



CONFERENCE FOR FOOD PROTECTION, INC.
SPECIAL EXECUTIVE BOARD MEETING
October 14, 2021

- Meeting called to order at 1:04 PM (Eastern time) and adjourned at 4:06 PM.
- Meeting was conducted using the online MS Teams Meeting format. Comments and information shared via “chat” during the meeting are not captured in the minutes except by specific request.
- Due to the limited time available, the meeting agenda was abbreviated to include only those items that need to be addressed immediately; therefore, the numbering of agenda items on this document may not match earlier agendas of this Board.
- All agenda items in **red font** are part of the “Consent Calendar” and are addressed under agenda item 1.4.
- 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 restated the motion 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.

Voting Board members participating: Melvin Carter, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Joe Graham, Jason Horn, Troy Huffman, Keith Jackson, Ann Johnson, David Lawrence, Glenda Lewis, Tom McMahan, Gina Nicholson Kramer, Steve Oswald, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Tim Tewksbury, Becky Vought, Kelli Whiting

Voting Board Members not participating: Adam Kramer

Ex-officio non-voting Board members participating (including Standing Committee Chairs): Christine Applewhite, Rodney Blanchard, Joetta DeFrancesco, Danny Follett, Courtney Halbrook, Jeff Hawley, Patrick Guzzle, Terry Levee, Susan Quam, Davene Sarrocco-Smith, Don Schaffner, Angie Wheeler

CFP executive staff participating: David McSwane, Cliff Nutt, Vicki Everly

Grant project staff participating: Kala Wekenborg-Tomka

Guests participating: Eric Moore, Linda Zasiski

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.

1.0 Opening – Conference Chair Rebecca Vought, Presiding (Binder 1)

1.0 Call to Order – Rebecca Vought

Conference Chair, Becky Vought, called the meeting to order at 1:04 PM (Eastern Time) and reviewed the voting process used during a virtual meeting where only votes in opposition of the motion and abstentions will be requested.

1.1 Anti-trust Policy – Todd Rossow

The Anti-trust Policy was read in its entirety by Conference Vice Chair, Todd Rossow.

1.2 Roll Call / Acknowledgement of Board Members – Becky Vought and Todd Rossow

Board members were allowed time to provide a brief introduction during the roll call.

1.2.1 Acknowledgement of Guests

See list of meeting participants above for guests.

1.3 Agenda Review – Opportunity to add new items or move items forward

1.3.1 Consent Calendar – All agenda items in *red font* are approved with a single motion. Any Board Member may request that a specific agenda item be extracted from the Consent Calendar; doing so means that item is discussed separately at the point indicated on this agenda.

A CFP membership table created by the Executive Assistant was a late addition to the Consent Calendar providing an overview of constituency representation and non-renewal attrition.

Discussion:

- A question was raised how the attrition rate was calculated. Vicki Everly provided the following explanation after the meeting:
 - ✓ The attrition rate for each constituency was calculated by dividing the total number of members in that constituency who had not yet renewed their CFP membership by the number of members in that constituency from September 2019. The date of September 2019 was selected as that was just before registration for the 2020 Biennial Meeting began with automatic membership for the new biennium, so it was deemed to provide an accurate number representing the 2018-2020 biennium membership.
 - ✓ Attrition percentages are based on the same members opting to not renew their membership; it is not based on aggregate numbers comparing 2019 to 2021.

1.4.1a Extraction of Consent Calendar item(s)

There were no Consent Calendar items extracted.

1.4.1b Approval of Consent Calendar items

Action Item	Motion to approve the Consent Calendar items indicated on the agenda in red font and the addition of the membership table. (Johnson/Lawrence)
	Above motion passed by unanimous consent with no opposition and no abstentions.

1.4 Board Meeting Minutes, August 17 and 20, 2021 – (previously approved via E-ballot)

Minutes of the most recent Board meeting (August 2021) were previously approved by e-vote and affirmed by consent (see agenda item 1.4.1b).

