



## CONFERENCE FOR FOOD PROTECTION EXECUTIVE BOARD MEETING

Orlando, Florida

May 2 – 7, 2014

NOTE: These meeting minutes are compiled as a record of the several Executive Board Meetings held in association with the 2014 Biennial Meeting. Much meeting time was spent discussing events and arrangements specific to the Biennial Meeting that are not recorded here. The information below may also not be presented sequentially. Furthermore, if information is contained in the various reports previously submitted and distributed to Board members, the information is not duplicated here. Depending on the outcome of the elections, some individuals may be listed as both a Board Member and an Ex Officio member.

May 2, 2014 1:00PM

Conference Chair Lori LeMaster called the meeting to order and asked guests to introduce themselves. Ms. LeMaster reported the Executive Board (EB) Meeting Minutes for the August 13-14, 2013 and the September 19, conference call were previously approved via E-ballot.

Executive Director, David McSwane read the antitrust law. He stated that a copy of the document was provided in the packet of materials that was distributed previously to all members of the Board.

Board Members in Attendance: Lori LeMaster, Chair, Donna Garren, Vice-Chair, Dean Finkenbinder, Kelli Whiting, Kevin Smith, John Luker, Bill Hardister, David Gifford, Elizabeth Nutt, Sheri Morris, Laura Girard, Jessica Fletcher, Cassandra Mitchell, Patrick Guzzle, Kristin Delea, Ken Rosenwinkel, Becky Stevens-Grobbelaar, Larry Eils, Terry Levee, Julie Albrecht, PhD, Rebecca Steiner, Elizabeth (Lisa) Staley, Brenda Bacon, Dr. Brian Nummer.

Ex Officio Members in Attendance: Vicki Everly, Lee Cornman, Jeff Hawley, Brenda Bacon, Chris Gordon, Todd Rossow, Susan Quam, James Mack, Brenda Bacon, Chris Gordon, Patrick Guzzle, Rick Barney, David Lawrence, and Davene Sarrocco-Smith.

Board Members not in Attendance: Dr. John Hicks, Marlene Gaither (May 2) and Sarah Klein (May 2, 7).

Guests in Attendance: Kate Piché (National Restaurant Association Solutions), Josh Katz, George Roughan (TAP Series), Glenda Lewis (FDA), Vince Radke (CDC), Chuck Seaman (HiVee), Carrie Pohjola (Wis. Health) Jennifer Webb (USDA/FSIS), William Shaw (USDA/FSIS), Kristina Barlow (USDA/FSIS), Dawn Helms, Joyce Jensen (ACAC).

### Executive Staff Report

Dr. McSwane: reported that as of today there are 57 delegates representing 46 states and 2 territories. California, Louisiana, Montana, and New Jersey have not submitted official delegate forms. However, some discussion was had that New Jersey would attend.

Dr. McSwane discussed the program book. Though not totally up to date because of last minute changes the format serves well as a template that can be changed as needed. The idea was to put information in the

book so attendees can refer back to the book for information especially since there are over 100 new attendees.

Dr. McSwane recognized the efforts of the FLAC (Lee Cornman, Michael Roberson and Geoff Luebkemann) and thanked all FLAC members for their hard work. He also thanked Ms. Wright, Mr. Pippert and Mr. Lineberry for helping him with all the work needed. He shared that the role of the Executive Director involved a large learning curve.

Opening Session - Florida Commissioner of Agriculture and Consumer Services, Adam Putnam is not able to attend the session due to duties in state government. However, he did provide a video presentation for the session. Keynote speaker Mike Taylor from the FDA is ill and could not make the trip. However, Mr. Kevin Smith will be providing the Keynote address in conjunction with the FDA report.

Dr. McSwane reported that the conference room block at the Buena Vista Palace hotel is 1773 room nights, which is approximately 400 room nights over what the contract required.

Dr. McSwane thanked everyone for participating in the navigator and orientation program

As mentioned in the Executive Director's report, there were no applicants for the Crumbine award this biennial cycle.

The fall EB meeting will be held August 26 and 27 (with Monday 25<sup>th</sup> as a travel day) at the CFSAN offices in College Park, Maryland. Ms. Karen Peña (replacing Ladonna Petit of Conference Direct) is working on securing a hotel for the meeting. Mr. Kevin Smith discussed the location of the meeting and airport choices. He indicated that three airports serve the area. These are BWI in Baltimore and Reagan National and Dulles International Airports in Washington, DC. More information about the logistics for the Fall Board meeting will be sent before the end of the month.

The dates for the Spring EB meeting are April 21 and 22, 2015. This meeting will be held at the Grove Hotel in Boise, ID. During this meeting the Board will tour the Grove Center and other hotels that will be used by attendees.

Mr. Guzzle thanked the FLAC for allowing the Boise LAC coordinator (Jodi Callister) to shadow the current FLAC Chair.

Ms. LeMaster asked if discussion on the question of caucus groups, consensus groups and regional meetings could be added to the Strategic Planning Committee Report. Ms. LeMaster made a request to suspend the rules in order to hear the Strategic Planning Committee out of order. Mr. Kevin Smith requested if this could be added to the agenda.

**ACTION ITEM:** Ms. LeMaster entertained a motion to discuss agenda items out of order. A motion was made by Mr. Roberson and seconded by Mr. Finkenbinder. The motion carried unanimously.

Executive Treasurer Report: Eric Pippert added an unofficial item requesting that if anyone wishes to go fly fishing while in Boise to let him know. He reviewed the first quarter financial statement (\$227,000) per the submitted report sent out before the meeting. He reported financial status of CFP is stable at this time. Mr. Pippert commented that the sponsorships were stellar. The Small Conference grant from the FDA was approved, but at this time the official amount information or letter (contract) has not been received. He thinks it is \$50,000 but is subject to receiving a confirmation letter from the sponsoring agency.

Michael Roberson commented on the good turnout of sponsorships.

Travel subsidies for Board members to attend the biennial meeting were brought up. Please see policy for reminder of amount and in what manner it is used. Basically, the subsidy is at \$800, but may have

exceeded it a bit. The per diem for meals, etc. in Orlando is \$56 and does not include tips or alcohol. Receipts for reimbursement must be submitted within 30 days of meeting.

