standing committees could have charges and would they come from the Board.

ACTION ITEM:

Ms. Krzyzanowski moved to call the question and end debate and Ms. Bacon seconded. A vote was taken and the motion carried with the FDA, CDC and the USDA abstaining.

ACTION ITEM:

Ms. Bacon moved and Mr. Lawrence seconded to take the Publications Ad Hoc Committee work and work with the Constitution, Bylaws and Procedures Committee to create a Publications Standing Committee with defined charges for the 2018 Biennial Meeting. A vote was taken and the motion carried with the FDA, CDC and the USDA abstaining.

ACTION ITEM:

Mr. Horn moved and Ms. Whiting seconded to table the language for the wording of the publication of documents. A vote was taken and the motion carried.

Report of ad hoc committee to explore the concept of creating an “app” for the 2018 Biennial Meeting – Brian Nummer

Dr. Nummer reviewed the process for use of an application to provide real time Issue status during the biennial meeting. He did bring forward a cost of about \$800 per meeting. There is a question about sponsoring the application. *Attendify* app was one app provider that costs the least amount of money.

ACTION ITEM:

Ms. Kryzanowski moved and Ms. Johnson seconded to:

1. Approve spending \$800-\$1000 on *Attendify* App solely applicable to the 2018 meeting, 2. Formalize the Mobile App ad hoc committee so that it can get volunteers to help with making app use a success; and
3. Approve the Executive Director to liaise with the Board and all affected committees (e.g. strategic planning, sponsorship committee, sponsors, and various meeting arrangements (printing etc.) to ensure the use of the App works as intended.

Break

ACTION ITEM:

Mr. Horn moved and Ms. Krzyzanowski seconded to take the motion on the wording of the publication of documents language off the table. A vote was taken and the motion carried.

Discussion ensued regarding concern on submitting an Issue for the 2018 Biennial Meeting on peer review and how it would be handled, since there will be no standing committee at that time.

ACTION ITEM:

Mr. Horn moved and Ms. Johnson seconded that the executive director shall instruct council chairs and committee chairs as follows:

If a committee would like any document to be considered for publication, the complete document shall be submitted as an attachment to their committee report, and a separate Issue shall be submitted which shall specify intent of publication as a CFP document or outside in a peer reviewed journal, to the council to be voted on for consideration of publication.

A vote was taken and the motion carried.

Point of clarification: Ms. Everly shared the name of the author of the document must be identified on the Issue document.

Report of ad hoc committee formed to develop a Disparagement Policy – David Plunkett

Mr. Plunkett discussed the concerns involved with the development of the disparagement policy with respect to content documents. Mr. Plunkett stated it was virtually impossible to review everything that was submitted. Mr. Plunkett related the focus began with reviewing the “Commercialism Policy” to see if it could address the disparagement issue and after review it was decided the current policy did not address concerns relating to disparagement. However, it was then decided to amend the “Commercialism Policy” to additionally include language on disparagement. Ms. Bacon brought up the committee roster had two members listed that are no longer active on the committee, Ms. Becky Stevens-Grobbelaar and Ms. Lee Cornman, have left the CFP.

ACTION ITEM:

Mr. Lawrence moved and Dr. Garren seconded to acknowledge the ad hoc Committee on the Disparagement Policy report. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Lawrence moved and Dr. Garren seconded to replace the existing Commercialism Policy with the Commercialism and Comity Policy. A vote was taken and the motion carried.

Issue Chairs Request– Vicki Everly and Debbie Watts

Ms. Everly was asking the Board to request the CBP Committee to look at the membership selection process and propose any needed changes. This was a request in the Issue Committee’s report from the 4/17 Executive Board meeting report that was tabled and was not brought back to the Board for action.

ACTION ITEM:

Dr. Nummer moved and Ms. Steiner seconded for the Issue Chairs’ request that the Executive Board charge the CBP committee to review existing CFP governing documents regarding committee member selection, and recommend language changes to clarify the process and requirements specifically for both standing committees and council committees and to be brought back by the 2018 Biennial Meeting. A vote was taken and motion carried.

Compensation Committee – Larry Eils

Mr. Eils stated the committee completed all of its charges except for one, to develop criteria for issuing a bonus for the Executive Director. He was requesting the draft language provided be reviewed and for the Board to accept the proposal submitted.

ACTION ITEM: Dr. Nummer moved and Ms. Steiner seconded to acknowledge the Compensation Committee Report and to approve the draft CFP Executive Director Bonus Guideline recommendation. A vote was taken and the motion carried.

Creating an Issue to Establish a Retail Food Regulatory Program Standards Alliance in the Conference for Food Protection (CFP) – Patrick Guzzle

Mr. Guzzle discussed the possibility of creating a similar alliance to what AFDO has with the Manufacturing Food Program Standards except including all stakeholders and not just regulators. Mr. Guzzle and Mr. Moris are asking to move forward with a concept to begin the process. Ms. Lewis stated the FDA does agree with the concept with a caveat that a specific proportion of the membership in the alliance be designated to regulators and those jurisdictions that are enrolled in the National Retail Food Program Standards. The question is in what way will the collaboration be set up and what will it look like?

Break for Lunch

Committee Chair Handbook – Davene Sarrocco-Smith

Ms. Sarrocco-Smith discussed the draft committee chair handbook. She shared that well-written examples need to be provided for the handbook. Ms. Everly suggested adding the position descriptions and the final report information to the handbook. Ms. Sarrocco-Smith asked about the reference of Roberts Rules of Order that was already in the Conference Procedures. Ms. Everly read from the Constitution and Bylaws concerning the ability of the Conference to create and amend the Conference Procedures to address the process of using methods to run committee meetings including modifying the language about how Roberts Rules of Order should be used in the Conference Procedures. Discussion ensued concerning suggestions

for clarifying and capturing phone calls and discussions by committees. It was suggested that formal minutes would not be required. Providing a template for committee meetings or a meeting summary should be provided for the committee to follow during meetings. Ms. Everly suggested finding the bullet points that should be used for basic meeting procedures.

