

Conference for Food Protection – E-vote Summary

REPORT DATE: 03/01/2019 (*corrected 04/02/2019*)

PREPARED BY: Vicki Everly, Executive Assistant

Since the April 2018 Executive Board (EB) meeting, the following e-votes were conducted by the Executive Director (ED) on behalf of the Conference Chair. Once a motion and second was made, a 48-hour discussion period was allowed prior to voting. Documents referenced in a motion are not included with this summary. The ED maintains a copy of all emails related to these votes.

The date indicated is the date when the voting summary was created by the ED and represents the effective date of any motion that has passed.

Date	02/04/2019	Maker / Second	Whiting / Moris	
Motion as Amended	Approve the PD (Position Description) for the Council App Liaison as amended.			
Final Vote Count	Yes 20	No 0	Did not vote 3	Abstain 0
Above Motion Passed				
Date	01/28/2019	Maker / Second	Fletcher / Krzyzanowski	
Motion as Amended	Approve adding the following language about the mobile App Liaison to Section V, C – Conducting Business of the CFP <i>Biennial Meeting/Conference Procedures</i> document. 4. App Liaison Each Council has an App Liaison appointed by the Conference Chair and assigned to disseminate information on the status of Issues using a mobile app.			
Final Vote Count	Yes 20	No 0	Did not vote 3	Abstain 0
Above Motion Passed				
Date	01/14/2019	Maker / Second	Fletcher / Jackson	
Motion	Approve the following changes to the Constitution, Bylaws and Procedures Committee roster: 1. Add David Gifford as a voting member of the committee 2. Change Steve Mandernach's constituency to Industry Support 3. Change Jason Horn's role on the committee from Vice-Chair to voting member.			
Final Vote Count	Yes 20	No 0	Did not vote 3	Abstain 0
Above Motion Passed				
Date	12/10/2018	Maker / Second	Rossow / Moris	
Motion	Appoint David Gifford to serve as the Representative of State Regulators from the Pacific Region until the 2020 Biennial Meeting (to fulfill the remainder of Patrick Guzzle's current term).			
Final Vote Count	Yes 20	No 0	Did not vote 2	Abstain 1
Above Motion Passed				
Date	11/30/2018	First / Second	Johnson / Fletcher	
Motion	Hire Vicki Everly as the Executive Assistant for CFP.			
Final Vote Count	Yes 22	No 0	Did not vote 1	Abstain 0
Above Motion Passed				
Date	11/25/2018	Maker / Second	Krzyzanowski / Fletcher	
Motion	Allow a new member who joins CFP during the first year of the biennium to request to be appointed as an at-large, non-voting member of one Council or Standing Committee for the current biennium			
Final Vote Count	Yes 17	No 0	Did not vote 6	Abstain 0
Above Motion Passed				

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Date	11/08/2018	Maker / Second	Nummer / Sanchez	
Motion	Approve the Westin Galleria Hotel in Houston, Texas as the site for the CFP 2022 Biennial Meeting (April 21-29, 2022).			
Final Vote Count	Yes 19	No 0	Did not vote 4	Abstain 0
Above Motion Passed				
Date	10/02/2018	Maker / Second	Jackson / Mers	
Motion	Approve the Sponsorship Committee roster.			
Final Vote Count	Yes 18	No 0	Did not vote 5	Abstain 0
Above Motion Passed				
Date	09/25/2018	Maker / Second	Mers / Fletcher	
Motion	Approve the Safe Handling and Cooking of Roaster Pig Committee roster.			
Final Vote Count	Yes 21	No 0	Did not vote 2	Abstain 0
Above Motion Passed				
Date	09/24/2018	Maker / Second	Mers / Jackson	
Motion	Approve the minutes for the August 2018 Executive Board meeting.			
Final Vote Count	Yes 17	No 0	Did not vote 6	Abstain 0
Above Motion Passed				
Date	09/22/2018	First / Second	n/a	
Straw Poll	Straw poll conducted pertaining to the idea of inviting organizations, as well as individuals, to apply to provide EA services for CFP.			
Final Vote Count	Yes 8	No 19	Did not vote 3	Abstain 0
Above Straw Poll Failed – polling included voting and non-voting members of the Executive Board				
Date	09/19/2018	Maker / Second	Fletcher / Krzyzanowski	
Motion	Approve the revised Executive Assistant (EA) Position Description.			
Final Vote Count	Yes 17	No 1	Did not vote 5	Abstain 0
Above Motion Passed				
Date	09/10/2018	Maker / Second	Fletcher / Jackson	
Motion	Approve Todd Mers to fill the vacancy created by Lisa Staley's resignation as the representative of State Regulators from the Mid-Atlantic Region on the CFP Executive Board. This appointment will end at the 2020 Biennial Meeting at which time the caucus will elect a representative to the Board for a 6-year term.			
Final Vote Count	Yes 17	No 0	Did not vote 6	Abstain 0
Above Motion Passed				
Date	09/10/2018	Maker / Second	Krzyzanowski / Mers	
Motion	Approve the following changes to the Council III Product Assessment (PA) and Produce Wash (PW) Committee rosters. 1. Add an Academic to the PA committee. 2. Achieve constituency balance on the PW committee due to regulator appointees asking to be taken OFF the committee.			
Final Vote Count	Yes 17	No 0	Did not vote 6	Abstain 0
Above Motion Passed				