The 2013 ending balance is much lower than balances in prior years. Ms. Everly asked why the 2013 balance was lower? Mr. Pippert stated he would look up the details, possibly because Providence was an expensive meeting. The Board approved an increase in the registration fee starting in 2014 and the successful sponsorship drive should have the organization on solid financial footing for the current biennium.

Ms. LeMaster asked if there were any other questions. Dr. McSwane asked about the impact on the attendance of regulators. Mr. Pippert responded that despite the lack of information on the FDA awards, it did not significantly impact travel.

Executive Assistant, Ms. Lisa Wright stated that registration was changing during meeting. However, currently there are around 430 attendees and 191 registered for the workshop. Total membership at this time is 727. Possibly, it could be turnover due to generational changes. There are 133 new members, approximately 1/3 of current membership. This is one of the things that prompted a change in the content of the Program booklet that will be distributed to attendees at the 2014 biennial meeting.

Ms. Wright recommends that CFP consider other companies besides Eventbrite for future meeting registration services. Eventbrite is geared more towards ticket sales for individual events rather than conference related formats etc. She feels though they were alright, CFP is more like the stepchild organization. She stated Eventbrite wasn't able to customize information and formatting for CFP. Her suggestion is to look for something more specific to conferences and specifically non-profits, because they are more complicated. Ms. Wright mentioned that work is complex for the executive staff.

Ms. Wright expressed her thanks for the opportunity to participate in the CFP and that she enjoyed her tenure as Executive Assistant.

Dr. McSwane mentioned that the list of new attendees has changed and requested that navigators include the new attendees to the board members mentoring list.

**ACTION ITEM:** Mr. Ken Rosenwinkel moved to accept the Executive Staff Reports and Ms. Vicki Everly seconded. Ms. LeMaster asked if there was further discussion, being none a vote was taken. The motion carried unanimously.

#### OLD BUSINESS FROM THE AUGUST 2013 BOARD MEETING

##### Spokesperson Policy:

Ms. LeMaster opened the floor for discussion concerning the Spokesperson policy. Dr. McSwane, and Mr. Terry Levee discussed the current draft created by Mr. Chris Gordon. Basically the Conference Chair is the official spokesperson for the Conference. Although, the Conference Chair can appoint someone else in advance and in writing and this must be approved by the EB.

This came about because some people were speaking on behalf of the Conference and in some cases not necessarily appropriately. The point was made that there needs to be parameters i.e. issue dependent.

Ms. Vicki Everly requested a point of clarification. She inquired about discussion at local or state meetings with respect to reporting on the CFP organization. The current draft should include a statement about what is appropriate to talk about such as the structure of the organization and similar information for educational purposes. Mr. Larry Eils, expressed that the current draft language from the adhoc workgroup is acceptable.

**ACTION ITEM:** Mr. Kevin Smith moved to accept the ad hoc workgroup report. Mr. Larry Eils seconded the motion. Mr. Bill Hardister suggested a friendly amendment to the motion to change language from chairman to Chair. Mr. Kevin Smith seconded the friendly amendment to the motion. A vote was taken and the motion carried unanimously.

Transition committee for transition of Executive Assistant:

The Transition Committee chaired by Donna Garren and Terry Levee went over the process and the needs best suited for the Conference. They related that experience of CFP structure was important. Discussion included the applicants and the rationale for the selection of Aggie Hale as the new Executive Assistant.

Update on developing a secure site for working documents for CFP committees:

Mr. George Roughan led the discussion on developing a secure sight for working documents. Aggie Hale requested that a copy of PPT be sent for the record. The discussion began at the last board meeting in Louisville. The Tap Series LLC was used as a test. Mr. Roughan stated that little or no money was needed to do it. The process is free through Google Drive. He stated that one begins by creating an account and that it works a lot like Word. Mr. Roughan stated that Google was efficient in security and there wasn't a need to add any additional security. It is not universally available to everyone. Mainly governmental agencies cannot use their government email addresses. Mr. Roughan stated this was considered a limitation, but not a deal breaker.

One would need to create a Google address. He said the system was flexible in that one can come in as an individual and work on documents and not just as a group. He stated it might not be practical for all needs but enough to be useful for committee work.

Each document is a separate event and one becomes the owner. To share, one would just need to have the email address of the attendee depending on level given that person to participate. The owner can assign roles such as one editor. Documents can be shared in real time.

Conclusion as a subcommittee of FPMCC – Google docs would be a good idea. Additionally a link can be added within foodprotect.org.

Mr. Ken Rosenwinkel asked if permission from Google would be needed with respect to a link within foodprotect.org. Mr. Roughan said no. Mr. Smith stated that limiting government and creating additional Google emails would not be a good option. This may exclude government from participation. Mr. Kevin Smith does not see this as an attractive option moving forward.

Dr. McSwane asked about Dropbox as a possibility. Ms. Nutt inquired about creating something on our website. Ms. Everly stated we need to update our website and maybe we can look at creating a way in which committees can work on documents on the CFP website when discussions take place regarding the updates with the CFP Webmaster. Ms. Whiting brought up the possibility of using Food Shield. Mr. Smith stated, though regulators can access Food Shield without cost it is not free for FDA to manage Food Shield.

Ms. LeMaster asked if there was any suggestions or entertainment of a motion? There was no response. However, the board would take it under advisement. Dr. McSwane inquired if any of the regulators in the subcommittee were ok with it and Mr. Roughan stated there were none on the subcommittee.

#### 2014 BIENNIAL MEETING UPDATE:

Florida Local Arrangements Committee:

Chairs, Mr. Michael Roberson and Ms. Lee Cornman stated it would be sunny soon! Mr. Michael Roberson said that many helped from all stakeholders. Sponsorships were unique and Mr. Roberson worked in concert with Mr. Greg Orman. There was a total number of 450 gift bags and 21 companies and organizations of sponsors with just under \$150,000 contributed. Ms. Lee Cornman stated the Hotel staff was very cooperative especially since we are a small size organization. She further stated the owner, and managers are on property at all times asking if anything needed. Both chairs anticipate smooth sailing and good food. Viva Florida we are 500 years old! There will be a live music by way of a steel drum band.