1.4.1 Summary of Board E-votes taken since the August 2021 Board Meeting

E-vote summary approved by consent motion (see agenda item 1.4.1b).

1.5 Executive Staff Report

1.5.1 Executive Treasurer – Cliff Nutt, Budget Review

Cliff Nutt, Executive Treasurer, provided a brief overview of his report and a review of the proposed 2022-2023 budget. A transition to Wild Apricot for membership software is anticipated and costs of that transition are included.

Cliff announced his intention to step down as Executive Treasurer after the 2023 Biennial Meeting.

Discussion:

- Terry Levee, Finance Committee Chair, stated that he had worked with Cliff via email to fulfill the Finance Committee charge to assist with the budget.
- A question was raised if the line item for bonuses includes all staff. Current staff service agreements run through September 2022, but this budget goes through 2023. Clarification was made that the line item for staff bonuses included a bonus for the service agreement ending in

2022 along with possible bonuses for the gap year of 2022-2023. An extensive amount of extra work was required from staff due to the late cancellation of the in-person biennial meeting and reworking the event into a virtual format.

- ✓ The Compensation Committee needs to reconcile the contract years versus the budget years as the current service agreements do not match the new odd-year meeting cycle.

Action Items	Motion to acknowledge the Treasurer’s report, approve the budget for 2022-2023, and charge the Compensation Committee with what is needed to cover the executive staff contracts/service agreements and bonuses between 2022-2023. (Johnson/Dolhanyk)
	Above motion passed by unanimous consent with no opposition and no abstentions.
	<input type="checkbox"/> Compensation Committee charged with completing tasks related to reconciling the executive staff contracts/service agreements and bonuses with the odd-year biennial meeting cycle.

1.5.2 Executive Director – Dave McSwane, Report on CFP Biennial Meeting and Survey

Dave McSwane, Executive Director, provided a verbal summary of the highlights of the post Biennial Meeting survey results contained in the Executive Director’s report. He stated that full survey results with all comments can be provided on request. Detailed survey information will be shared with the appropriate CFP committees as they make plans for the 2023 Biennial Meeting. 133 attendees responded to the survey.

Discussion:

- Some responders indicated a request to see how individual Council members had voted on specific motions, expressing disappointment that the voting platform did not provide that information. Straw polls using Zoom provided audience feedback where the Meeting Pulse platform provided only a tally of the final votes to the audience. It was noted that in-person Council sessions normally use a verbal vote on motions and the ability to see each person’s vote is also not possible.
- The survey did not ask about interest in using a hybrid model for future biennial meetings (i.e., availability of livestreaming in-person meetings). Although a hybrid meeting is possible, the concern is that it could have a negative financial impact on the 2023 Biennial Meeting because we are contractually obligated to provide an agreed-upon number of hotel room nights. However, it could be considered when negotiating a hotel venue contract for 2025 and beyond.
- We need to ensure that new regulatory attendees are aware of the availability of stipend funding to help offset expenses.
- Discussion was held regarding feedback of Issue presentation and registration fees. Long-term attendees who submit their Issue year after year may forgo attending in person if we go to a hybrid event. In addition, it could create financial concerns for CFP if we proceed with a no registration fee for virtual attendance or issue presentation.

Action Item	Motion to acknowledge the Executive Director’s report. (Oswald/Johnson)
	Above motion passed by unanimous consent with no opposition and no abstentions.

Action Items	Motion to take the post Biennial Meeting survey results and charge the Strategic Planning Committee, Finance Committee, and Program Committee to provide suggestions for the upcoming 2023 Biennial Meeting no later than the April 2022 Board meeting. (Nicholson Kramer/Jackson)
	Above motion passed by unanimous consent with no opposition and no abstentions.
	<input type="checkbox"/> Full survey results to be provided to the Strategic Planning Committee, Finance Committee, and Program Committee. <input type="checkbox"/> Strategic Planning, Finance, and Program Committees to provide suggestions for the 2023 Biennial Meeting to the Board no later than the April 2022 Board meeting.