ACTION ITEM:

Mr. Moris called the question and Mr. Eils seconded to end debate. A vote was taken and the motion carried.

ACTION ITEM:

Ms. Sanchez moved and Mr. Horn seconded for Ms. Sarrocco-Smith to provide amendments to the draft handbook document and to come back for approval by e-vote before the committee formation process after the 2018 Biennial Meeting has ended. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Nummer moved and Ms. Krzyzanowski seconded to approve the revised draft resolution as follows:

Resolved, that this Alliance be administered through the CFP and that meetings for this Alliance should be conducted in the odd number years when the CFP Biennial Meeting is not held, and be it further Resolved, that CFP request that FDA recognize this alliance and provide support and funding for the development of this Alliance to assure it meets the objective of advancing the Standards and to be submitted as an Issue at the 2018 Biennial Meeting. A vote was taken and the motion carried. Federal agencies abstained.

Update on USDA Grant with Utah State University – Brian Nummer

Dr. Nummer shared the grant was not funded.

2018 Biennial Meeting Update

Local Arrangements Committee – Julie Henderson and Pamela Miles

Ms. Henderson discussed the promotional handbook previously distributed to Board members, specifically on page 9 of the handbook regarding the Science Museum of Virginia as an available venue for the LAC reception. They have been working on negotiating a contract with the museum at this time. April 18, 2018 would be the event date. She mentioned there were 5 contractors available to cater the event. Ms. Henderson and Ms. Miles shared that the Rotunda/Forum space would cost \$4,150. Also, a venue called Speed would cost \$1,500 minus 10% off for non-profit organizations. Discussion ensued about the time frame for the reception. The hours of 7pm to 11pm would be available, however, it would be up to the CFP to decide if all this time was needed. The question was asked about how much of the museum would be available for attendees to visit. They stated the entire museum would not be accessible. Ms. Miles shared the large jet in the museum would be accessible. The question was asked about how long it would take to view the accessible part of museum. Discussion ensued regarding when to serve food and what time would be available for viewing the accessible part of the museum. Suggestions were put out there to consider such as food could be served from 7pm through 9pm and the museum viewing could be available until 10pm. Dr. McSwane asked about sponsors being able to provide certain amenities and what would the Marriott Hotel allow us to bring in from constituents. It was brought up to include the Marriott be part of LAC and or the Sponsorship Committee. Dr. McSwane stated he and Ms. Peña would contact the Marriott. It was clarified that industry members of the LAC would need to handle sponsorship monies because regulators are not allowed to solicit the regulated community. Mr. Ford suggested Stones brewery as a local business that might be able to provide beer for the LAC reception. It was shared the brewery would

have to go through a distributor.

ACTION ITEM: Dr. Garren moved and Ms. Johnson seconded to acknowledge the Local Arrangements Committee report. A vote was taken and the motion carried.

Online registration – EventBrite – Aggie Hale

Ms. Hale shared the registration information for the online process earlier during the Executive Assistant's report. She stated it would pretty much as last biennium. Registration would start the first week of October. She asked if there were any questions, however there were none at this time. Ms. Hale did remind everyone to make sure if anyone registers you and others online, to make sure they use the attendees name and information.

Council Formation Report - Council Chairs:

Council I Formation Report – Mr. Barney

Mr. Barney discussed the roster for Council I make up. He feels they have a good balance for new and returning membership and good representation across regions throughout the country. Mr. Barney shared they did not select applicants having no prior CFP experience for Council makeup.

Dr. McSwane discussed that we do need to know the names of individuals not selected as members or alternates so they can be notified in writing that they were not chosen for a Council.

ACTION ITEM:

Dr. Nummer moved and Mr. Eils seconded to approve Council I roster as submitted. A vote was taken and the motion carried.

Council II Formation Report – Mr. David Lawrence

Mr. Lawrence reviewed the council II formation process. He stated the formation process followed the CBP. He reported they could not find a processor and was requesting a non-processor constituent to fill the seat. He also shared there were no federal regulators who had interest in serving on Council II therefore a substitution of another regulatory representative was chosen to sit on the Council. Discussion ensued about constituencies and whether they are current to date. Ms. Everly suggested the CBP should look into constituencies as they are now and review as to whether changes are needed in the Constitution and Bylaws.

ACTION ITEM:

Ms. Johnson moved and Mr. Eils seconded to charge the CBP Committee to review the current constituencies as specified in Article XI Ms. Section 2, Subsections 2 and 4 (Councils) specific to council memberships and come back with a recommendation and to provide an Issue for the 2018 Biennial Meeting.

A vote was taken and the motion carried

ACTION ITEM:

Ms. Johnson moved and Mr. Eils seconded to approve the Council II roster as submitted. A vote was taken and the motion carried with two no votes.

Council III Formation Report – Ms. Sarrocco-Smith

Ms. Sarrocco-Smith began her discussion by pointing out Council III is different in their make up from the

other two Councils. Eight individuals have no previous Council experience. Regionally, Council III was evenly distributed. Overall representation was pretty even with the exception of vending. The roster submitted for Council III. The question was asked about the difference of the orange and white highlights on the list Ms. Sarrocco-Smith stated the orange designated the alternates.