Dr. McSwane purchased a limited bandwidth Wi-Fi availability restricted for EB, Council Chairs and Vice Chairs and Councils excluding the general public. There was some confusion about free access to Wi-Fi. Ms. Cornman mentioned that you could opt out of the resort fee especially if you have your own air card/hotspots. Ms. Nutt asked if we have a photographer? Mr. Roberson said he was the photographer. Ms. Wright mentioned it was not easy to upload certain items on the website, may want to use alternative. Mr. Roberson stated he would be entering information and photos on Twitter at #CFP2014. Mr. Roberson stated he wants to upgrade the current CFP banners because they are in need of replacement.

Ms. LeMaster stated the next item was the Program Chair update.

Program Chair:

Dr. Albrecht thanked the Program Committee members for their assistance. She stated we have an interesting program and hope everyone attends tomorrow. She also thanked Dr. McSwane for his help as well.

Dr. Albrecht mentioned that funds used are part of the overall Conference money. She stated there were few expenses. The budget for the Program Committee is approximately \$10,000. She further stated that the fees for the workshop went up which did help.

Ms. LeMaster asked if there were any other questions. Hearing none, she thanked Dr. Albrecht.

Ms. LeMaster requested a break and asked everyone to return in 10 minutes. Ms. LeMaster called the meeting back to order to discuss the next item on the agenda.

## COUNCIL REPORTS:

Council I Report:

Ms. Brenda Bacon, Chair and Mr. Chris Gordon, Vice Chair: Ms. Bacon stated Dr. Brian Nummer of the Meat and Poultry Committee is currently the sole chair, since the loss of Mr. Joel Ortiz. The committee plans to re-form with different charges. Other committees are Beef Grinding, Plan Review and Wild Mushroom. There have been changes to committee members since the last board meeting. Ms. Bacon reported there were no federal alternates available. Council I has a total of 35 Issues to deliberate (Independent – 24, committee - 11).

Ms. LeMaster entertained a motion to accept the Council I report. Ms. Lorna Girard moved and Michael Roberson seconded the motion. The motion carried unanimously.

Ms. Brenda Bacon requested on behalf of Mr. Chris Gordon, the incoming Council I Chair (who was not in attendance at the Friday afternoon meeting) that Mr. Rick Barney be appointed as Vice Chair of Council I for 2014-16. Rick is a longtime CFP member (since 2002), and he has participated on Councils I and III and served as Co-Chair of Beef Grinding Committee for the 2012-14.

**ACTION ITEM:** Ms. LeMaster entertained a motion to accept Mr. Rick Barney as the incoming Council I Vice-Chair. Mr. Rosenwinkel moved to accept and Mr. Eils seconded it. A vote was taken and the motion carried unanimously.

#### Council II Report:

Mr. Patrick Guzzle, Chair and Ms. Susan Quam, Vice Chair: Council II has 6 committees. The committees are Certified Food Safety Regulation Professional (CFSRP), Interdisciplinary Foodborne Illness, Data Collection, Program Standards and Food Protection Manager Certification Committee (FPMCC). Council II has a total of 27 Issues (22 committee and 5 independent) to deliberate. Several Issues are concerning the Constitution and Bylaws, especially relating to the clarification of what the EB should do when a Council recommends No Action. The Program Standards Committee has submitted an Issue that recommends making a Standing Committee. Therefore, a change in the Constitution and Bylaws will need to be made. The Data Collection Committee has 4 Issues including a request to disband.

**ACTION ITEM:** A motion was made by Ms. Cassandra Mitchell to accept the Council II report and Jessica Fletcher seconded the motion. A vote was taken and the motion carried unanimously.

Ms. Lee Cornman requested any changes to Council members be given to her to update table tents and Dr. McSwane stated council certificates are available and requested Chairs to come by the CFP office in the Sussex room to sign their council certificates.

Ms. Susan Quam (incoming Chair for Council II) requested the board consider Mr. David Lawrence as Vice Chair for the new 2014-2016 CFP. Mr. Lawrence has been an active member of the CFP (CFP member since 2004, served on CI also on numerous committees and stepped in to be the Committee Chair for Program Standards Committee) and is considered a good communicator.

**ACTION ITEM:** Ms. LeMaster entertained a motion for Mr. David Lawrence to be accepted as the incoming Council II Vice Chair for the 2014-2016 CFP. Mr. Terry Levee moved to accept and Mr. Ken Rosenwinkel seconded the motion. A vote was taken and the motion carried unanimously.

#### Council III Report:

Mr. David Gifford, Chair and Mr. Todd Rossow, Vice-Chair. Mr. Gifford stated he has the proceedings of CFP from 1971 in bound book format. Mr. Gifford stated Council III has 4 Committees, the Emergency Action Plan (EAP), Hand Hygiene, Time as a Public Health Control (TPHC) and Listeria. He mention that Mr. Jim Mann also had an additional 5 Issues Hand Hygiene has 3 Issues, Listeria 2 Issues EAP 3 Issues and TPHC, 3 Issues.

**ACTION ITEM:** Ms. LeMaster asked if there was a motion to accept the report for Council III. Mr. Roberson moved to accept the report and Ms. Nutt seconded the motion. A vote was taken and the motion carried unanimously.

Mr. Todd Rossow (incoming CIII Chair) requested that Ms. Davene Sarrocco-Smith of the Lake Co. Health Department in Painesville, OH be considered for Vice Chair of CIII. Ms. Sarrocco-Smith has been an active member since she joined the CFP (served on the FPMCC as well as CII and CIII) and is considered a good candidate for this role.

Ms. LeMaster entertained a motion to accept Ms. Saorrocco-Smith as CIII Vice Chair for the 2014-2016 CFP.

**ACTION ITEM:** Ms. Cassandra Mitchell moved to accept and Ms. Kelli Whiting seconded the motion. A vote was taken and the motion carried unanimously.

## Next Council Report Template

Next item Dr. McSwane, requested acceptance of the template for the Council Chair Periodic Report. See in binder provided. Dr. McSwane discussed the need to keep people on track regardless of the time between meetings and this report template would help achieve those ends. This will keep information as a summary since the previous report and remove repetition of information. The report is intended to be a summary of committee reports and will help standardize reports. (See Page 12 of binder 2 version 2.)

