



# CONFERENCE FOR FOOD PROTECTION, INC.

## EXECUTIVE BOARD MEETING

September 1, 2020 – September 2, 2020

Meeting was held using the WebEx virtual (online) format; a brief primer on how to use the platform was provided at the beginning of the meeting.

- On Tuesday, September 1, meeting called to order at 1:06 PM (Eastern) and recessed at 4:38 PM (Eastern).
- On Wednesday, September 2, meeting reconvened at 1:10 PM (Eastern) with an executive session to discuss the Compensation Committee recommendations; CFP staff did not participate in this portion of the meeting and minutes of this session were not taken. CFP Executive Staff joined the meeting at 2:30 PM (Eastern).
- Meeting adjourned on Wednesday, September 2, at 5:15 PM (Eastern).

Minutes are documented in the order listed on the meeting agenda and do not necessarily follow the order of discussion. For brevity, procedural motions such as those to recess/reconvene, or to table/reconsider agenda items are not included unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each edit is not tracked. Also, for brevity, discussion comments and questions have been summarized and similar or repeat comments have been grouped.

Due to the challenge of conducting voice votes during a virtual meeting, only votes in opposition of the motion and abstentions were requested. Prior to each vote, the Conference Chair asked for the motion to be restated and then asked if there was any “lack of support for the motion” followed by a request for any “abstentions”; silence was considered support for the motion.

**IMPORTANT NOTE: ONLY those agenda items noted in bold red font were scheduled for discussion during this meeting; agenda items in black font were not discussed.**

**Discussion points include opinions from individuals and do not necessarily reflect the view of the entire Board and may not reflect existing CFP policy or procedure.**

### 1. Opening – Conference Chair David Lawrence, Presiding

#### 1.1. **Call to Order** – David Lawrence

David Lawrence welcomed everyone to the meeting with a special greeting to our new Board Member Tim Tewksbury, State Representative for the Mid-Atlantic Region. Special thanks were extended to Krystal Reed and Amy Bonsell, AFDO staff, for their technical support with this meeting and to ADFO for providing the meeting platform via WebEx.

#### 1.2. **Anti-trust Policy** – Brenda Bacon

The anti-trust policy was read by Conference Vice Chair Brenda Bacon.

#### 1.3. **Roll Call / Acknowledgement of Board Members**

Roll call attendance was taken both days and the establishment of a quorum was acknowledged.

A copy of the most current Board roster was provided with materials for this meeting; any changes or errors are to be forwarded to Vicki Everly to ensure the roster remains current.

**Voting members participating:** Brenda Bacon, Kristi Barlow, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Jessica Fletcher, Donna Garren, David Gifford, Jason Horn, Keith Jackson, Ann Johnson, Adam Kramer, David Lawrence, Glenda Lewis, Todd Mers, Steve Moris, Brian Nummer, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Tim Tewksbury, Rebecca Vought, Kelli Whiting

**Ex-officio non-voting members participating:** Julie Albrecht (day 2 only), Christine Applewhite, Angie Cyr, Joetta DeFrancesco, Danny Follett (day 2 only), Tom Ford (day 2 only), Patrick Guzzle, Terry Levee, Richard Linton (day 2 only), Thomas McMahan, Davene Sarrocco-Smith, Sharon Wood

**Executive Staff participating:** Dr. David McSwane, Cliff Nutt, Vicki Everly

### 1.3.1. Acknowledgement of Guests

Dr. Melvin Carter, USDA; Vijay Krishna, ANSI (day 2 only); Sheri Morris (day 2 only); Krystal Reed and Amy Bonsell, AFDO

### 1.4. Agenda Review

No new agenda items were added.

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

#### 1.5.1. Summary of Board E-votes taken since the August 2019 Board Meeting

Action Item	Motion to acknowledge E-vote Summary as submitted (Garren/Dolhanyk).
	Above motion passed.

### 1.6. 2020-2023 Biennial Calendar

This master calendar is a draft and includes major activities through the biennial meeting to be held in April 2023; the intent is to give an overview for the coming 2½ years.

The date listed to submit “new” Issues for the coming biennial meeting is actually referencing “late-breaking Issues” and was further discussed in agenda item #5.6; it has been determined that it is not appropriate to submit “new” Issues for the 2020 Biennial Meeting (rescheduled for 2021) unless they meet the criteria for a late-breaking Issue.

Action Item	<input type="checkbox"/> Dave McSwane to distribute to the Board the draft master calendar with a request for feedback no later than mid-October 2020.
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### 1.7. Chair’s Update – David Lawrence

Conference Chair David Lawrence extended thanks to Dave McSwane, Karen Pena of Conference Direct, and others behind the scenes for their efforts to reschedule the biennial meetings. Contracts have been signed with the two (2) hotels (Denver for 2021 and Houston for 2023); CFP was not subject to any penalties and basically all negotiated elements of the contract still apply.

The Denver Biennial Meeting information packet will be updated and sent out again to the membership in October and will include new links for making hotel reservations and information related to late-breaking Issue submission will be clarified.