ACTION ITEM:

Ms. Staley moved and Ms. Sanchez seconded to approve the Council III roster as submitted. A vote was taken and the motion carried.

Set registration fees – David McSwane

Dr. McSwane reported on the registration fees he had put forward in his document “Calculation of registration fees”. Discussion ensued about what amounts should be set for the upcoming biennial meeting fees. Mr. Nutt was asked what his projected fees for 2018 were and he stated: Conference Fee - \$595 only, Workshop only \$ 175 and Conference/Workshop. \$720.

Excerpt from Dr. McSwane’s report on fees:

Recommended Early registration fee (April 1 or earlier) is:
Conference and Workshop combined ($\$545 + 125$) = \$670
Conference only (\$545)
Workshop only (\$175)

Recommended Late registration fee (After April 6, 2018) is:
Conference and Workshop combined ($\$595 + 125$) = \$720
Conference only (\$595)
Workshop only (\$225)

A question arose about the times set for early and late registration. Dr. McSwane stated that early registration is helpful because it allows us to plan how many meals are needed and for how many people we will have to properly plan events. Time is also needed to share information gathered through EventBrite in order for the LAC to prepare name badges and other registration concerns. Mr. Horn asked why only two weeks as a lead-time? Conversation ensued about the benefits of moving the early registration to an earlier timeframe. Dr. Garren stated to make having an earlier and longer timeframe for early registration as an incentive to register sooner. Discussion ensued about changing the way the fees were proposed. Raising fees for membership was brought up and the conversation led to concerns about line items not being allowed and some organizations would not pay for membership dues etc. The discussion continued about deleting reference to membership fee amounts and solely stating that membership fees for the 2018-2020 biennium would be included. Mr. Guzzle reviewed the motion and asked if there was any further discussion. Ms. Johnson asked if a friendly amendment could be made to raise the late registration by another \$50. Dr. McSwane shared that late registration would then be \$770 for conference and workshop. Ms. Everly asked if a regulator could register early in advance of payment. Discussion ensued about absorbing fees or passing them on to the registrant/sponsor. The concern was to include the fees in the base cost rather than having additional fees.

ACTION ITEM:

Mr. Eils called the question and Mr. Horn seconded to end debate on absorbing fees online. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Eils moved and Ms. Fletcher seconded to proceed with the numbers as provided in Dr. McSwane’s report and to include, adding \$50 for late registration after March 13th.

A vote was taken and motion carried. There was one dissenting vote.

ACTION ITEM:

Mr. Eils moved and Mr. Horn seconded for the CFP to continue to absorb the user and credit card fees charged by the EventBrite program for online registration.

A vote was taken and the motion carried.

Mr. Guzzle reminded the Board that we still have a full agenda and not much time. He also stated Dr. Neal's report would be taken out of order if he sees that we are running out of time. Dr. McSwane asked if we could meet in the lobby of the Marriott Hotel at 7:15AM on Wednesday so the Board meeting could start earlier on day 2. Everyone agreed.

The meeting recessed for the day.

August 23, Tuesday 7:30 AM

Mr. Guzzle brought the meeting to order. He stated we had a conference call scheduled for 8:30am. Mr. Barney requested to revisit Council I's roster.

ACTION ITEM:

Ms. Sanchez moved and Dr. Garren seconded to bring back the Council I roster.

A vote was taken and the motion carried.

ACTION ITEM:

Ms. Staley moved and Ms. Sanchez seconded to approve the edited Council I roster.

A vote was taken and the motion carried.

Pre-registration packet – David McSwane

Dr. McSwane reported we currently have three hotels under contract for the 2018 Biennial Meeting. The main hotel is the downtown Marriott Hotel. However, a block of rooms has also been reserved a Hilton Hotel and a Hampton Inn which are within a block of the Marriott. The two additional hotels will not be advertised until the block of rooms at the Marriott is nearly full. Between the three hotels we will have 2,000 room nights reserved. The Marriott will begin taking reservations in September.

Keynote Speaker suggestions – David McSwane

Dr. McSwane brought up the suggested speakers, however he shared we needed to get confirmation. Ms. Lewis said she would speak to Dr. Ostroff. It was then discussed that first Dr. Gottlieb, the FDA Commissioner would be asked. Ms. Lewis shared Dr. Ostroff would most likely be able attend than Dr. Gottlieb. Mr. Radke suggested Craig Hedberg. Mr. Frank Yiannas was suggested and would be the 4th possible keynote speaker. This report was combined with the Program Committee report.

Program Committee – Dr. Jay Neal

Dr. Neal mentioned that during the April Board meeting the committee presented a program that was not so warmly received therefore the idea of presenting a program that was more interactive was considered. Multiple phone calls transpired covering the possibility. It was decided since the FDA Retail Risk Factors study was completed, the workshop would be the first opportunity in which the FDA could present this new information. If the FDA would not be able to make this presentation another topic would be available along these lines. He brought up the amount of data that Ecolab is now collecting and shared that Ben Chapman presented information along these lines at the International Association for Food Protection

(IAFP) conference this summer. This would be another opportunity for the workshop. Mr. Ford shared that current data was predicting an 86% inspection failure on risk related factors. Dr. Neal stated this would be a strong topic and presentation. He stated the Marriott was amenable to having breakout rooms for providing hands on demonstrations on disassembling and reassembling equipment and how to properly clean them. He also shared the other proposed agenda items for the workshop. Dr. McSwane shared that he could add a statement about the workshop.

ACTION ITEM:

Ms. Staley moved and Ms. Whiting seconded to acknowledge the Program Committee report and the implication that the committee continues working on the proposed agenda.
A vote was taken and motion carried.