**ACTION ITEM:** Mr. David Gifford moved to accept the report template as submitted and Ms. Cassandra Mitchell seconded the motion. A vote was taken and the motion carried unanimously.

The Strategic Planning Committee Report (as taken out of order):

Mr. Mack thanked the Committee for all of its work. The Committee met 9 times. The Committee made some progress, but still has plenty to do down the road. In the last 2 years effort was made to collaborate with the Consumer Goods Forum. The survey created by the Committee received only a 20% response, but still did get feedback for change in the format of the Conference and the feedback has some merit. The Committee agreed to add new members on Committee and would like to have someone from the EB? Ms. Fletcher stated the navigator system would also help new members get involved in committees. Mr. Mack mentioned this is just beginning and hopefully there will be fine-tuning and improvement on this process. So far there has been positive reaction by EB.

The main point is that the next step beyond 2016 is the theme that came from the survey and that is to think about how the meeting structure may change for the better i.e. to change either the days of the week changes and other possible time frame changes. In the long term is to take a look at (SWOT) strength weakness opportunity threats. Ms. Nutt suggested starting with small steps by changing tentative time frame of activities within a Monday-Friday framework. Discussion ensued that family commitment over the weekend does keep some people away. Question was asked if EB would be traveling on the weekend. Point to be taken is the amount of time it takes to travel across country. Another point is that some work more or less all week long and that Monday-Friday may not be a good idea. Ms. LeMaster asked if there are any concrete proposals. It was mentioned that when we meet with constituents we might get some informal feedback.

A question was posed about it not just being a shift of the week change, but can the time be condensed as well? The question was asked if there could be an answer by the August EB meeting when the 2 possible state venues will have representatives at the meeting?

It was stressed that today we are simply asking for a couple of proposals to move forward and to stress to constituents that this is just asking for ideas.

Mr. Mack stated that feedback was volunteered on the survey for Monday-Friday option. The majority of feedback period was from industry and it was a low response rate.

**ACTION ITEM:** Ms. Girard moved to table the conversation until Tuesday and Mr. Luker seconded the motion. Ms. LeMaster asked if there was any further discussion, hearing none the motion was voted on and carried unanimously.

Ms. LeMaster asked if there was a need to address clarifying the agenda to new members such as what a regional meeting is and what these type meetings mean. Explaining what they are by EB members especially district representatives would be helpful. Point made that terminology is confusing in agenda e.g. caucus/consensus are they the same? When do the locals and states join and what does that mean? Caucus is to talk about elections and not consensus in general. Consensus meetings are separate for

industry and regulatory. District vs. regional? Should the terms be clarified during the attendee workshop? Regulatory is defined as regional meetings and industry at large? Regional meetings should include FDA specialists.

There is a need to clarify terms. In some cases regional meant when the regional specialists got together with regulators. Three points to consider are:

1. What are we going to do about scheduled regional meetings already in the agenda?
2. Make it clear to members what the caucus is and what a consensus is
- 3 Making sure that future agenda is concise and clear

Suggestions: announce by Council at end of day to clarify when and where meetings are held and at the first consensus/caucus meeting at end of meeting spread the word as to when the next meeting will be held.

**ACTION ITEM:** Mr. Roberson moved to table this discussion until after this meeting at the next EB meeting and Mr. Levee seconded the motion. A vote was taken and the motion carried unanimously.

Ms. LeMaster stated it was 5PM and the meeting will resume Monday in the Veranda at 7:30AM.

### **Monday, May 5, 7:30 AM**

Ms. LeMaster called the meeting to order.

Mr. Smith was asked to clarify FDA's role during the proceedings. There was concern that the FDA consultants sitting on Councils were stating that the FDA would not consider certain issues and or concerns before the Councils had started deliberations. Mr. Smith endeavored to address the situation. He stated there are several ways in which the FDA Consultants can address a concern.

Mr. Levee stated that the role of the FDA should not be to lead or dominate the discussion. Mr. Smith stated that FDA Council consultants understand that their role is to provide the FDA perspective as necessary and to address any questions or misunderstandings about current FDA policy. Mr. Smith added that despite the fact that FDA consultants are often asked to provide FDA's opinion on a given issue at the start of a discussion, the FDA consultants understand that they should avoid comments that would curtail discussion or suggest that FDA is not open to the ideas being expressed by Council members. Ms. Bacon, Chair of Council I stated the FDA consultant in that Council began with what the FDA would not accept from the onset, which was perceived as discouraging discussions.

Ms. Girard stated she felt the FDA has the right to give their opinion without being asked. Ms. LeMaster stated this was a good discussion.

Three guests at the morning session were introduced. Dr. Ruth Petran of Ecolab and Ms. Joyce Jenson who introduced Dr. Vijay Krishna of ANSI.

Updated registration data for the biennial meeting and pre-conference workshop were presented. There were a total of 439 attendees at the meeting. Of these, 269 members registered for the biennial meeting only and 170 attendees registered for both the biennial meeting and the workshop. It was commented that this is the largest attendance of the Biennial Meeting to date.

Ms. Klein commented she was happy to see several consumer representatives and thanked the CFP for its assistance. Ms. Nutt expressed her gratitude to NACCHO, FDA Standards grants and also FDA general funding. Mr. Roberson inquired if we had a breakdown by constituency. Ms. Wright stated she could get that information. She later handed out a report of the constituency breakdown: Academia 14, Consumers 7,

Emeritus 3, Federal 28, State 111, Local 43 (includes 3 from districts/territories, Retail 82, Food Service 76, Processing 11, Vending/distribution 9, Food Industry Support 55 for a total of 439. Mr. Smith pointed out to the Board that the actual number of Federal attendees was 40.

Dr. McSwane said membership lists for council members and committee members were completed and available and on the website.

Mr. Levee stated the navigator program feedback so far is positive. Only negative was that some new attendees were not assigned a mentor. Dr. McSwane mentioned next time navigators should be not only board members but seasoned members as well. Ms. Nutt suggested a committee/workgroup be formed to handle assignments etc.