David provided a summary from his written report regarding the Retail Food Safety Regulatory Association Collaborative. CDC is now participating as a member association; John Marcello with the FDA is serving as the Collaborative facilitator. Objectives of the Collaborative remain the same and work groups have been established and are proceeding with assigned tasks. Funding of the Collaborative associations by an FDA cooperative agreement was addressed under agenda item 1.9.8. Glenda Lewis voiced appreciation for the work of the Collaborative and its benefits to date. Brenda Bacon stated that 10 responses on a Food Code survey related to the “tool kit” have been received to date; the email survey was sent to approximately 45-48 agencies.

### 1.8. Executive Staff Report

#### 1.8.1. Executive Director Report – David McSwane

Dave McSwane provided a summary of his written report as most of the items are covered elsewhere on the agenda. Dave restated appreciation for Karen Pena of Conference Direct for her assistance in working with the hotels to reschedule the 2020 and 2022 Biennial Meetings.

Congratulations were extended to Christine Sylvas and the Southern Nevada Health District on receiving this year’s Crumline Award.

Discussion points:

- Should travel restrictions still exist in early 2021, the option may be available to work with the Denver hotel to find an available meeting date later in the year; the force majeure clause from the original contract has been carried over to the current contract.
- Agenda item 5.7 addresses options for holding a virtual biennial meeting.

<b>Action Item</b>	Motion to acknowledge Executive Director report (Garren/Sparks).
	Above motion passed.

**1.8.2. Executive Treasurer Report** – Cliff Nutt

Cliff Nutt provided an overview of his written report and asked participants to let him know if they have any questions.

The “projected scenario” portion of his report was discussed. CFP operating expenses have been cut as much as possible; expenditures run between \$5,000 to 6,000 every month. There is concern whether agencies will have adequate funding to send participants to the next biennial meeting.

Discussion points:

- Question was asked if CDC has any grant funding that CFP may be eligible to apply for. Adam Kramer stated that the CDC does not have small conference grants but he will discuss the potential for funding with others in CDC.
- An extension of the FDA small conference grant has been obtained; Glenda Lewis stated that she has submitted for additional FDA funding in FY 2021.
- Should the upcoming biennial meeting be held virtually or as a hybrid, discussion will be needed regarding the fiscal impact (e.g., should registration fees be reduced, what level of participation can we expect). An influx of income will not again occur until the subsequent biennial meeting now scheduled for April 2023.
- Financial concerns of a virtual or hybrid meeting should be added to the charges for the ad hoc committee to be discussed under agenda item #5.7.
- Any charges for the Finance Committee need to be addressed prior to the possible “worst case scenario” in 2022.

<b>Action Items</b>	Motion to acknowledge Executive Treasurer report as a reference document for discussion under new business agenda item 5.7 (Garren/Horn).
	Above motion passed.
	<input type="checkbox"/> CFP to pursue seeking additional grant opportunities with CDC and FDA to support attendance at the 2020 Biennial Meeting (rescheduled for 2021).

**1.8.3. Executive Assistant Report** – Vicki Everly

Vicki Everly provided a brief overview of her written report. She pointed out that the current membership numbers are higher than normal because it includes the members based on registration for the 2020 Biennial Meeting and members from the 2018-2020 biennium whose memberships were extended until the rescheduled April 2021 meeting date.

<b>Action Item</b>	Motion to acknowledge Executive Assistant report (Moris/Rossow).
	Above motion passed.

**1.9. Unfinished Business: action items pending from the August 2019 Board Meeting**

- 1.9.1 Student Fees – Board to establish a set fee reduction for students attending future biennial meetings. Board to clarify if this includes a reduced fee for a student to become a member without attending a biennial meeting – David Lawrence

**1.9.2. Proposed Revision to CFP-ANSI Contract** – Jeff Hawley

Jeff Hawley was unavailable, so Dave McSwane provided an “information only” briefing on the activities and process for obtaining approval of the proposed revisions to the CFP-ANSI contract.

Attorneys at Hogan Lovells have reviewed the proposed contract and returned several questions and comments; the contract will be forwarded to the Food Protection Manager Certification Committee (FPMCC). When the committee’s review is complete, a conference call will be scheduled with the attorneys at Hogan Lovells. Once the revised contract is final, it will be sent to ANAB for review and if accepted will be sent to the Board for final approval. If the final contract is

approved by the Board via e-vote, this would qualify as a late-breaking Issue for the upcoming biennial meeting.

Discussion points:

- Sharon Wood affirmed that the FPMCC leadership team will do a “deep dive” of the comments and suggested language to the contract revision.
- Clarification was provided that any late-breaking Issue regarding this contract would be assigned to Council II.

<b>Action Items</b>	<input type="checkbox"/> Review of the revised CFP-ANSI contract will continue, and a final draft will be presented to the Board for e-vote approval. <input type="checkbox"/> If revised contract is approved by the Board prior to the 2020 Biennial Meeting (rescheduled for 2021), a late-breaking Issue will be submitted and assigned to Council II.
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**1.9.3. CFP Travel Subsidy Policy** - Establish a process for Board approval of subsidies more than \$800 for attendance at Board meetings other than the meeting that occurs during the Biennial Meeting. The Conference Chair will work with the Executive Treasurer to gather information to inform the Board’s discussion. – David Lawrence

Extracts from a previous Board meeting were provided as summary information; written Q&A from this summary document was reviewed by David Lawrence.

The Executive Treasurer is recommending an increase in the current subsidy amount to \$1,000 per person for Board meetings not held in conjunction with a biennial meeting and for this amount to be reviewed each biennium (this is a 2% increase which is in line with the average annual inflation rate of 1.8% over the last 10 years).