Gifts for Speakers – David McSwane

Dr. McSwane was asking if we wanted to continue to provide speaker gifts as we have done in the past. Mr. Barney suggested in lieu of speaker gifts the funds would be used to donate to a local charity in the name of the speaker. Mr. Moris asked how many gifts would we be handing out and Mr. McSwane estimated around twenty gifts. Another option could be a check from Board inside the city in which the biennial meeting is held. Dr. McSwane asked if the consensus was to give a cash donation in lieu of gifts.

ACTION ITEM:

Dr. Nummer moved and Mr. Moris seconded to give the ED latitude to pursue a charitable organization to wit on behalf of the CFP in lieu of speaker gifts.
A vote was taken and the motion carried.

Council Reports

Council I Report – Rick Barney and Todd Mers

Mr. Barney discussed the progress of the two committees under Council I. Clean-In-Place Committee (CIP) and the Unattended Food Establishment Committee (UFE). He stated progress has been good and both committees plan to have their charges completed in November. The CIP committee requests the Board to continue looking for a tool for sharing files. Also, Mr. Tom Johnson has left the committee, however, as the bulk of work has been completed, the CIP committee will not be replacing Mr. Johnson as a voting member. There was an UFE incorrect roster in the binder. There were five changes. An incorrect roster appeared in the binder, however, Mr. Barney said he would send me a new one.

ACTION ITEM:

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

Council II Report – David Lawrence and Sharon Wood

Mr. Lawrence reported on Council II committees.

1. Demonstration of Knowledge needs no action from the board at this time including on the roster. He did share they had gone through all 10 alternative methods and are reviewing the pros and cons of each and making recommendations.
2. Employee Food Safety Training Committee (EFST). The EFST had a face-to-face meeting. Mr. Lawrence stated the committee was cognizant of the fact that not everyone could attend the face-to-face meeting and they made assurances to keep members who could not attend informed. He mentioned the committee needed to work on criteria and were on schedule. They have been reviewing programs and developing criteria.

Mr. Lawrence shared that feedback from the Board for the committee reports were very helpful and needed. A question arose about the roster. Ellen Dettman is now retired and no longer a member of the committee. Mr. Lawrence stated they may not be aware of it at this time and he would follow up on it.

ACTION ITEM:

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

Standing Committee Reports

Finance Committee – Terry Levee

Mr. Levee provided his report by telephone. He wanted to thank the Finance committee members for all the work they have done. He especially wanted to thank Mr. Moris for all the help he had provided. He briefly reviewed the report submitted and shared the committee had really come together. They discussed charges and reviewed reports such as Kearns and Thompson.

Discussion: Ms. Everly had comments on “organizing files” the first bullet point stated there was a dedicated computer and asked who provided it. She suggested removing the word “dedicated” and use the term secured only if it was not a separate computer provided by the CFP. The question was asked if it could be an external hard drive. She also referred to a physical location and this would imply another specific location in regards to security. Mr. Moris emphasized the document said “or” such as a cloud service. She also mentioned 3rd and 4th bullet points seem to contradict each other. She stated since it was a policy it should be as clear as possible. Mr. Guzzle asked what was updated in bullet point 4. It was suggested to reverse the last two bullet points and to delete the “your” in the last bullet point.” Document is marked “confidential”. Does the watermark need to be removed or should it not be posted? Mr. Levee stated that once approved as a policy the watermark would be removed. Mr. Horn suggested the CFP provide a backup drive. Therefore the first bullet point would need amending to include this proposal.

ACTION ITEM:

Mr. Johnson moved and Dr. Garren seconded to acknowledge the Finance Committee report. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Moris moved and Dr. Garren seconded to approve the Invoice Approval Policy with suggested amendments. A vote was taken and motion carried.

Program Standards Committee – Angie Cyr

The Program Standards Committee has done an enormous amount of work and is asking the Board to 1. Change the term “Job Task Analysis ” to “Competency and Curriculum framework ” in Charge 2 of Issue 2016 II-015 Reassign Charges to the Program Standards Committee; and

2. The committee is planning for the Retail Program Standards session at the 2018 Conference for Food Protection. The committee would like the Executive Board’s input on what should be included in the session that would be of interest all CFP constituencies.

Ms. Cyr reported on the progress of the committee. She stated there were four Issues. The committee is asking to change the terminology in the Issue 2016 II- 015 to remove the term job task analysis (JTA) to Competencies and Curriculum. She stated the committee had completed charge one. It was discussed that scalability in the spreadsheet currently on the CFP website was not scalable. Ms. Lewis offered to help on

the spreadsheet since it was important to have this concern corrected sooner rather than later. Issue 2016 II-09 charge 1 has been completed. Issue 2016 II-018 charges 1 and 3 have been completed but plan on completing charge 2 by the upcoming biennial meeting. Issue 2016 II-020 has worked on inspection time however still needs to come up with risk categorization and inspection times and frequency and come back with recommendations for the 2018 Biennial Meeting. Ms. Everly suggested for classification purposes, keeping both terms at this time.

ACTION ITEM:

Dr. Garren moved and Ms. Johnson seconded to approve the recommended language to change the terminology in Issue 2016 II-015 to remove the term job task analysis and replace it with competencies and curriculum but having the term job task analysis remain in parenthesis. A vote was taken and the motion carried.

ACTION ITEM:

Ms. Krzyzanowski moved and Ms. Johnson seconded to acknowledge the Program Standards Committee report. A vote was taken and the motion carried.