Ms. LeMaster inquired if the Conference ever had a survey sent out to members asking how we are doing. She suggested we think about doing this at some point. Ms. Fletcher mentioned that contacting a couple of new attendees had a positive influence on the Conference.

#### STANDING COMMITTEE REPORTS:

Ms. LeMaster asked Mr. Levee for the Audit Report.

##### Audit Report

Mr. Levee stated that overall a fine job was done. The template from the accounting group was not yet finished; therefore the committee still needs time to complete its charges. The problem is the Committee did not get the statement of itemized checks. However, it did do a review by month and saw that we were solvent, and the Committee was able to do the overall yearly review.

**ACTION ITEM:** Ms. LeMaster entertained a motion to accept the Audit Committee Report. A motion to accept the report was made by Mr. Roberson and seconded by Ms. Nutt. A vote was taken and the motion carried unanimously.

Compensation Committee Report – there is no report at this time.

##### Constitution and Bylaws (CB) Report

Ms. Cornman stated 7 Issues were submitted for this Biennial Meeting with 2 of the Issues as carryovers from the 2012 Biennial Meeting. Ms. Cornman further stated that certain Issues were not worked on because of the sheer volume of workload and is still to be done. New Issues included ownership and placeholder policy and commercialism (still pending).

Ms. LeMaster asked if there was any discussion. Mr. Kevin Smith asked for board input and expressed concern about what is the intent. Was it whether we are voting on the issue or was it a content discussion. Is there an expectation of discussion? Ms. Cornman stated the EB voted on the direction and did not need to go back to the Committee. Mr. Smith felt that the Committee was not included, but rather the only the board and this was the confusion. The comment was made that there is a need for delineation of roles. However, it was pointed out that the EB rather than the committee brought the Issues in question forward.

**ACTION ITEM:** The comment was made that the CB Chair and the Committee is a twofold role and not everything has to go through the Committee because of timing and complexity. Mr. Roberson moved to accept the CB report and Ms. Gaither seconded the motion. Ms. LeMaster asked if there was any further discussion. Mr. Levee stated the Committee was aware of the situation, and no further discussion was needed. Ms. Mitchell verified Mr. Levee's comments. A vote was taken and the motion carried.

##### Special Committee Report

The ANSI-CFP Accreditation Committee (ACAC) Report was taken out of order to allow Dr. Vijay Krishna to present the ANSI Report at this time.

Dr. Krishna discussed the different ANSI programs including the CFP/ANSI program. He stated that security issues have been on the forefront. He further stated that the CFP Standard was revised and ANSI's task was to assure the new standard was being met. The emphasis is to assure all parties are meeting any changes.

Ms. Cornman and Ms. Jensen have been performing assessments, as their role as ACAC representatives requires. All decisions are made by ACAC with respect to this process.

**ACTION ITEM:** Ms. LeMaster asked if there were any questions. Hearing none she entertained a motion to accept the ACAC Report. Mr. Eils moved to accept the ACAC Report and the motion was seconded by Mr. Rosenwinkel. A vote was taken and the motion carried unanimously.

Resolutions Committee Report: (taken out of order)

Co-Chair Morris reported there were several resolutions given to: sponsors, FLAC members, Ms. Lisa Wright for 12 years of service as the EA, retiring members of the Board who had completed two 6-year terms, Dr. Julie Albrecht, Ms. Vicki Everly, Ms. Aggie Hale, Karen Peña and LaDonna Pettit at ConferenceDirect, and also to Ms. Ruth Hendy and Mr. Joel Ortiz for their contributions posthumously.

**ACTION ITEM:** Ms. LeMaster entertained a motion to accept the Resolutions Committee Report. Ms. Fletcher moved to accept the report and Mr. Rosenwinkel seconded the motion. A vote was taken and the motion carried unanimously.

Executive Board Review of Committee Documents Deemed Worthy of Publication (Out of order)

Discussion of Issue II-027. Dr. McSwane distributed 3 items and sent out an email message to the Board explaining the a discussion that occurred in Council II. A recommendation was previously submitted by an ad hoc committee Chaired by Dr. Don Schaffner to evaluate requests for publication in peer-reviewed journals. The recommendations of the ad hoc committee were reviewed, however, the EB did not want it as specific as written (See Issue). The Issue language would require the modification of the procedures manual (specific language). Council II thought the recommendation contained in the Issue submitted on behalf of the Board was too vague and wanted process and specific criteria added to the recommended solution. There seemed to be 3 viable options available to the Board:

1. Study the matter more thoroughly and present an issue at the next biennial meeting
2. Create some language for a process and criteria in time to be considered by Council II at the 2014 biennial meeting (this option was not viewed as favorable by the Board).
3. Dr. McSwane provided a copy of the report – basically a disclaimer if good enough for peer reviewer and not necessarily approval by CFP but just to be reviewed to make sure there are no conflicts with CFP role.

The Federal agency representatives mentioned they would want to weigh in on documents that contained information from their respective agencies. Dr. McSwane expressed concern that this review could delay publication of documents to the point they would be no longer timely and relevant. Council II had tabled action on the Issue pending on board direction. Dr. Garren asked what do other similar organizations do? Dr. McSwane indicated that some similar organizations have their own publications and editorial boards that review manuscripts prior to publication, such as the *Journal for Food Protection*. Dr. McSwane suggested that we could simply check documents proposed for publication for anything (implicitly or explicitly) in conflict with the CFP mission and goals. The federal representatives

would need to review before signing off on this process. Mr. Smith suggests a more robust protocol before being put in the procedures manual.

Ms. LeMaster asked what is the will of the board? Ms. Gaither asked how does another similar organization handle this situation and Dr. McSwane stated they have their own peer reviewers.

**ACTION ITEM:** Mr. Roberson moved to create an ad hoc committee to create criteria and a process for assessing the suitability of CFP documents for submission to peer reviewed and non-peer reviewed publications and Mr. Rosenwinkel seconded the motion. Mr. Levee suggested a friendly amendment to include asking the question as to whether or not a procedure is needed. Mr. Roberson wants a time frame for the committee to report back at fall EB meeting and complete the process by spring of 2015. A vote was taken and the motion carried.