<b>Action Items</b>	Motion to increase the travel subsidy and to change the language in the Travel Policy to provide up to \$1,000 per person for Executive Board meetings other than those held during a biennial meeting (Vought-Fletcher/Tewksbury).
	Above motion passed, with three (3) abstentions.
	Motion to charge the Executive Treasurer with the review of the Travel Policy and the subsidy amounts every two (2) years and make a recommendation at each biennial meeting to the Executive Board regarding any changes (Moris/Jackson).
	Above motion passed, with three (3) abstentions.
	<input type="checkbox"/> Above charge for the Executive Treasurer to be added to the Executive Team task list maintained by the Executive Assistant. <input type="checkbox"/> Executive Director and Executive Assistant to ensure the revised Travel Policy is posted to the CFP website.

**1.9.4. Review of Archiving and Retention Policies** – Vicki Everly

Vicki Everly reviewed this topic from her written report and stated the request to suspend the “Record Retention Policy” (dated August 2006) and “Archiving CFP Documents” (dated August 2014) is because she is uncomfortable having policies in existence that contradict current practice. As a point of information, her report also contains a list of topics to be considered when these policies are eventually reviewed.

Discussion points:

- It was suggested that during review, the assigned committee look to partner organizations such as NACCHO, NEHA, and AFDO for ideas on document archiving and retention policies.
- Legal ramifications for document archiving and retention needs to be considered.
- A time frame for the suspension of archiving and retention policies is needed.
- Suspension of these policies should not prevent a “digital engagement committee” from reviewing these policy documents; their goal should be to provide the Board with recommendations at the next meeting (see agenda item 5.8).

<b>Action Items</b>	Motion to table discussion to agenda item 5.8 (Jackson/Johnson).
	Above motion withdrawn.
	Motion to temporarily suspend “ <i>Record Retention Policy</i> ” (dated August 2006) and “ <i>Archiving CFP Documents</i> ” policy (dated August 2014) until the Spring 2021 Executive Board meeting (Horn/Jackson).
	Above motion passed.

**1.9.5. Conference-Developed Guides and Documents Template** – Vicki Everly  
(See item 1.8.3E in Binder 1)

Vicki Everly reviewed the draft document titled “*Conference-Developed Guides and Documents Template*” and explained that its purpose is to serve as a summary of guidance document content to enhance the information posted on our website.

Questions and discussion points:

- Will the information provided via this template need to be vetted by Council? No; the intent is that this document would be completed by a committee chair after a document is approved by the Assembly of Delegates.
- Would use of this template be applied retroactively to all documents currently posted? The initial intent is to use this template beginning with documents approved at the 2020 Biennial Meeting (rescheduled for 2021); enhancing information regarding documents currently posted can be a future project if the Board chooses.

<b>Action Items</b>	Motion to approve document titled “ <i>Conference-Developed Guides and Documents Template</i> ” (Jackson/Moris).
	Above motion passed.
	<input type="checkbox"/> Executive Assistant to remove “draft” from the “ <i>Conference-Developed Guides and Documents Template</i> ” and post the final version to the CFP website.

1.9.6. Updating of the Standing and Council Committee roster template and instructions by the Executive Assistant to include the new information identified by the CB&P Committee as required. – Vicki Everly

**1.9.7. Report from Ad Hoc “Board Meeting Efficiency” Committee** – Becky Vought

Becky Vought provided a review of the written ad hoc committee report outlining work completed in October 2019. The committee’s recommendation is to establish agenda time frames; only those committees asking to give a verbal report would do so, and all other committee reports would be acknowledged in a single motion as a “consent calendar.”

Questions and discussion points:

- Do the recommendations regarding committee reports apply to all committees, including Council committees? If the Council Chair and the Committee Chair feel their report is detailed enough that a verbal report is not needed, and the Council Chair has no concerns about the committee moving forward with their charges, then that report can go on a consent calendar; all consent items would then be voted on in a single motion.
- If a committee is requesting anything other than acknowledgement, their report would not be placed on the consent calendar but would be voted on separately by the Board.
- A Board member may ask to remove any report from the consent calendar that they feel needs further discussion; this could be done during agenda review or at the time consent items are discussed on the agenda.
- A change would be needed to the committee report template providing a space to indicate whether presenting a verbal report is being requested.
- The intent was that the committee recommendations would be piloted at a Board meeting prior to making any permanent changes to our meeting format.



<b>Action Items</b>	<p>Motion to acknowledge the Board Member Efficiency Committee report and accept their three (3) recommendations with an edit to recommendation #1 to assign time holder responsibility to the Executive Director, Conference Chair, and Conference Vice Chair (Whiting/Jackson).</p> <p><i>Recommendations extracted from report:</i></p> <ol style="list-style-type: none"> <li>1. <i>Place time holders on each Agenda item and use Robert's Rules to extend time frames (much like Council deliberations) for discussion.</i></li> <li>2. <i>Only have committees that require Board action verbally report. (separation of sub-bullet points inserted for clarity)</i> <ul style="list-style-type: none"> <li>✓ <i>All committees still required to present a written report.</i></li> <li>✓ <i>The acknowledgement of committee reports would be done under one (1) motion, unless specific discussion is request by a Board member.</i></li> <li>✓ <i>Board leadership will add a coversheet to committee reports that would self-identify those wanting Board action, desire to verbally report, and a suggested time frame for their report.</i></li> </ul> </li> <li>3. <i>New Business Agenda Item to discuss Robert's Rules for Executive Board meetings going forward and the use of acknowledgements of committee reports under a Consent Calendar.</i></li> </ol>
	<p>Above motion passed.</p>
	<p><input type="checkbox"/> Committee report template to be revised to include a method to indicate if a verbal report is needed or if the report can be placed on the consent calendar.</p>