1.6 NACCHO-CFP Retail Food Safety Collaborative Grant Project – Kala Wekenborg-Tomka

1.6.1 Collaborative Grant Project Update for year 2

Kala Wekenborg-Tomka, Research Project Leader, provided a verbal overview of Collaborative activities. The following summary was provided by Kala following the Board meeting:

Objective 1: Food Code Adoption Toolkit

This is the Collaborative's objective to develop a national Food Code adoption strategy and provide tools and resources to our regulatory partners to support these efforts. The Collaborative's Food Code Adoption Toolkit Workgroup, led by Brenda Bacon, developed the toolkit that can be found on the Collaborative webpage at <https://www.retailfoodsafetycollaborative.org/tools/national-food-code-adoption-toolkit/>. The workgroup will continue to refine the toolkit using surveys on use of the toolkit. Additional statements and letters of support for adopting the most recent version of the FDA Food Code are being solicited from regulatory programs, industry organizations and members, associations, academia, and agencies around the country. The Collaborative has posted an interactive Food Code Adoption Map at <https://www.retailfoodsafetycollaborative.org/interactive-food-code-adoption-map-released/>.

Objective 2A: Risk-Based Inspections

NACCHO/CFP defined retail food regulatory programs as having a risk-based approach to inspections by identifying local jurisdictions that had fully/partially met Retail Program Standards 3 (Inspection Program Based on HACCP Principles), 4 (Uniform Inspection Program), and 6 (Compliance & Enforcement). Selection criteria resulted in Key Informant Interviews (KIIs) of 9 local jurisdictions. CFP took the lead on drafting the summary report on the key findings from the KIIs. Funding sources, training, and leadership buy-in were the 3 elements identified as success factors for implementation of a risk-based inspections program. Staffing and time to implement were the 2 factors identified as barriers to implementing a risk-based inspections program.

NACCHO/CFP worked with the Food Safety Advisory Group (FSAG), CDC, and FDA to incorporate feedback and comments into the final report. The report is in the final editing stages with NACCHO. The next steps are to create a 1-page infographic/1-2 page high level overview of the key highlights of the research project. NACCHO/CFP has submitted an abstract for the 2022 NEHA Annual Educational Conference to present the project findings. We hope to partner with a local health department that we interviewed to present our findings as well as the benefits/experiences of conducting risk-based inspections from a local health department's perspective. A sharing session of the findings/presentation of the infographic is an activity for Year 2 of the project.

Objective 2B: Effective Intervention Strategies

NACCHO/CFP identified local jurisdictions that had conducted 2 or 3 verification audits of Standard 9 (Program Assessment), specifically the completion of a Risk Factor Study with analysis of the data collected, a written report on the outcomes and conclusions, and implementation of a targeted intervention strategy with evaluation of its effectiveness. We considered local jurisdictions that had verification audits for Standard 9 and were recent Crumline Award recipients. A total of 8 KIIs were conducted by NACCHO/CFP. The results were coded by the NACCHO Research & Evaluation team, CFP received the final results and is working on a draft report of findings. NACCHO will again work with the FSAG, CDC and FDA to ensure all comments/feedback are addressed in the final report. Once the final report has been copy edited by the NACCHO team, NACCHO/CFP will work together for the development of an infographic/ 1-2-page high level summary of the findings as well as a sharing session of the findings and presentation of the infographic for this project year.

Retail Food Safety Advisory Group (FSAG):

The FSAG consists of 15 members who represent state, local, tribal, and territorial (SLTT) retail food regulators, retail food industry professionals, and academic food safety professionals. Work is assigned to the FSAG by the Collaborative Associations. Six meetings of the FSAG were held in Year 1. To inform FSAG membership for Year 2, CFP assessed meeting attendance by FSAG members for Year 1 and found that all but one member was in good standing. One member was replaced due to lack of attendance.