Constitution, Bylaws/Procedures – John Luker

Mr. Luker reviewed his report. A request was made during the April 2017 Board meeting for the CBP to come up with some suggestions for managing oversized committees due to excessive numbers of At-Large members and perhaps add another voting seat on the Board for the Industry Support constituency. He stated an Issue would be submitted requesting for a position description to be developed for the Strategic Planning Committee Chair. He understood there were no additional charges coming out of the April meeting but only recommendations. The CBP Committee had no definitive recommendation on adding this constituency to the Board.

Discussion ensued about creating a Board seat for the Food Industry Support constituency. Ms. Everly had suggested taking an at-large position and assigning it to a representative of the Food Industry Support constituency and not adding a position on the Board. She further stated that Issue 2016 II - 026,027, and 029 charges were not reflected in current report and still require action be taken. Dr. McSwane mentioned adding a position would have little effect on the Board with respect to cost or voting. Mr. Luker mentioned it was difficult getting response from committee members.

ACTION ITEM:

Ms. Bacon moved and Dr. Garren seconded to acknowledge the CBP report as corrected. A vote was taken and the motion carried.

ACTION ITEM:

Ms. Fletcher moved and Ms. Krzyzanowski seconded to approve the position description changes in the CBP report. A vote was taken and the motion carried.

Nominating – John Luker

Mr. Luker stated the committee did meet by phone and nominations were made.

ACTION ITEM:

Ms. Krzyzanowski moved and Dr. Garren seconded to nominate Mr. Lawrence and Ms. Bacon to be the 2018-2020 Biennial Meeting Conference Chair and Vice chair respectfully. A vote was taken

and the motion carried.

Food Protection Manager Certification – Sean Dunleavy

Mr. Dunleavy discussed his report on the FPPM Committee. The committee is continuing their ongoing work and currently there are no new items to report. The committee continues working on completing the normative document to reflect the equivalency of the CFP and ISO standards. The committee will be having a face-to-face meeting in October in San Antonio.

ACTION ITEM:

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

Strategic Planning Committee (SPC) – Tom Ford

Mr. Ford discussed his report. He shared the committee plans to continue working with the University of Houston and will be refining the second survey. Ms. Fletcher discussed the navigator program and shared information based on the feed back from the previous biennial meeting. Most concerns were regarding the noise issue and are planning to set up quiet rooms to address this problem. There is a plan to leave a list in several key locations to identify the navigators for individuals and where they can meet. Mr. Ford stated they are still going to depend on Board members. Ms. Fletcher stated that six individuals would be assigned to each navigator. A reminder was given to not include council chairs and vice chairs as navigators.

Ms. Everly stated there is a need to formalize the strategic planning committee in the CBP. If so an Issue will need to be submitted. Mr. Ford brought up helping individuals meeting up with other members they would like to meet. Mr. Ford was requesting the Board to look at the SPC report and deciding what direction the SPC should be going. They are requesting what is the will of the Board. On page 31 of the Constitution and Bylaws document there is reference to the SPC.

ACTION ITEM:

Dr. Nummer moved and Ms. Johnson seconded to charge the SPC to approve the draft mission statement, and from that draft mission statement the SPC will begin formalizing that mission statement and from that develop the strategic plan. A vote was taken and the motion carried.

ACTION ITEM:

Ms. Krzyzanowski moved and Ms. Steiner seconded to acknowledge the Strategic Planning Committee report. A vote was taken and the motion carried.

Audit – Danny Follett

Mr. Follett provided his report by telephone. The committee was able to get through Quarter one of 2017 along with Quarter four of 2016. He stated the criteria have been met and they will continue to perform the quarterly reports. Mr. Nutt was instrumental in making the reports.

ACTION ITEM:

Dr. Garren moved and Ms. Steiner seconded to acknowledge the Audit Committee report. A vote was taken and motion carried.

Resolutions – Michael Roberson

A question arose as to whether it was appropriate to provide a resolution for Mr. David Theno. Discussion ensued and consensus was to move forward with creating a resolution.

Mr. Roberson will begin the process to do so.

The Council III Committee Report was brought back out of order

Council III Report – Davene Sarrocco-Smith and Dr. Keith Jackson

The Council III Committee Report was brought back out of order

Ms. Sarrocco-Smith stated Council III has three committees as follow:

Produce Wash Committee - Dr. Starobin stated the committee was requesting the Board to approve a guidance document. They want the guideline to be a stand-alone document. Ms. Everly does not think this is an additional charge but is actually a continuation to their existing charges.

Special Process Control Committee – the committee has finished their charges. The committee was working on templates and the location where the templates end up has not been determined. Ms. Everly asked what the meaning was regarding “expanded” their charge. Ms. Sarrocco-Smith stated she would work with the committee to change the verbiage regarding “expanding the charge”. What they are requesting was within their charge.

Mail Order Food Safety Committee - The Mail Order Committee has been meeting twice a month to put together a guidance document.

ACTION ITEM:

Ms. Sanchez moved and Ms. Staley seconded to approve the request of the Produce Wash Committee for the changes in the roster and to proceed with the information in this report and continue putting together a framework for the guideline proposed in the committee recommendations.

A vote was taken and the motion carried.

ACTION ITEM:

Mr. Lawrence moved and Ms. Johnson seconded to acknowledge the Council III report. A vote was taken and the motion carried.

Special Committees and Reports

Sponsorship Committee – Janice Buchanan

Ms. Buchanan requested Mr. Cliff Nutt be added to the Sponsorship committee. She reviewed discussion points from her report. One of the points was to create a sustaining membership that is not to be identified as a sponsorship membership. She stated this was because some companies could not give in the way of a sponsorship donation. It was brought up that logos would have to be narrowly defined for this purpose. Something like “sustaining” member of CFP. Dr. Garren brought up that free registrations, for example would not be part of a sustaining membership. A sustaining member could also be a sponsor as well and this is where the free registrations would apply. Ms. Everly stated this Board would have to give the nod for the Sponsorship Committee to move forward on submitting an Issue because they are not a standing committee.