**1.9.8. Retail Food Safety Regulatory Association Collaborative representatives – David Lawrence**

David Lawrence provided an update from his written report. At the time of his written report, we were waiting for approval of FDA funding for a joint grant application submitted by CFP with NACCHO. Alan Tart from FDA provided a letter on 08/10/2020 that the Collaboration had been selected for funding. The original requested amount of \$1.5 million each year for two (2) years for the Collaborative has been increased to \$1.75 million each year for two (2) years. The portion of that amount awarded to the CFP/NACCHO joint application was \$750,000 each year for two (2) years; CFP's sub-award amount is \$300,000 for each year.

Dave McSwane and Brenda Bacon worked with NACCHO staff during the application process. Brenda stated she was basically only there for moral support for Dave McSwane who did the bulk of the work.

Dave explained the overall process for this grant application. CFP collaborated with NACCHO because the grant RFA had a specific limitation that the applicant had to be an organization who already had a cooperative agreement with the FDA; CFP, therefore, was not eligible to apply for this grant (we have a long-standing MOU with FDA but not a "cooperative agreement"). The Collaborative established an overall set of objectives and each participating organization selected the objective(s) on which they wanted to take lead responsibility.

The two (2) objectives that NACCHO and CFP are working on (*extracted from written report*):

- 1) *Identify, assess, and promote implementation of effective intervention strategies. Intervention strategies are defined as a comprehensive set of activities, initiatives, or specific tools implemented on the part of industry and/or regulators that are designed to bring about immediate and/or long-term control of foodborne illness risk factors. Intervention strategies that have undergone field testing to prove effectiveness in changing long-term behavior of food employees are ideal for marketing to SLTT/industry partners*
- 2) *Build upon the FDA's VNRFRPS technical assistance strategy to provide a "multiplier effect" to promote participation and implementation of the VNRFRPS by SLTTs*

The \$300,000 year-1 CFP sub-award budget includes funding for the following positions (budget year 08/01/2020 to 07/31/2021):

- Research Project Leader – 1 FTE (position to be hired)
- Research Project Support Staff – 0.5 FTE (position to be hired)

- 2<sup>nd</sup> support person – 0.25 FTE (CFP Executive Director)
- Clerical support – 0.10 FTE (CFP Executive Assistant and Executive Treasurer)

Discussion points:

- CFP will be hiring to fill the two (2) new positions and recruitment will be within our own membership and promoted through other outlets (e.g., LinkedIn, NACCHO, NEHA). Knowledge of the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) is needed but the position will not be limited to only those with regulatory experience.
- A “search and screen” committee has been established that includes David Lawrence (current Conference Chair), Brenda Bacon (Current Conference Vice Chair), Dave McSwane (Executive Director), Becky Vought (incoming Conference Chair), Todd Rossow (incoming Conference Vice Chair), and Angie Cyr (current Program Standards Committee Chair).
- Position descriptions, applications, and interview questions are in development.
- The time frame for recruitment and hiring is currently unknown.

**2. Council and Council Committee Reports**

The Board took action to approve Council rosters in August 2019. With the postponement of the 2020 Biennial Meeting to April 2021, all Council rosters include the original approved membership; therefore, only updates to Council rosters were discussed at this meeting. A written copy of each Council roster was provided with materials for this meeting.

<b>Action Items</b>	<input type="checkbox"/> Prior to the end of this calendar year, Council Chairs to consider options for conducting Council meetings as a virtual or hybrid event. <input type="checkbox"/> Any committee established to consider formats for conducting a virtual biennial meeting (see agenda item # 5.7) to include the Conference Chair and the Council Chairs and Vice Chairs. <input type="checkbox"/> Council Chairs to survey their members and alternates in January 2021 to affirm participation in the April 2021 rescheduled event dates. <input type="checkbox"/> Executive Assistant to verify that the most recent Council rosters are posted to the website.
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**2.1. Council I Report** – Ann Johnson and Thomas McMahan

Tom McMahan provided an update regarding a few adjustments to Council membership:

- ✓ Todd Mers is now with Austin Health Department and he has been added as an alternate.
- ✓ Chirag Bhatt has changed employers but remains as an alternate.
- ✓ Jessica Fletcher has changed employers but remains in the same constituency.

2.1.1. Food Recovery Committee (*final committee report submitted as an Issue*)

**2.2. Council II Report** – Sharon Wood and Joetta DeFrancesco

Sharon Wood provided an update and announced the following change to the Council roster:

- ✓ Wendy Bell has a new last name, but her constituency remains the same.

2.2.1. Allergen Committee (*final committee report submitted as an Issue*)

**2.3. Council III Report** – Dr. Keith Jackson and Christine Applewhite

Keith Jackson provided an update and stated there have been no roster changes that require Board approval; all changes were within those names approved by the Board as an alternate. Some alternates were moved to voting positions based on the initial meeting postponement to August 2020. He anticipates additional changes based on the event date change to April 2021.