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Date	09/06/2018	Maker / Second	Johnson / Feeny	
Motion	Approve three changes to the Allergen Committee roster as follows: <ul style="list-style-type: none"> Remove Dee Dee Vicino as a voting member as she no longer works at Menu Trinfo. Betsy Craig with Menu Trinfo will replace Dee Dee Vicino as a voting member. At her request, Susan Quam will removed as an at-large, non-voting member. 			
Final Vote Count	Yes 0	No 0	Did not vote 0	Abstain 0
Above Motion Passed				
Date	08/29/2018	Maker / Second	Johnson / Krzyzanowski	
Motion as Amended	Revise the sixth bullet in the Executive Board Member Position Description as follows. <ul style="list-style-type: none"> Serves as a member of at least one Standing Committee, or a committee that is established by the Executive Board, each biennium over their term of office. Council Chairs and Vice-Chairs are exempt from this expectation while they serve in said position. Board Members who represent federal agencies may be excused from this expectation by the Conference Chair if none of the identified committees fall within their agency’s purview and their expertise is not necessary. 			
Final Vote Count	Yes 19	No 0	Did not vote 4	Abstain 0
Above Motion Passed				
Date	08/16/2018	Maker / Second	Johnson / Krzyzanowski	
Motion	Amend Section VIII C of the CFP Biennial Meeting/Conference Procedures document to allow the federal partner agencies (FDA, USDA, and CDC) to appoint consultants who are not CFP members to a Council Committee for the 2018-2020 biennium. No more than one non-member consultant will be permitted per agency per Council Committee. If passed, an Issue will be submitted by the Constitution, Bylaws and; Procedures Committee for consideration at the 2020 CFP Biennial Meeting to amend Article XIV, Section 1, Subsection 2 of the CFP Constitution and Bylaws to allow a federal partner agency to appoint consultants who are not CFP members to a Council Committee not to exceed one consultant per agency per Council Committee beyond the biennium.			
Final Vote Count	Yes 20	No 0	Did not vote 2	Abstain 1
Above Motion Passed				
Date	08/06/2018	Maker / Second	Kramer / Johnson	
Motion	Revise Section IX of the CFP Biennial Meeting/Conference Procedures. Information to be added is highlighted in yellow and the information to be deleted is noted with a double strikethrough. Extracted “No Action” Issues that are rejected by the Assembly during the biennial meeting are referred to the Executive Board for its consideration. The Executive Board shall deliberate the extracted “No Action” Issue with the option to form a small ad hoc committee of no more than eight voting members to further deliberate this Issue as needed and provide a final recommendation by the next calendar meeting of the Board. Whenever possible, the committee shall include a member of the Assembly of Delegates who voted to reject the “No Action” and the individual who submitted the original Issue to the Conference, provided that individual is a member of the Conference for Food Protection. The other Executive Board members on this committee shall be comprised of equal regulatory and industry members along with members who may be selected from any other constituency as necessary to provide balance and direction to the committee dependent upon the Issue. The CDC, FDA, and/or USDA, if not serving as a voting member, may appoint a non-voting consultant to the committee with an emphasis on expertise specific to the Issue. The actions that may be taken by the Executive Board include: a confirmation of “No Action” on the Issue; support of the Assembly rejection with a recommendation to forward Issue to an existing or created committee to deliberate and resubmit at next biennial meeting; and other appropriate actions as the Executive Board determines.			
Final Vote Count	Yes 13	No 0	Did not vote 4	Abstain 0
Above Motion Passed				