ACTION ITEM:

Ms. Bacon moved and Ms. Johnson seconded the request to add Mr. Cliff Nutt to the Sponsorship committee. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Horn called the question. There was no second. A vote was taken and the motion carried.

ACTION ITEM:

Dr. Garren moved and Mr. Moris seconded to charge the Sponsorship Committee with the Executive Director to flesh out methods of donations to the CFP and to come back by the end of this calendar year with recommendations and to craft language to create a sustaining membership category through the Issue process.

A vote was taken and the motion carried.

ACTION ITEM:

Dr. Garren moved Ms. Staley seconded to acknowledge the Sponsorship Committee report. A vote was taken and the motion carried.

Standing Committees and Reports (continued)

Issue Committee Report – Vicki Everly/Debbie Watts

Ms. Everly went through her report. She asked the question as to what is meant by an endorsement in the Commercialism Policy. Ms. Watts referred to a list of companies in a document, whether that was an endorsement. If a brand name is brought up “in the Issue”, what does that mean?

Excerpt from report: a. What is an “endorsement” (1st and 3rd bullet points above)?

· Is an endorsement implied if a product, process, or service is simply mentioned or referenced in the Issue narrative?

· Is reference to a specific publication (e.g., training materials, textbook, scientific journal) considered an endorsement of the company that produced that publication?

· Can a committee Issue, report, or attachment include any reference to specific products, processes or services without violating the Commercialism Policy? If allowed, should the committee document also contain a required statement to clarify any implied or perceived endorsement?

b. What does “used in the Issue” mean (2nd bullet point)?

· Does “in the Issue” refer only to the narrative on the Issue Submission Form OR does “in the Issue” also refer to attached documents?

c. What is a “commercial proprietary process” (3rd bullet point)? We have been unable to find a specific definition of this term.

· How do we recognize or identify such a process in an Issue submission if reference to a patent, trademark, or other identifier is not included?

d. Does the Commercialism Policy prohibit including the “name” of a company, organization, or agency within the Issue narrative or in a content document?

· If yes, are there any exceptions? (Note: company/agency names must be allowed on the Issue Submission Form as submitter contact information)

e. Does the Commercialism Policy prohibit including a brand name, product logo, photo of a product, or any other reference to a product, process, or service in any document attached to an Issue?

It is difficult to make these determinations when reviewing an Issue. Mr. Plunkett stated the commercialism policy just approved is within the bounds of common practice. There is no real definition of “proprietary process”. Issue reviewers do not have the expertise in the content of the document. Mr. Plunkett states this is when the Council could have this insight. He stated no one expects the issue reviewer to have this kind of in-depth knowledge.

ACTION ITEM:

Ms. Bacon moved and Ms. Staley seconded to approve the four requested items by the Issue Chairs: Terms and Conditions for Issue Acceptance document, Issue Pre-submission Form, Issue Preparation & Review – Process & checklist, and the proposed definition for the term “Issue”. A vote was taken and the motion carried.

ACTION ITEM:

Mr. Moris called the question to end debate. A vote was taken and the motion carried

ACTION ITEM:

Mr. Lawrence moved and Ms. Johnson seconded to have the Board amend the Conference Procedures to include endorsement of product, process or service by brand name as a reason for rejection in the “Issue Acceptance Criteria” and reference the “Terms and conditions” document. A vote was taken and the motion carried.

ACTION ITEM:

Dr. Garren moved and Ms. Lewis seconded to acknowledge the Issue Committee report. A vote was taken and the motion carried.

Due to time constraints the remainder of the following reports would be waived at this time and be given on a conference call at a later time:

Special Committees and Reports

AFDO – Steve Moris

Update on review and revision of NSF Standard 12 – Peter Voss/Tim Tewksbary
Dr. McSwane sent Board members an email regarding this standard.

Federal Agency Reports

FDA – Glenda Lewis

Ms. Lewis agreed to waive the time allotted at this meeting to a future time however; she did want to discuss Issue # 2016-I-023, which was accepted as submitted.

Issue that a letter be sent to FDA recommending:

1) Modification of Section 3-203.12(A) of the 2013 FDA Food Code as indicated below from a Priority Foundation to a Priority Violation (language to be added is underlined; language to be deleted is in strikethrough format).

3-203.12 Shellstock, Maintaining Identification.

(A) Except as specified under Subparagraph (C) (2) of this section, SHELLSTOCK tags or labels shall remain attached to the container in which the SHELLSTOCK are received until the container is empty. PFP

2) The FDA begin discussions with the ISSC and Conference for Food Protection to identify steps that can be taken to enhance implementation and enforcement of shellfish record keeping at retail establishments. Ms. Lewis stated it was not a question of the FDA not addressing the Issue, but rather the FDA wants to move forward by speaking with the other agencies involved to resolve the situation. She stated that changing the priority at this time creates inconsistencies within the food code that cannot be totally addressed at this time, for example, other areas of the food code that addresses record keeping are also considered foundational items as well. Miss Lewis stated the Issue would change the whole section unilaterally and this did not seem appropriate to the FDA. They discussed the Issue with the Inter State Shellfish Conference (ISSC) and asked what they were trying to achieve in changing the food code and agreed that even looking at other sections in the food code would lead to a better end point. Therefore, they are asking the CFP not to change the food code at this time and instead moving on the second charge of the committee and to address that recommendation at this time. She stated that the record keeping with the tags are not being done well. Ms. Lewis addressed the email that was sent by the ISSC stating they were in agreement with the FDA position. She reiterated the comment made by Mr. Guzzle on the process the FDA uses with respect to Issues submitted by the CFP.