2.3.1. Product Assessment Committee (*final committee report submitted as an Issue*)

2.3.2. Produce Wash Committee (*final committee report submitted as an Issue*)

2.3.3. Direct to Consumer Delivery Food Safety Committee (*final committee report submitted as an Issue*)

2.4 Approval of Council Vice-Chairs for 2020-2022

- 2.4.1. Council I
- 2.4.2. Council II
- 2.4.3. Council III

**3. Standing Committee Reports**

**3.1. Audit** – Danny Follett

Danny Follett provided a brief review of the written report. Since the report was submitted, the committee was able to review full documentation (e.g., general ledger, receipts, statements) for Q2-2019 through Q1-2020 and determined all to be accurate, complete, and classified correctly and consistently with policy; however, a minor misclassification was noted and a minor violation to the Travel Policy related to reimbursement for tips/alcohol in the amount of \$42.18 for the entire time period.

Discussion point:

- The Travel Policy needs to be reviewed by all Board members to better understand what is allowed for reimbursement and what is not.
- A question was asked if it was appropriate for CFP to purchase alcohol during a thank-you dinner hosted prior to each biennial meeting for Workshop speakers. Reimbursement for the dinner expenses should be clearly documented as separate from per diem reimbursement under the Travel Policy.

<b>Action Item</b>	Motion to acknowledge the Audit Committee report (Rossow/Garren).
	Above motion passed.

3.2. Constitution, Bylaws/Procedures – Davene Sarrocco-Smith (*final committee report submitted as an Issue*)

**3.3. Finance** – Terry Levee

Terry Levee provided a brief review of the submitted written report. Many activities have been conducted in collaboration with the Strategic Planning, Sponsorship, and Compensation Committees; much of their work is still in progress.

Discussion was held during the executive session regarding the financial implications of the postponed biennial meeting, including the potential for the furlough of Executive Staff.

<b>Action Items</b>	Motion to acknowledge the Finance Committee report with an action item to develop an additional one-time charge by 09/11/2020 to address financial implications of the postponed biennial meeting (Fletcher/Garren).
	Above motion passed.
	<input type="checkbox"/> Finance Committee to establish an additional one-time charge by 09/11/2020 regarding the financial implications of the postponed 2020 Biennial Meeting; to be distributed to the Board for e-vote.

3.4. Food Protection Manager Certification – Sean Dunleavy (*final committee report submitted as an Issue*)

3.5. Issue – Patrick Guzzle and Becky Vought

3.6. Nominating – Patrick Guzzle

**3.7. Program** – Dr. Richard Linton (Ben Chapman)

Dr. Richard Linton provided a review of the letter provided to the Board and included in the meeting materials. The Program Committee has been struggling with the following questions:

- 1) Will there be an in-person meeting in April 2021?
- 2) If so, how many people will attend in person or virtually; and if they do attend in person, will there be an impact on attendance because of the extra day required for the Workshop?



- 3) Should the Workshop focus on the agenda approved earlier, move towards a COVID-19 agenda, or a blend of the two?

Discussion points:

- Let's focus on something other than COVID-19 unless there is late-breaking information; COVID-19 is the "new normal" and other meetings and events will be focusing on this topic.
- We should maintain our focus on food safety concerns that we all deal with every day.
- If the biennial meeting is held virtually, should the Workshop still be conducted?
- A number of Workshop attendees stay for the opening session of the biennial meeting which immediately follows the Workshop, but do not stay for the balance of the week. Concern was expressed about the impact to the balance of the biennial meeting agenda if the opening session focus is shifted to COVID-19 topics.
- A combination of virtual and pre-recorded sessions could be considered with the speakers available for "live" discussion at the time of presentation; this may help minimize same-day technology challenges.
- Concerns regarding a virtual Workshop can be blended with the proposed ad hoc committee discussed under agenda item #5.7.
- Speakers should be asked to create their presentation to be effective using either an in-person or virtual format. The afternoon breakout sessions were intended to be very hands-on and will need to be revisited to ensure they remain as interactive as possible.
- It was agreed that the COVID-19 presentation would be part of the general meeting session immediately following the Workshop with the Federal agency reports scheduled for the following morning during the update session.

<b>Action Items</b>	Motion to acknowledge the Program Committee and to charge the committee with providing a final revised Workshop and opening general session agenda no later than 03/15/2021 (Garren/Rossow).
	Above motion passed.
	<input type="checkbox"/> Program Committee to provide the Executive Director with the proposed Workshop agenda and a broad description of any intended COVID-19 session (for the opening general session) no later than early-October 2020 for inclusion in the revised information booklet. <input type="checkbox"/> Program Committee to provide a final Workshop and opening general session agenda no later than 03/15/2021.

3.8. Program Standards Committee – Angie Cyr (*final committee report submitted as an Issue*)

**3.9. Publications** – Brian Nummer

Brian Nummer was unavailable at the time of this report. A written Publications Committee report was prepared and submitted by David Lawrence in fulfilling his duty as Conference Chair to keep the Board informed of the status of this committee.