2020-21 FSAG Highlights

- ✓ 6 meetings, 6+ hours participating
- ✓ In depth presentation on the FDA’s New Era of Smarter Food Safety
- ✓ Review of 3 infographics
 - Check 5 for Food Safety
 - Active Managerial Control/Food Safety Management Systems
 - Retail Food Safety Culture
- ✓ Review and provide comments for Risk-Based Inspections research project
 - Key informant interview guide
 - Strategies and recommendations to overcoming barriers of implementing risk-based inspections
 - Final report of the project
- ✓ Review and provide comments for the Risk Factor Study/Intervention Strategies project
 - Study review plan
 - Key informant interview guide
- ✓ Timely response to requests for input on a variety of topics, including but not limited to:
 - Food Code adoption toolkit content
 - Retail mapping activities
 - Identification of retail food program standards networks

NACCHO and CFP are thankful to have these food safety professionals at our fingertips and look forward to collaborating with them more in 2022.

Objective 3: Retail Program Standards networks

For our work on objective 3 to build upon the FDA’s Retail Program Standards technical assistance strategy to provide a “multiplier effect” to promote participation and implementation of the Retail Program Standards by SLTTs, NACCHO/CFP is looking at existing Retail Program Standards networks. CFP, NACCHO, AFDO, and NEHA sent messages to their members to identify Retail Program Standards networks. 14 networks were identified based on the selection criteria. CFP researched local jurisdictions that were involved in the networks to assess enrollment in and conformance with the Retail Program Standards. CFP, NACCHO, CDC and FDA are finalizing the inclusion/exclusion criteria of jurisdictions to be in the focus groups. NACCHO/CFP plan to conduct 2 to 3 focus groups with 6 to 8 participants in each focus group. All participants will be from the same network and the network leader will not be a part of the focus group. We hope to include focus groups with participants from networks that are led by a FDA Retail Food Specialist, a state health department, and jointly led by locals. Invites to participants will be sent on 10/20/21. Focus groups will be held 11/16/21-12/9/21.

NACCHO/CFP will then identify success factors of networks and conformance with the retail food program standards.

Discussion:

- Dave McSwane asked the Board to forward any information regarding regulatory agencies that have recently adopted the Food Code, how that has made their food safety program stronger, and if the Food Code Adoption Tool Kit provided assistance.
- Testimony from industry would also be beneficial for those companies that deal with regulations from multiple jurisdictions.
- Another resource from FDA is the 2020 annual adoption map as it captures additional variables on Food Code adoption and is complementary to the Collaborative's Food Code Adoption Tool Kit map. <https://www.fda.gov/food/fda-food-code/adoption-fda-food-code-state-and-territorial-agencies-responsible-oversight-restaurants-and-retail>.

Action Item	Motion to acknowledge the verbal report for the Collaborative Grant Project. (Johnson/Oswald)
	Above motion passed by unanimous consent with no opposition and no abstentions.

2.0 Council Reports and Approval of Committee Chairs, Vice Chairs, or Co-Chairs and Membership Rosters (Binder 2)

Becky Vought acknowledged the work completed by the Council and Committee Chairs and the work done behind the scenes to formulate the proposed rosters.

Originally, 264 volunteers indicated an interest in serving on a committee. A total of 23 committees (Standing and Council combined) are approved for this biennium. Because some committees did not have enough volunteers to fill the required voting positions, a second volunteer request was sent to all CFP members resulting in a final total of 295 applicants. The CFP governing documents have specific requirements for filling committee positions. A color-coding Excel spreadsheet was created by Becky to identify assignments and help ensure requirements were met.