#### Special Committee Report

Ms. Samarya-Timm was representing the Hand Hygiene Committee on the subject at hand and her concern involving placing the document "Scientific, Regulatory and Behavioral Consideration of Hand Hygiene Regimes" on the CFP website. She stated her point was the timeliness of her request. Dr. Garren stated these concerns couldn't be resolved here until we have a process and criteria for publication of CFP documents.

Mr. Pippert presented Ms. Lisa Wright with acknowledgement of her service to the CFP and presented her with a gift from the members. Ms. Wright wished us well and thanked everyone for the gift.

**ACTION ITEM:** Ms. Nutt moved and Mr. Levee seconded the motion to recess meeting. A vote was taken and it carried unanimously.

Next meeting will be tomorrow in the Great Hall west at 2pm until 4PM. The EB meeting convened on May 6<sup>th</sup> at 2PM.

#### Tuesday, May 6, 2:00 PM

**ACTION ITEM:** First order of business was to accept the Strategic Committee Report. Mr. Rosenwinkel moved to accept the report and Mr. Robinson seconded the motion. A vote was taken and the motion carried unanimously.

Since this was the first meeting that involved old and new Board members, Ms. Lemaster asked everyone to introduce him or herself.

Mr. Pippert updated his previous report on the Small Conference Grants confirming that he had been notified that CFP would be receiving \$50,000 from FDA-CFSAN and ORA.

Mr. Pippert discussed a situation regarding payment for the steel drum band. Dr. McSwane, Mr. Roberson and Mr. Pippert were informed that the school that the band was affiliated with needed to be paid by money order. There was not enough cash on hand until Dr. McSwane offered to make up the difference and ask for reimbursement later. The problem is the trail for the money never formally made it into or out of the CFP accounting system. This was considered highly unusual, therefore Mr. Pippert wanted to bring it to everyone's attention and it was also discussed with Mr. Levee of the Audit Committee.

Mr. Pippert stated there was enough money to cover EB travel (upper limit \$800.) Mr. Pippert requested the EB to allow exceeding the \$13,000 amount for this meeting.

**ACTION ITEM:** Ms. Nutt moved to accept exceeding the limit of travel funds for this biennial meeting and Ms. Whiting seconded the motion. Ms. LeMaster asked if there was a discussion, hearing none a vote was taken and the motion carried.

FPMCC Report - Mr. Jeff Hawley:

Mr. Hawley stated the Issue submitted by the Committee regarding ISO passed. He discussed the need to choose a person for ACAC since Mr. Cornman will be ending her term as the ACAC member. Mr. Hawley made a recommendation to the EB to ask if the two letters expressing the efficacy and need for a food protection manager certification program currently on the website dated 2004/2006 FDA/CDC be updated. He also requested that USDA/FSIS be asked to submit a letter of support as well.

The FPMCC voted Mr. Jeff Hawley to chair the 2016 FPMCC again and Ms. Christine Hollenbeck as Vice Chair.

Dr. Garren asked about how members are selected. She was informed the process is in the FPMCC bylaws and individuals do have to apply again to sit on the committee.

**ACTION ITEM:** Mr. Roberson moved to accept the FPMCC Committee Report and was seconded by Ms. Mitchell. A vote was taken and the motion carried unanimously.

Issues Committee Report.

Ms. Everly reported that we beat the drop-dead deadline for issue completion so thank everyone for cooperation. She stated that after reviewing past biennial meetings the Issue submissions are not dropping off. Ms. Everly shared that what the Issue Chairs are responsible for during the biennial meeting has to be reconsidered. Right now the only thing the Issue Chairs are responsible for according to the governing documents is to transfer issues during deliberations.

Originally, the EA helped out with Issue review and now it is on the EA job description. Included on the EA job description is to be Scribe Supervisor. She stated that after doing the job this go around we need to come back to board as to how to manage that, because it would be impossible for one person to cover all these duties.

The website is old (created in 2005) and funds and approval are needed to update the website for the issues process. Ms. Nutt asked what part of website? Ms. Everly stated the IMP and CMS, but she does not know how the two programs speak to each other. Mr. Kevin Hamstra stated that part of the problem we had this time is because servers change and we need to keep up. We will need to ask him about how to update the website. Ms. Everly also, wants to ask if we can have a place where committees can interact on the website. Ms. Bacon wanted to clarify not meeting deadlines. It was stated that some individuals were unaware of the deadlines and also the system itself did not help for people to meet deadlines. Dr. Garren stated she is currently working on a system where she works that deals with the privacy concerns and maybe they can help look into privacy issue for government concerns.

Ms. Everly and Ms. Mitchell stated they are willing to continue as Issue Co-Chairs. Ms. Everly requested due to time constraints that appointment of Issue Co-Chairs be done before leaving this meeting.

Ms. Everly mentioned that another challenge was that the deadline for submitting Council Committee Issues was not met. She did express that this cycle the actual reports were better. Ms. Nutt expressed an interest in helping with the Issues process.

Ms. Everly stated she wants multiple reviewers. She also discussed the importance of the periodic council and committee templates. Ms. Everly also wants to expand on the guidance documentation for councils during deliberations. To date much of the information has been handed down by one chair to another and there is no real uniform guidance.

She also stated we need a better process than the thumb drives but overall it is still better.

**ACTION ITEM:** Dr. Albrecht moved to accept the Issue Chair Report and Mr. Rosenwinkel seconded it. A vote was taken and motion carried unanimously.

Discussion: Mr. Rosenwinkel is concerned about what needs to be done to update CMS program. Ms. Stevens-Grobbelaar asked as to what is broken.

**ACTION ITEM:** Mr. Ken Rosenwinkel moved and Mr. Roberson seconded to accept the nominations of Ms. Vicki Everly and Ms. Cassandra Mitchell as Issue Co-Chairs. A vote was taken and the motion carried unanimously.

**ACTION ITEM:** Mr. Roberson moved to have the Issue Chairs work with Mr. Kevin Hamstra on updating the issue submission process, starting now for the August board meeting on options for pricing etc. Discussion: Dr. McSwane suggested asking Mr. Charles Otto for expertise on upgrade. Mr. Gordon commented on flow of issue review and to consider chair and co-chairs should be involved. Ms. Everly said she does want to make the computer program system more robust to allow for more sharing of documents and issues. Ms. LeMaster asked for a vote on the motion. A vote was taken and the motion carried.