A committee workplan was approved by the Board in August 2018; in April 2019, the Board affirmed the committee's charges, assigned no additional charges, and recommended the committee follow the previously approved work plan. To the best of David's knowledge, the committee has not met since July 2019 and, to date, no charges have been completed. The committee had provided a draft guidance document in August 2019, but no work has been done to incorporate the written comments submitted by the Board following that meeting.

Both Brian Nummer and Joell Eifert have requested to step down as committee leaders.

<b>Action Item</b>	Motion to acknowledge the Publications Committee report submitted by the Conference Chair on behalf of the Committee Chairs who did not submit a report (Jackson/Johnson).
	Above motion passed.

3.10. Resolutions – Chirag Bhatt

**3.11. Strategic Planning – Tom Ford**

Tom Ford provided a brief overview of their submitted written report and the committee activities. They have been meeting monthly throughout the year. The three (3) main objectives for the year included work on: 1) digital engagement; 2) biennial meeting app; and 3) communication with first time attendees. Committee activities included creating a new slide deck for first-time attendees and resolving mismatched verbiage in the bylaws and mission statement objectives.

Dr. Draper with the University of Houston has finally received approval to conduct a survey for us and it is ready to go. The question is whether to do the survey now or wait until after the upcoming biennial meeting. Conducting surveys is not as challenging as before (via use of online tools such as Survey Monkey) and the Board should consider conducting future surveys in-house with assistance from an academic group to analyze the data.

New committee leadership is requested; both Tom and Elizabeth Nutt would like to step down. Tom is willing to stay engaged with the committee but believes it is time for a leadership transition.

Action Items	Motion to acknowledge the Strategic Planning Committee report and to charge the committee to conduct the member survey in October 2020 (Jackson/Johnson).
	Above motion passed.
	<input type="checkbox"/> Strategic Planning Committee to conduct the member survey in October 2020 with analysis provided to the Board in April 2021. <input type="checkbox"/> A “post meeting” survey will be conducted following the upcoming biennial meeting.

**4. Special Committees and Reports**

4.1. Sponsorship – Eric Moore and James O’Donnell, Co-Chairs

4.2. Safe Handling and Cooking of Roaster Pigs – Erika Stapp-Kamotani and Susan Shelton, Co-Chairs (*final committee report submitted as an Issue*)

**4.3. ANAB/CFP Certification Committee (also known as ACAC) – Joyce Jensen and Julie Albright**

VJ Krishna with ANAB (a subsidiary of ANSI) provided a verbal review of their written report. Changes to the ANSI/CFP contract are currently under review; ANAB submitted comments to the FPMCC on 02/24/2020 and is waiting to hear back from CFP whether any additional changes are needed (see discussion under agenda item #1.9.2).

There is a 5-year transition process to implement and educate all stakeholders about changes. ANAB is working on a new ANAB/CFP symbol (logo); policy and procedures are also being revised to reflect ANAB as the credentialing body.

The last in-person ACAC meeting was held on 12/11/2019; virtual meetings were held on 02/06/2020 and 04/04/2020.

New application forms for certification providers were rolled out in early 2020. A brief status report was given regarding each provider and their certification status, including new applicants.

Some testing logistics became challenging for the certification providers due to Covid-19 restrictions (e.g., closure of testing facilities, shipping of text materials); guidelines were provided by ACAC to help provide flexibility but still meet the intent of the Standard. Also because of the pandemic, a process for approving the use of remote proctoring technology has been created.

There have been changes to ACAC membership due to term limits. Joyce Jensen’s term as a CFP representative will soon end; appreciation was expressed for Joyce’s willingness to step in when needed to fill a vacancy.

<b>Action Item</b>	Motion to acknowledge the ACAC report and approve the two (2) committee recommendations listed in the written report (Daniels/Feeney). <i>Recommendations extracted from report:</i> 1. <i>Appoint Sheri Morris to replace Joyce Jensen as one (1) of the CFP representatives to ACAC effective 09/02/2020. This appointment would end at the close of the 2026 Biennial Meeting.</i> 2. <i>Reappoint Julie Albrecht to ACAC with the term ending at the conclusion of the 2022 Executive Board Meeting (scheduled for April 2023).</i>
	Above motion passed.

- 4.4. Local Arrangements – Troy Huffman
- 4.5. CFP-ISSC Joint Committee on Shellfish – Glenda Lewis and Julie Henderson (*final committee report submitted as an Issue*)
- 4.6. Update Issue on 2018-I-027 - Consumer Purchase (Shopper Card) – Glenda Lewis (*Issues have been submitted related to this topic*)
- 4.7. **AFDO Report** – Steve Moris

Steve Moris provided a brief verbal report. The 2020 AFDO conference was postponed but they have conducted a few virtual “town hall” style meetings. Elizabeth Nutt began today with AFDO working exclusively on the Retail Cooperative Agreement. AFDO is currently working on planning for their 2021 meeting, and for a virtual RRT meeting. They are looking forward to being able to again meet in person.

#### 4.8. Federal Agency Reports

##### 4.8.1. **FDA** – Glenda Lewis

Glenda Lewis provided a review of the FDA written report (see written report for details).

The 2021 Food Code will be delayed due to the postponement of the 2020 Biennial Meeting. At this time, it is anticipated that the 2021 Food Code will issue in 2022 and the Supplement to the Food Code will issue in 2024.