Discussion:

- Final rosters will be created based on any changes approved during today’s meeting.
- Federal consultants still need to be added for some committees.
- “Balance” on a committee does not mean “equal,” but means a good mix of voices from the various constituency groups.
- A question was asked regarding how quickly the roster approval process can be finalized. Once final roster drafts are available, an additional five (5) days is needed for the e-vote process.
- The instructions on how to populate initial committee rosters needs improvement with enough detail on how to interpret and apply the “selection rules” from our governing documents.
- The FDA requested approval to add an additional non-voting member on some committees to assist in succession planning.
 - ✓ The specific committees for this request are the Food Safety Management System (FSMS) Committee, the Local Regulatory Representation Committee, and the Food Protection Manager Certification Committee (FPMCC).
 - ✓ The consensus was that this request could be fulfilled since the governing documents do not prevent any CFP member from attending any committee meeting.
- Clarification was made that organizations like AFDO and NEHA fall within the Industry-Support constituency.
- Do members selected from “any constituency” impact constituency voting member balance?
- Non-voting positions do not require to be balanced between industry and regulatory.

Following the discussion of agenda items 2.1, 2.2, and 2.3 and the passage of motions to table the approval of committee rosters (as documented below), discussion returned to this agenda item.

- Concerns were expressed regarding the short timeline for this biennium and the need for committees to begin their tasks as soon as possible.
- Can we approve rosters as “draft” so that the Committee Chairs can notifying committee members of their selection? This would mean that some could be disappointed because they would first be told they are a member but then removed from a voting position.
- If a member serves as a voting member on one council committee and as an alternate on another council committee, can that person ever be allowed to move into a voting position on that second committee? Many alternates already serve as a voting member of another council committee thereby limiting who could move into voting positions.
 - ✓ The Board has authority to revisit the Biennial Meeting / Conference Procedures and make changes if problems with committee vacancies occur.
 - ✓ If low volunteerism is a concern, do we want to hold back volunteers that are willing to serve on multiple committees?
 - ✓ It was suggested that we suspend the rule that members can only serve on only one (1) Council Committee (Biennial Meeting / Conference Procedures, article VIII, C, 1).

Action Items	Motion to suspend article VIII, C, 1 of the Biennial Meeting / Conference Procedures regarding voting member limitations, approve the rosters for all three (3) councils as submitted in a draft format for Council Chair use only, but to allow Council Chairs to continue to edit rosters as needed and to submit a final version for e-vote by October 20 (Daniels/Huffman).
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	Above motion passed by unanimous consent with no opposition and no abstentions.
	<input type="checkbox"/> Final Council Committee rosters to be provided by October 20 for e-vote approval.
	NOTE: The above motion was discussed and passed AFTER discussion of the Council reports and draft committee rosters as documented below. The above motion essentially rescinds the motions documented below specific to agenda items 2.1, 2.2, and 2.3.

2.1 Council I Report – Tom McMahan, Rodney Blanchard

Tom McMahan, Council I Chair, provided a verbal report on activities to establish the Council Committees assigned to Council I.

Action Item	Motion to acknowledge the Council I report and the two (2) Committee periodic reports, and to table the rosters for further review and future e-vote. (Johnson/Jackson)
	Above motion passed by unanimous consent with no opposition and no abstentions.
	NOTE: Following additional discussion, a subsequent motion was passed to approve the roster in draft format followed by an e-vote approval (see agenda item 2.0 above).

2.1.1 Approval of Council I committee membership

2.1.1a Joint Shellfish Committee

Written periodic report acknowledged. Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.1.1b Foodborne Illness Investigation Committee

Written periodic report acknowledged. Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2 Council II Report – Joetta DeFrancesco and Courtney Halbrook

Joetta DeFrancesco, Council II Chair, provided a brief narrative on the process used to populate their committee rosters.

Action Item	Motion to acknowledge the Council II report and the six (6) Committee periodic reports, and to table the rosters for further review and future e-vote (Johnson/Lawrence).
	Above motion passed by unanimous consent with no opposition and no abstentions.
	NOTE: Following additional discussion, a subsequent motion was passed to approve the roster in draft format followed by an e-vote approval (see agenda item 2.0 above).