**ACTION ITEM:** Mr. Rosenwinkel moved to accept the two periodic report forms and Mr. Smith seconded the motion. A vote was taken and the motion carried.

Nominations committee:

Ms. Morris as Immediate Past Chair of the Conference chaired the nominations committee. She stated that the committee was recommending Mr. John Luker as Chair and Terry Levee as Vice-Chair of the Conference for the 2014-2016 cycle. A call for other nominations was made with none being put forward. Mr. Smith asked if Mr. Luker and Mr. Levee were willing to be nominated and the response was yes.

**ACTION ITEM:** After hearing no further nominations, Mr. Roberson moved to close the nominations and Mr. Rosenwinkel seconded the motion. The motion carried unanimously. The nominees were asked to leave the room.

**ACTION ITEM:** Ms. Albrecht moved and Mr. Roberson seconded to cast a unanimous vote to elect Mr. John Luker as Conference Chair and Mr. Terry Levee as Conference Vice-Chair. A vote was taken and the motion carried.

#### FEDERAL REPORTS:

FDA Report - Mr. Smith asked that the report he gave during the Opening Session be accepted as the FDA report with some additions. Mr. Smith pointed out that two recommendations from the 2012 Biennial meeting are still under consideration by FDA. Those for which additional consideration is still being given are 2012-I-025 (work with CDC and ISSC to advise States of the importance of controlling vibrio in molluscan shellfish). and 2012-I-030 (recognizing different global accreditation of food equipment certifiers). Mr. Smith recognized the hard work that FDA personnel has done to help make the meeting a success including, but not limited to, that of the FDA Council Consultants, the 3 parliamentarians, John Marcello's work on committee formation orientation.

**ACTION ITEM:** Mr. Roberson moved to accept the FDA report and Mr. Levee seconded the motion. A vote was taken and the motion carried unanimously.

Dr. McSwane stated that the federal reports are placed on the website and to please send us your reports. Thank you.

Mr. Gifford wanted to thank the federal agency consultants in Council III for their help and to ask for help to fund the retail food specialists to attend future meetings.

The USDA/FSIS - also requested that the opening ceremonies serve as the report from USDA/FSIS report.

**ACTION ITEM:** Dr. Albrecht moved to accept the USDA/FSIS Report and Ms. Nutt seconded the motion. A vote was that and motion the motion carried unanimously.

The - CDC Report was given by Ms. Kristen Delea who discussed current CDC food safety information including the food safety tools, which are now posted on the CDC website.

**ACTION ITEM:** Mr. Rosenwinkel moved to accept the CDC Report and Mr. Levee seconded. A vote was taken and the motion carried unanimously.

Ms. LeMaster stated that from here on Ms. Kristin Delea will be replacing Ms. Carol Selman for the CDC.

#### NEW BUSINESS:

Dr. McSwane reviewed the changes to the board after Caucus Elections and term expirations. The results are as follows:

- Mr. John M. Luker replaces Ms. Lori LeMaster as Conference Chair
- Mr. Terry Levee replaces Dr. Donna Garren as Conference Vice-Chair
- Ms. Rebecca Steiner replace Ms. Elizabeth Nutt for the Southwest Region
- Ms. Elizabeth (Lisa) Staley replaces Ms. Sheri Morris for the Mid Atlantic Region
- Dr. Brian Nummer replaces Ms. Julie Albrecht for Academia
- Dr. Donna Garren replace Mr. Michael Roberson for Food Manufacturing
- Ms. Brenda Bacon replaces Dr. Donna Garren for At-Large

Establishing a relationship with Consumer Goods Forum Mr. Michael Roberson

Mr. Roberson discussed the ongoing efforts to create a relationship with Consumer Goods Forum and he also provided GFSI (handouts). He discussed that the industry has been discussing creating Retail Food Standards for industry. Mr. Roberson thanked the CFP for setting the basis from the retail food regulatory program standards. Currently they are looking at how certification could be set up per store, per company? The industry wants to look at inspection equivalency to regulatory inspections.

**ACTION ITEM:** Mr. Roberson is asking to provide a presentation at the August board meeting. Mr. Rosenwinkel moved to have the Strategic Committee look at Mr. Roberson's proposal with respect to the Consumer Goods Forum/GFSI. Mr. Levee seconded the motion. Ms. LeMaster asked for a vote. A vote was taken and the motion carried.

Antibacterial Hand Soap – Mr. Michael Roberson

Mr. Roberson discussed the topic of antibacterial hand soaps (see agenda). He referred to the study (handout) by Dr. Don Schaffner. Mr. Roberson is concerned with studies and the elimination of using antibacterial hand soaps with respect to retail food establishments using such products. He is not asking for a motion at this point. However, he wants the EB to become familiar with the discussion.

Mr. Smith stated that in December 2013 FDA published a proposed rule on the subject in the Federal Register and that the comment period is open until 6/16/14. Among other things, the Proposed Rule would require companies to demonstrate the safety and effectiveness of ingredients commonly used in antibacterial hand soaps. The FDA is also asking to look at the safety when used routinely and the effects this may have on the antibiotic resistance of microorganisms.

Dr. Garren asked Mr. Roberson what does he think the EB can do. He also asked for industry members to express their opinions during the comment period especially on the human trial with respect of proof. Ms. Stevens-Grobbelaar of Yum! Brands stated her company would be providing comment to FDA.

**ACTION ITEM:** Ms. LeMaster entertained a motion to accept Ms. Lee Cornman as Constitution and Bylaws Chair. Mr. Roberson moved to accept Ms. Cornman and Mr. Rosenwinkel seconded the motion Ms. LeMaster requested a call for other nominations, hearing none a vote was taken and the motion carried unanimously.