Discussion point:

- How would FDA handle Food Code concerns if CFP ceased to exist? This has not been formally discussed, but FDA would probably look at going back to formal public meetings to ensure an exchange of information; CFP currently serves as the agency’s public forum regarding Food Code.

##### 4.8.2. **USDA** – Kristi Barlow

Kristi Barlow provided a review of the USDA/FSIS written report (see written report for details).

Kristi expressed appreciation for everyone’s support during her tenure on the Board. She introduced Dr. Melvin Carter who will be rotating onto the Board representing FSIS. Dr. Carter was welcomed, and he provided a brief background of his experience.

##### 4.8.3. **CDC** – Dr. Adam Kramer

Dr. Kramer provided a highlight of some of the PowerPoint slides submitted as the CDC report (see submitted presentation for details).

<b>Action Item</b>	Motion to acknowledge all three (3) Federal Agency Reports (Rossow/Garren).
	Above motion passed.

#### 5. New Business

##### 5.1. **Filling Board Vacancies** – David Lawrence

David Lawrence asked Patrick Guzzle, Immediate Past Conference Chair, to assist him with this task of filling a recent Board position. Patrick then sent a recruitment email to all CFP members

within that regional constituency group explaining the position and requirements, including the need for a statement of employer support.

At the end of a 6-year term, a caucus is held at the biennial meeting where members in attendance from a specific constituency group re-elect the existing person (if eligible to serve another term) or elect a new person. In advance of the biennial meeting, the Board member with an expiring term is required to notify members of their constituency (for their region) that an election caucus will be held at the upcoming biennial meeting and explain the election process and position requirements.

Any Board member with a term expiring in 2020 has been automatically extended to April 2021 due to the postponement of the biennial meeting. The following Board members have expiring terms and have been notified of the election requirements: Brenda Bacon, Donna Garren, David Gifford, Brian Nummer, Christopher Sparks, Christine Sylvis, and Tim Tewksbury.

Discussion point:

- The question was asked how term limits apply? Is it the individual or the specific constituent group that determines any term limit?

<b>Action Item</b>	<input type="checkbox"/> In early 2021, Executive Assistant to provide constituency/regional membership lists to each Board member with a term expiring.
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- 5.2. Cut-off date for when payment of membership dues for a new member applies to the current or upcoming biennium – Vicki Everly
- 5.3. Standing Committee Chairs identified as ex-officio, non-voting members of the Board – David Lawrence
- 5.4. Submission of document with track changes as a content attachment to an Issue – David Lawrence
- 5.5. Compensation Committee Report** – David Lawrence

Executive session conducted to discuss the Compensation Committee report; CFP Executive Team members did not participate.

Keith Jackson reviewed the Compensation Committee report including a review of the committee’s membership (Keith Jackson – Chair, David Lawrence, Brenda Bacon, Christine Applewhite, and Ann Johnson) and assigned charges. The committee held four (4) conference calls to complete the assigned charges and requested Board approval of its recommendations.

The Board extended its sincere appreciation to the Executive Staff for jobs well done and would like to renew their service agreements with the Conference for the next two (2) years.

The Board acted on the committee’s four (4) recommendations as noted in the following motions:

<b>Action Items</b>	Motion to approve salaries of the Executive Director, Executive Treasurer, and Executive Assistant as follows: (Feeney/Moris) <ul style="list-style-type: none"> <li>• Executive Director – increase from \$55,000 to \$57,750/2-year contract</li> <li>• Executive Treasurer – increase from \$31,000 to \$32,000/2-year contract</li> <li>• Executive Assistant – increase from \$25,400 to \$27,250/2-year contract</li> </ul>
	Above motion passed, with three (3) abstentions.
	Motion to approve one-time bonuses in the amount of \$1500 be given to each the Executive Director, Executive Treasurer, and Executive Assistant (Rossow/Nummer).
	Above motion passed, with three (3) abstentions.
	Motion to approve revisions to Executive Staff position descriptions to include language specific to extra duties which result from collaborative research grant awards to CFP (Rossow/Whiting).
	Above motion passed, with three (3) abstentions.

<b>Action Items</b>	Motion to approve a separate “ <i>Conference for Food Protection Research or Service Grant Compensation Agreement</i> ” for use by Executive Staff and related to extra compensation resulting from additional and specific duties related to collaborative research grant awards to the CFP (Rossow/Dolhanyk) <i>(Note: This agreement is also for use for any hired grant-funded staff.)</i>
	Above motion passed, with three (3) abstentions.
	<input type="checkbox"/> The Board agrees that future Compensation Committee membership must include the Conference Chair and Conference Vice-Chair. <input type="checkbox"/> The Conference Chair will finalize the documents approved by the Board and send them to the Executive Assistant. This will include Executive Staff service agreements, Executive Staff position descriptions, and the Research or Service Grant Compensation Agreement. <input type="checkbox"/> The Conference Chair will present the service agreements for 10/01/2020 through 09/30/2022 contract period to each of the Executive Staff for their consideration to renew.
	On 09/19/2020, the Board returned to Executive session via email to initiate the e-vote process to reconsider the Executive Assistant salary. On 09/21/2020, the Board approved an Executive Assistant salary in the amount of \$33,120 for the service agreement period from 10/01/2020 to 09/30/2022. <i>Information regarding this motion and e-vote is maintained by the Executive Director.</i>

**5.6. Handling Late-Breaking Issues such as COVID-19** – David Lawrence

Excerpts from the governing documents were shared with the Board regarding the process for late-breaking food safety Issues.