Mr. Plunkett stated he wanted to push back on this and urged the FDA to move forward in recommending that Issue 2016-I-023 was in the interest of public health and the food code section should be modified at this time. Mr. Plunkett stated that changing this section now would not impact the continuation of studying the impact of this concern in the future edition of the food code. He stated he was in agreement with the ISSC and felt it would move the FDA Food Code to be more in line with the ISSC on shell stock and his understanding was that it would speed up compliance, by way of having only seventy-two hours as opposed to ten days for compliance. This would speed up getting product off the market. He sees this as absolutely more of a priority item in the food code. Anything we could do to move forward with respect to the issue of *Vibrio vulnificus*. He stated reporting of this product was unsuccessful in tracing back those oysters 50% of the time, especially with such a pernicious disease associated with oysters. Mr. Radke stated it came down to the letter of the law verses the spirit of the law and in this case he agreed with Mr. Plunkett. He stated the industry is working to improve trace back because it is so critical to identify the problem as soon as possible. Ms. Bacon stated this was the will of the Conference and we are in agreement with Mr. Plunkett.

ACTION ITEM:

Mr. Horn moved and Mr. Plunkett seconded to request the CFP draft a letter to the FDA requesting Issue # 2016-I-023 be addressed at this time by modifying the priority status of Section 3-203.12(A) of the 2017 FDA Food Code, from a Priority Foundation Item (Pf) to a Priority Item (P). A vote was taken and the motion carried.

Ms. Lewis went over the remainder of her report. She discussed the organizational changes in the FDA offices. She also discussed the dates for the regional educational meetings. The new Food Code is ready only a few functions remain before it is released. Ms. Lewis also discussed the number of jurisdiction signed up for the Standards. This is about 90% of jurisdictions who are now signed up. She suggested looking at the cooperative agreements progress with the program standards. The risk factor study will be out soon.

Dr. McSwane stated he would send out a Doodle poll to schedule a conference call after Labor Day in order to finish the agenda items from the fall EB meeting.

USDA – Dr. William Shaw

No report at this time.

Dr. Shaw shared what Dr. Neal had discussed for the workshop would be most of his report.

ACTION ITEM:

Mr. Moris moved and Ms. Johnson seconded to acknowledge the federal reports submitted.

A vote was taken and the motion carried.

New Business

Discussion of Council deliberation process - Patrick Guzzle

Mr. Guzzle wanted to discuss the bullet point on no action.

He shared more than one person came to the office in Boise complaining about how quickly some issues were dismissed as no action. There was an argument to be made that we are not following our governing documents. The current Constitution and Bylaws stipulates that a Council would deliberate an Issue and not immediately entertain a no action. He stressed he was not in the Council rooms but was repeating what was said to him and as a consequence we would be in violation of or Constitution and Bylaws. There was guidance document of about 4 bullet points available however council could address it with another justification. It is important to know why the no action was taken. Dr. McSwane stated, there should be time to express a point. It sounds dismissive to not have an opportunity to have a discussion at all. An example would be "it is already addressed in the code". A citation should accompany this statement. Ms. Everly read the dictionary definition. Dr. Garren asked if that definition was in our governing documents. Ms. Everly stated it gives a perception of no deliberations at all. A list was shared by Mr. Mers on statistics of no actions in all three councils over the last four biennia. The Council averages were around 40-45% for Council I and III and about 9% for Council II. The 2016 deliberations had CI-56 CII-10 CIII-70% of no action however, 70% was incorrect. Ms. Lewis did agree that it did appear No Actions were not properly deliberated. Mr. Guzzle just wanted to make the Council Chair aware of this misconception and be more cognizant of appearances when a no action is given.

ACTION ITEM:

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

The Spring Board meeting will be held in conjunction with the 2018 Biennial Meeting in Richmond, VA. The first session of the meeting will be held on Sunday, April 15, 2018 from 1:00 – 5:00 p.m. in Salons 6, 7, and 8

Conference Call to complete the Agenda Items from the August 2017 Board Meeting

September 13, Wednesday 2:00PM

Present: Aggie Hale, Dr. Dave McSwane, Cliff Nutt

Voting members present: Lisa Staley, Angela Sanchez, John Luker, Steve Moris, Brenda Bacon, Becky Steiner, Ken Rosenwinkel, Kelli Whiting, Glenda Lewis, Bill Hardister, Jessica Fletcher, Vince Radke, Patrick Guzzle, David Lawrence, Larry Eils, Rebecca Krzyzanowski, David Plunkett,

Voting members absent: Ann Johnson, Donna Garren, Jason Horn, Dr. Brian Nummer, Dr. William Shaw, Marlene Gaither

Non-voting members present: - Debbie Watts, Keith Jackson, Rick Barney, Davene Sarrocco-Smith

Non-voting members absent: Todd Mers, Tom Ford, Dr. Jay Neal, Vicki Everly, Sean Dunleavy, Terry Levee, Dan Follett, Angie Cyr

Special Committees and Reports

Mr. Moris submitted a written report on behalf of AFDO as presented below:

Meeting was held in Houston in June of 2017.