**ACTION ITEM:** Ms. Lemaster asked if there were any nominations for Program Chair. Mr. Roberson moved to nominate and Ms. Nutt seconded to accept Ms. Julie Albrecht and Mr. Jay Neal as Program Chairs. There was some discussion as to whether they were Co-Chairs and if so would the EB fund both of them to come to meetings. Dr. McSwane stated only one would be funded at a time. Most likely Ms. Albrecht would come alone the first meeting and perhaps the subsequent meeting Mr. Neal could come as well. Hearing no further discussion or nominations Ms. LeMaster called for a vote. A vote was taken the motion carried unanimously.

The question came up to accept Chairs for the Strategic Committee.

General Discussions: Mr. Rosenwinkel was asking about doing e-votes on committee chairs, nominations and approvals.

Ms. Wright asked about the pragmatic cards used for conference calls.

There was discussion about when to nominate chairs and about creating and forming all committees and the timelines. Dr. McSwane stated the goal is to have the committees formed by July.

Ms. Cornman clarified the difference between elected chairs vs. standing chairs (standing are nominated by the Conference Chair). Mr. Smith reiterated that membership for various committees is supposed to be done within 30 days. The Standing nominating committee Chair is always chaired by the previous past Conference Chair.

Dr. McSwane wanted to recognize and give a token of appreciation for the following:

Ms. Bacon, Mr. Gordon, Mr. Guzzle, Ms. Quam, Mr. Gifford, Mr. Rossow, Ms. Everly, Ms. Hale, Ms. Mitchell Ms. Morris, Ms. Nutt, Mr. Roberson, Ms. Selman, Ms. Cornman, Mr. Luebke, Ms. Janet Williams, Mr. Alan Tart, and Mr. Stewart Watson.

**ACTION ITEM:** Move to Adjourn Mr. Roberson and seconded by Mr. Smith. A vote was taken and carried unanimously.

### **May 7, 6:30AM Meeting Great Hall North**

Ms. LeMaster called the meeting back to order.

Announcements: Mr. Larry Eils Chairs the Compensation Committee and the following are the committee members: Ms. Mitchell, Ms. Garren, Ms. Girard, Ms. Morris, Ms. Stevens-Grobbelaar and Ms. Gaither.

Discussion: Mr. McSwane talked about about Compensation Agreements, dates signed and when the agreements expire. New board meets after delegate meeting.

Mr. Kevin Smith commented on recalls and covered this topic during opening session and the comment dates regarding FSMA comment period.

Discussion: Mr. Roberson brought up Mr. Johnson's multiple emails regarding topics to members and whether this was ethical such as soliciting support on their issues, sending web links concerning their topics etc. Dr. McSwane stated there are no prohibitions. The question is, what should be the proper way of getting information to membership.

Ms. Everly did mention there is a policy to bring forth additional information i.e. submit new information with 35 copies to council members etc. She stated that we should make sure that members are reminded of current policy at the very least. Ms. Nutt suggested maybe sending out a message to discourage such behavior. Ms. Everly reminded everyone of the non-commercial policy could also be part of the reminder. Ms. Everly will present pre and post statements.

The 2018 search committee will be discussing changing dates for week rather than weekend. Right now discussion by regulators is to go in this direction. Dr. McSwane discussed the need to make decisions by October to move Biennial Meeting days. Ms. Everly asked if there has been a discussion with the meeting planning company.

There are two possible venues for the 2018 Biennial Meeting and if it is decided to choose Kentucky we need to check with the Derby venue. Mr. Smith said an FDA poll taken wanted the Monday-Friday change. Industry stated they did not have a major problem with changing the days of the week.

Mr. Smith stated that a call for agenda items should be set by a particular date. Dr. McSwane said to get information to him by the end of July 26<sup>th</sup>. Ms. Nutt suggested any ideas such as alternates for parliamentarians for process to give them to Mr. Alan Tart.

**ACTION ITEM:** Ms. LeMaster asked to recess until after assembly. Mr. Gifford moved to adjourn and Ms. Nut seconded. Motion to adjourn carried.

Meeting reconvened at 10:30AM. Mr. John Luker is the Conference Chair. Dr. McSwane stated there was one former order of business, to reaffirm the new members:

**ACTION ITEM:** Mr. Eils moved and Ms. Garren seconded the motion to approve Mr. Lawrence as the Program Standards Chair, Ms. Angela Nardone to be Audit Chair, FPMCC Mr. Hawley Chair and Ms. Hollenbeck, Vice Chair, hearing no other nominations the motion was voted on and the motion carried unanimously.

Mr. Eils moved and Ms. Garren seconded to approve the Compensation Committee members: Ms. Mitchell, Ms. Garren, Ms. Girard, Ms. Morris, Ms. Stevens-Grobbelaar and Ms. Gaither. A vote was taken and the motion carried.

Strategic Committee and the CB need to assemble a committee before the fall meeting. Mr. Levee, Conference Vice Chair asked about the extracted issues. The No Actions were: I- 16, I – 18, I-25 and II-24 (approved to follow those recommendations from CB)

**ACTION ITEM:** Mr. Smith moved to create an allergen adhoc committee and Ms. Bacon seconded the motion. Hearing no discussion Mr. Luker asked for a vote. The motion carried. Mr. Luker and Mr. Levee

will create emails to ask for recommendations. Brenda Bacon was approved by the Board to chair this committee.

**ACTION ITEM:** Mr. Luker moved to create an adhoc committee for the oyster Issue 1-25 and volunteered to chair the committee and Ms. Mitchell seconded the motion. Mr. Luker asked if there was any discussion and hearing none, a vote was taken and the motion carried unanimously. Lori LeMaster was approved by the Board to chair this committee.

**ACTION ITEM:** Michael Roberson moved and Ken Rosenwinkel seconded the motion to create an adhoc board committee comprised of both board and other CFP members to create a mechanism to publish CFP generated material in both peer reviewed and non-peer reviewed publications. Mr. Levee made a friendly amendment, Mr. Rosenwinkel seconded to include asking the question as to whether a procedure is needed. Mr. Luker asked if there was any further discussion, hearing none Mr. Luker called for a vote on the motion. The motion carried unanimously. Donna Garren was approved by the Board to chair this committee.

Michael Roberson requested a time frame for the committee be set to report at the August board meeting and to complete the task by the Spring EB meeting by 2015. Dr. Garren offered to chair the committee.

Meeting Adjourned.