The intent is that only late-breaking Issues will be allowed to be submitted for the 2020 Biennial Meeting (rescheduled for April 2021). Per policy, all late-breaking Issues must meet identified criteria and must be approved by the Board to be sent on for Council deliberation.

Discussion points regarding late-breaking Issues:

- Messaging to the membership needs to state that we are not opening Issues again, but that late-breaking food safety Issues (meeting established criteria) can be submitted.
- We should consider a timeframe for submission; currently, there is no established deadline per our governing documents for late-breaking Issues.
- It was suggested that we provide examples of late-breaking Issues.
- The Board has two (2) basic charges regarding late-breaking Issues:
  1. Determining if the Issue meets the criteria of a late-breaking Issue.
  2. Determining if the Issue is within the mission of the Conference.
- It will have been a full year since Issues were originally submitted and there may be a need to make amendments. Is there a process to allow this?

Discussion points regarding possible COVID-19 related Issues:

- There may be an influx of Issues related to COVID-19; there may be a need to establish “guardrails.”
- Can related Issues be combined and considered together? If so, should this be done in advance by the Board or completed by Council during deliberations?
- Suggestion that the Board take a proactive approach and form an ad hoc committee to look at this topic from a food safety perspective; the committee would return to the Board with their recommendations for an e-vote.
- An ad hoc committee could be formed to review all late-breaking COVID-19 related Issues to determine if they meet criteria and then make recommendations to the Board.



<b>Action Items</b>	Motion to establish a proactive Ad hoc COVID 19 Assessment Committee to determine retail food safety impacts related to COVID-19 to prepare for handling Issues that may be submitted (Daniels/Jackson).					
	No vote taken on this motion during the WebEx meeting; subsequent action taken by e-vote (noted below).					
	<input type="checkbox"/> Amber Daniels and Keith Jackson will work on language for a motion with specific charges to establish an ad hoc committee and bring their recommendations back to the Board for an e-vote.					
	<b>NOTE: The motion below is a follow-up to the action item above. Motion made on 09/08/2020 for Board discussion and e-vote.</b>					
	Motion to form a “COVID-19 Food Safety Assessment Ad hoc Committee” with the following charges: (Daniels/Jackson) 1. Collect and brainstorm potential COVID-19 concerns related to retail food and foodservice; 2. Submit the list of COVID-19 concerns and present any recommendation(s) by email to the Executive Board for e-vote by 12/01/2020; and Include a recommendation to the Board on whether or not a late-breaking Issue to form a COVID-19 committee (to report to the Executive Board) should be submitted for the 2020 Biennial Meeting (rescheduled for April 2021) and assigned to Council I or Council III. Charges from the Executive Board to the COVID-19 committee would be specific to issues impacting food safety and food safety regulations which have surfaced during the pandemic (e.g., product shelf-life extensions, food employee health screenings).					
	<b>Final Vote Count (09/11/2020)</b>		<b>Yes</b> 22	<b>No</b> 1	<b>Did not vote</b> 0	<b>Abstain</b> 0
	Above motion passed					
<input type="checkbox"/> Dave McSwane will draft an email statement for Board review and approval regarding the submission of late-breaking Issues and the procedure for presenting an amendment to an Issue that has already been submitted.						

**5.7. Creation of Ad Hoc Committee to Investigate Virtual Meeting Platform Options for Biennial and Board Meetings** – David Lawrence

Topic not discussed due to time limitations.

<b>Action Items</b>	<input type="checkbox"/> David Lawrence will work with Dave McSwane to prepare this agenda item for a Board e-vote ( <i>creation of ad hoc committee to investigate virtual meeting platform options</i> ). <input type="checkbox"/> Concerns expressed regarding the Program Committee report (agenda item #3.7) need to be addressed should an ad hoc committee be established to investigate virtual meeting platform options.
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**5.8. Creation of Ad Hoc Digital Engagement Committee to Investigate Options for Managing Membership Services and Services Related to Biennial Meetings** – David Lawrence

Topic not discussed due to time limitations. See also discussion points from written Executive Assistant Report related to agenda item 1.9.4.

<b>Action Items</b>	<input type="checkbox"/> David Lawrence will work with Dave McSwane to prepare this agenda item for a Board e-vote ( <i>creation of a digital engagement committee to investigate options for managing membership services and services related to biennial meetings</i> ). <input type="checkbox"/> Discussion points included in the Executive Assistant report related to document retention should be considered when establishing charges for a digital engagement committee. <input type="checkbox"/> Recommendations to be submitted to the Board at the Spring 2021 meeting regarding the policies suspended in agenda item 1.9.4: “ <i>Record Retention Policy</i> ” (dated August 2006) and “ <i>Archiving CFP Documents</i> ” (dated August 2014).
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- 5.9. The Spring 2021 Executive Board Meeting will be held at the Grand Hyatt Hotel in Denver, CO on April 11-16, 2021

## **6. Adjournment**

Please provide any feedback to Dave McSwane regarding continued use of a virtual meeting platform for Executive Board meetings.

Meeting adjourned at 5:15 PM (Eastern time) on Wednesday, 09/02/2020.