AFDO wanted to thank Patrick Guzzle for presenting the CFP update. We also wanted to congratulate him on the AFDO award he received. Record attendance was achieved during the 2017 conference 407 Attendees, 172 First Time Attendees, 69 Drug and Device Attendees and 338 Food Attendees. The AFDO Endowment Foundation exceeded the one million dollar mark for the first time during the 2017 conference. During the 2017 conference there were breakout sessions for retail, drug and device, and body art. There was an actual tattoo performed during the body art break out. The 2018 conference will be in Burlington, VT next June.

Federal Agency Reports (continued)

FDA – Ms. Lewis

Ms. Lewis reviewed the remainder of her report. She shared the internal changes to the current FDA ORA personnel and office structure. There is basically only one office rather than regions. Ms. Lewis anticipates the 2017 FDA Food Code to be released by the end of the calendar year. She stated the revised program standards will be out soon as well. There are 775 jurisdictions that have enrolled in the program standards. Currently the 2015 programs standards are posted on the website. She highly recommends looking at the mentoring program. She also reviewed the grants for projects awarded in 2017. The risk factor study will also be out in the near future. Mr. Guzzle inquired about the regional specialists. Ms. Lewis stated that nothing has really changed with the positions.

CDC – Vincent Radke

Mr. Radke provided four attachments that represented three CDC centers. He shared he was in the Environmental Health center and the other two centers are the Center for Immunizations and Respiratory diseases and Emerging and Zoonotic Diseases.

The CDC - is very concerned with antimicrobial resistance and not only antibiotics. The four attachments are:

Mr. Radke provided a Powerpoint overview of the Integrated Food Safety Centers of Excellence (CoE) program. The Integrated Food Safety Centers of Excellence (CoEs) were established under the Food Safety Modernization Act.

The Cultural Independent Diagnostics Testing (CIDT) – this is also a big concern with the CDC. The new tests have benefits and also challenges as well. Benefits are fast results for clinical care and discovery of illnesses previously gone undiagnosed. The challenges are the unknowns at this time.

The third attachment is National Assessment Report Systems (NEARS). In 2015, a total of 114 outbreaks were reported to NEARS. This summary provides information on characteristics of those outbreaks and the establishments where the outbreaks occurred. The bottom line from the reports is ill food workers.

The last attachment is an outbreak associated with contributing factors to foodborne outbreaks. The Publication - Outbreak characteristics associated with identification of contributing factors to foodborne illness outbreaks - food workers 63% were working while ill. It is not that the 63% represented the number of workers but that the CDC found through its investigations, that workers were working while ill. In this case the illness found was mostly norovirus.

New Business continued

Meeting site for 2022 Biennial Meeting - David McSwane

Dr. McSwane presented this item as heads up information for the 2022 Biennial Meeting. He stated that looking in earnest would not begin until after the 2018 meeting. However, it is preferable to start a preliminary investigation of potential sites as soon as possible. The 2022 Biennial Meeting is tentatively scheduled to be held in the NE region which is the most expensive area to host a meeting. We are looking for tier two cities that would be a suitable site for our meeting. Ms. Fletcher suggested Hartford, CT which has a new convention center and a Marriott Hotel nearby. The area has been revitalized. It was agreed that Dr. McSwane would get with Ms. Peña at ConferenceDirect to look for venues in the NE region that would be suitable to host the 2022 meeting. Ms. Peña will present a report at the Spring 2018 Board Meeting with some potential sites. After the 2018 Biennial Meeting we will work with CFP members in the areas near the potential sites for the 2022 meeting to determine the level of interest in forming Local Arrangements Committees. These groups would be announced during the Fall 2018 Board Meeting and site visits to the top 2 or 3 sites would be made in September and October 2018. If possible, a site will be selected and contract(s) will be signed by the end of 2018.

Identify States where employers have a travel ban - David McSwane

The question arose that some states may not be allowing nonessential travel to certain other states because of political reasons. We should be checking into this to assure states delegates are not kept from attending. California may have eight states where there is a travel ban. New York has a travel ban for North Carolina. Dr. McSwane will conduct a survey to find out what states have travel bans in place and what states are impacted. He will report back at the Spring Board meeting in 2018.

Creation of a new constituency group for professional organizations like AFDO, IAFF, NEHA, etc. - David Lawrence

Mr. Lawrence discussed the constituencies. Mr. Rance Baker was an example of a NEHA representative as a Consumer constituent. He is asking about a possible new constituency group to address the situation. Mr. Lawrence was considering rescinding this bullet point for new constituency group. However, he wanted the Board to give this a serious consideration (our largest constituency is not identified as a constituent) and perhaps discuss this on a conference call. Discussion ensued about how a definition could be worded. Creating a new constituency would require a constitutional change and an Issue would need to be submitted. Mr. Guzzle asked if Dr. McSwane and Mr. Lawrence could work together with input from others to come up with a definition for a regulatory support.

Request to post “Restaurant Grading Toolkit: A Guide to Develop a Food Grading Program in Your Community” on CFP website - David McSwane

Dr. McSwane shared the City of Newton Massachusetts created this restaurant grading toolkit with funding received through the Nation Association of County and City Health Officials (NACCHO), would like to post this document on the CFP website. Discussion ensued.

ACTION ITEM:

Mr. Plunkett moved and Ms. Fletcher seconded to post the NACCHO toolkit on the CFP website. A hand vote was taken and the motion failed.

Dr. McSwane would send a link of the document to the CFP members.

Explore interest in establishing a Memorandum of Understanding with the National Association of City and County Health Officials (NACCHO) - David McSwane

Dr. McSwane brought up having an MOU with NACCHO. Ms. Sarrocco-Smith stated this would be a good opportunity. Mr. Lawrence contributed that NACCHO supports the CFP. A group to be determined would get together to create language for an MOU.

The conference call ended at 3:20pm.