2.2.1 Approval of Council II committee membership

2.2.1a Food Defense Committee

Discussion:

- A question was raised regarding the assigned Food Defense Committee charge from Issue 2020-II-009 referencing “Appendix 2, Section 4,” but with no document title. The assigned charge cannot be changed, but the Board can provide clarification.

Action Item	<input type="checkbox"/> Conference Chair to investigate and provide clarity regarding the Food Defense Committee charge as stated in Issue 2020-II-009.
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Written periodic report acknowledged. Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2.1b Local Regulatory Representation Committee

Written periodic report acknowledged. Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2.1c Allergen Committee

Written periodic report acknowledged. Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2.1d Digital Food Safety System Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2.1e Employee Food Safety Training Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.2.1f Food Safety Management System Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.3 Council III Report –Christine Applewhite and Don Schaffner

Christine Applewhite, Council III Chair, provided a verbal overview of their assigned committees and discussed some of the challenges faced when trying to provide balance on the rosters.

Action Item	Motion to acknowledge the Council III report and the four (4) Committee periodic reports, and to table the rosters for further review and future e-vote (Lawrence/Johnson).
	Above motion passed by unanimous consent with no opposition and no abstentions.
	NOTE: Following additional discussion, a subsequent motion was passed to approve the roster in draft format followed by an e-vote approval (see agenda item 2.0 above).

2.3.1 Approval of Council III committee membership

2.3.1a Evaluation of Intended Use Hazards During Retail Meat Grinding Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.3.1b Retail Sushi HACCP Standardization Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.3.1c Disinfection of Food-Contact Surfaces Committee

Discussion:

- Can an EPA consultant be included on this committee? The Biennial Meeting / Conference Procedures reference this exemption, but it is specifically states this exemption is for the 2018-2020 biennium. The Conference Chair requested the FDA work with the Council Chair and the Committee Chair and Co-Chair to identify a possible EPA consultant.

Action Item	<input type="checkbox"/> Council II Chair, and the Chair and Co-Chair of the Disinfection of Food-Contact Surfaces Committee, to work with the FDA to identify a possible EPA consultant for the Disinfection of Food Contact Surfaces Committee.
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Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

2.3.1d Safe Use of Returnable Container Committee

Written periodic report acknowledged.
Approval of roster tabled for future e-vote (see agenda item 2.0 above).

3.0 Standing Committee Reports (Binder 3)

3.1. Approval of Rosters for Standing Committees for the 2021-2023 Biennium

In the interest of time, it was suggested that all Standing Committee rosters be approved via a single motion.

Discussion:

- Two (2) Standing Committees are marked as Council II Committees and their reports should be corrected. The Conference Chair stated she will correct the reports.

Action Items	Motion to acknowledge ALL Standing Committee written reports and to approve ALL Standing Committee rosters as submitted (Lawrence/Jackson).
	Above motion passed by unanimous consent with no opposition and no abstentions.
	<input type="checkbox"/> Conference Chair to ensure committee periodic reports are correctly identified as Standing Committee or Council Committee.

3.1.1 Audit – Daniel Follette, Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.1a Recommendation for Accounting Firm to perform the 4-year audit

Due to time limitations, this agenda item was not discussed.

Action Item	<input type="checkbox"/> Agenda item to be transferred to next Executive Board meeting agenda or discussed via the e-vote process.
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3.1.2 Constitution, Bylaws/Procedures – Davene Sarrocco-Smith, Chair and Sean Dunleavy, Vice-Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.3 Finance Committee – Terry Levee, Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.4 Food Protection Manager Certification – Jeff Hawley, Interim Chair and Susan Quam, Vice-Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.5 Issue – Patrick Guzzle, Chair, Ann Johnson and Linda Zaziski, Co-Vice Chairs

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.6 Nominating – David Lawrence, Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.7 Program – Dr. Benjamin Chapman, Chair and Veronica Byrant, Vice-Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.8 Program Standards Committee – Angie Wheeler, Chair; Kenesha Williamson and Andre Pierce Co-Vice Chairs

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.9 Resolutions – Chirag Bhatt, Chair

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.10 Publications – Gina Nicholson Kramer and Tim Tewksbary, Co-Chairs

Written report acknowledged and roster approved; see agenda item 3.1 above.