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Date	07/30/2018	Maker / Second	Johnson / Whiting	
Motion	Revise Section VIII C of the CFP Biennial Meeting/Conference Procedures to allow no more than one person per agency, company, or organization to serve as a voting member on a Council Committee.			
Final Vote Count	Yes 17	No 1	Did not vote 5	Abstain 0
Above Motion Passed				
Date	07/30/2018	Maker / Second	Johnson / Nummer	
Motion	Revise Section VIII C of the CFP Biennial Meeting/Conference Procedures to allow no more than one person per agency, company, or organization to serve as a voting member on a Council Committee. In addition, a CFP member may serve as a voting member on no more than one Council committee during a biennium. Finally, CFP members who are not selected to serve as a voting member of a Council committee may serve as an at-large, non-voting member on no more than two Council Committees during a biennium.			
Final Vote Count	Yes 10	No 13	Did not vote 0	Abstain 0
Above Motion Failed				
Date	07/03/2018	Maker / Second	Johnson / Whiting	
Motion	Approve the appointment of Lauren Bush to replace Susan Vaughn Grooters as the Consumer Representative to the CFP Executive Board until the 2022 Biennial Meeting.			
Final Vote Count	Yes 22	No 0	Did not vote 1	Abstain 0
Above Motion Passed				
Date	06/22/2018	Maker / Second	Guzzle / Krzyzanowski	
Motion	<p>Approve the following circumstances as justification for late committee sign up.</p> <ol style="list-style-type: none"> 1. Previous CFP member who did not receive sign-up email(s) because they either did not attend the recent Biennial Meeting or pay their membership dues separately for the current biennium. Individuals in this category would be given up to 30 days following the close of the advertised deadline to pay their dues and submit their committee preferences. 2. Committee Chair solicited current CFP member to sign-up in order to meet committee membership criteria and/or to have specific expertise to address charge(s) 3. Committee Chair solicited non-CFP member to become CFP member and sign-up to meet committee membership criteria and/or to have specific expertise to address charge(s) 4. Executive Board approves recommendation of an ad hoc committee to create a new committee with assigned charge(s). Current CFP members are subsequently notified of creation of this committee with a solicitation for members. 			
Final Vote Count	Yes 21	No 0	Did not vote 2	Abstain 0
Above Motion Passed				
Date	06/15/2018	Maker / Second	Whiting / Moris	
Motion	Approve the minutes for the April 2018 Executive Board meeting			
Final Vote Count	Yes 18	No 0	Did not vote 5	Abstain 0
Above Motion Passed				
Date	05/13/2018	Maker / Second	Rossow / Fletcher	
Motion	Approve the appointment of Joyce Jensen to replace Roger Hancock as one of CFP's liaisons to ACAC			
Final Vote Count	Yes 19	No 0	Did not vote 4	Abstain 0
Above Motion Passed				

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Date	05/04/2018	Maker / Second	Johnson / Guzzle	
Motion	Limit the number of committees that a member can sign up for during the 2018-2020 biennium to a total of two (one Council Committee and one Standing Committee OR two Standing Committees).			
Final Vote Count	Yes 3	No 14	Did not vote 5	Abstain 1
Above Motion Failed				
Date of Motion	04/30/2018	Maker / Second	Rossow / Whiting	
Motion	Approve the appointment of Dr. Julie Albrecht to a 2-year term as one of CFP's liaisons to ACAC			
Final Vote Count	Yes 21	No 0	Did not vote 2	Abstain 0
Above Motion Passed				

The following e-votes were conducted by the Conference Chair.

Date	05/17/2018	Maker / Second	Feeney / Johnson	
Motion	Create an ad hoc committee to report back to the Executive Board at the August 2018 Board meeting with recommendations for addressing Issue 2018 I-027.			
Final Vote Count	Yes 22	No 0	Did not vote 1	Abstain 0
Above Motion Passed				
Date	05/15/2018	Maker / Second	Johnson / Feeney	
Motion	<p>Create an ad hoc committee, with the following charges, to develop guidelines for the Safe Handling and Cooking of Roaster Pigs and have the committee report to Council II.</p> <ol style="list-style-type: none"> 1. Identifying best practices, or any existing guidance documents, that relate to proper handling and storage of roaster pigs of various sizes. 2. Developing a comprehensive guidance document for food handlers, particularly caterers, that includes detailed best practices for roaster pig preparation. These recommendations would include proper handling, thawing, cooking, and temperature measurement of roaster pigs. 3. Determining appropriate methods of sharing the committee's work, such as: <ol style="list-style-type: none"> a) Posting to state and local health department websites or resource libraries, b) Incorporating into CFP training programs, posting to the CFP website, and c) Sending a letter to the FDA requesting that the Food Code, Annex 2 (References, Part 3 - Supporting Documentation) be amended by adding references to the new guidance document as well as any existing guidance documents that the committee recommends. 4. Reporting the committee's findings and recommendations to the 2020 Biennial Meeting of the Conference for Food Protection 			
Final Vote Count	Yes 14	No 7	Did not vote 1	Abstain 1
Above Motion Passed				