3.1.11 Strategic Planning – Dr. Keith Jackson and Amber Daniels, Co-Chairs

Written report acknowledged and roster approved; see agenda item 3.1 above.

4.0 Special Committees and Reports

Note: No Special Committee reports were required for this meeting of the Executive Board

5.0 New Business (Binder 5)

5.1 Published Board Rosters – content that appears in the roster that is posted on the CFP website – Vicki Everly

Vicki Everly, Executive Assistant, explained that some Board members have expressed concern regarding detailed contact information being posted publicly on the CFP website. It is recommended that we begin maintaining two (2) separate rosters, one for internal use and one for publication on the CFP website.

Action Items	Motion to maintain two (2) separate Board rosters, one for internal use only and an abbreviated version for external publication on the CFP website. (Jackson/Johnson)
	Above motion passed by unanimous consent with no opposition and no abstentions.
	<input type="checkbox"/> Executive Assistant to create and maintain two (2) separate versions of the Board roster as follows: <ol style="list-style-type: none"> 1. Full version ONLY for Internal EB use listing all contact information provided: <ul style="list-style-type: none"> <i>Name (first, last)</i> <i>Employer</i> <i>Mailing address / City, State, Zip</i> <i>Phone / Email address</i> 2. Abbreviated, public facing version intended for posting on the CFP Website: <ul style="list-style-type: none"> <i>Name (first, last)</i> <i>Employer</i> <i>City, State</i> <i>Email address</i>

5.2 TEAMS account – Use of TEAMS account for meetings, replacement of Pragmatic – David McSwane

Due to time limitations, this agenda item was not discussed.

Action Item	<input type="checkbox"/> Agenda item to be transferred to next Executive Board meeting agenda or discussed via the e-vote process.
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5.3 Filling vacancy for Local Representative from the Northeast Region. – Becky Vought

Jessica Fletcher recently resigned from the Board as the Northeast Local Regulatory representative. There are currently only five (5) members in this constituency. Outreach was sent to the one (1) member with CFP experience and a response is pending; the other four (4) constituency members are brand new to CFP and may not be experienced enough with CFP to serve on the Board.

Discussion:

- Can this position be left vacant if we are unable to find a suitable volunteer?
- The FDA Regional Specialist has been contacted for assistance in finding a candidate to fill this position.
- Cathy Feeney, representing state regulators for this region, volunteered to assist in finding a candidate from Massachusetts as there are many local jurisdictions in this state.

Action Item	<input type="checkbox"/> Outreach will continue for a Northeast Region local regulatory representative and an e-vote will be conducted if a suitable candidate is found; target completion date is the end of November 2021.
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5.4 Options for the Fall 2022 Board Meeting (Date, Virtual or In-person, Location)

The format and location of the Fall 2022 Board meeting was briefly discussed.

Action Item	<input type="checkbox"/> A final decision regarding the date, location, and format for the Fall 2022 Board meeting was postponed until April 2022.
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5.5 The Spring 2022 Executive Board Meeting is scheduled to be held on April 26-27, 2022, at the Westin Galleria Houston hotel, 5060 West Alabama, Houston, TX 77056

This agenda item is listed for information purposes only.

6.0 Adjournment

Action Item	Motion to adjourn at 5:02 PM (Eastern time). (Nicholson Kramer/Jackson)
Action Item	Above motion passed by unanimous consent with no opposition and no abstentions.