CFP Food Protection Manager Certification Committee Meeting
Hotel Phillips, Kansas City ♦ October 15-16, 2014
Minutes of the Meeting

WEDNESDAY 10/15

Voting Members Present (~~absent~~)

1. Jeff Hawley, Chair
2. Christine Hollenbeck, VC
3. Cynthia Bagwell (phone)
4. Dana Brainerd
5. Tony Cartenuto (phone)
6. Bryan Chapman
7. ~~Gary Coleman~~
8. ~~Greg Colichio~~
9. ~~Craig Douglas~~
10. Sean Dunleavy
11. ~~Marlene Gaither~~
12. ~~Patrick Guzzle~~
13. Courtney Halbrook
14. Geoff Heinicke (phone)
15. ~~Keith Jackson~~
16. ~~Linda Kender~~
17. Jeff Lang (phone)
18. Kathy Louden
19. Geoff Luebkemann
20. Larry Lynch
21. Ryan McMillion
22. Jay Neal
23. Tara Paster
24. Kate Piche
25. Therese Pilonetti (phone)
26. Susan Quam
27. George Roughan
28. ~~Davene Sarocco-Smith~~
29. Ken Scott
30. Cas Tryba
31. ~~Sharon Wood~~

Alternates Present
1. Liz Corchado
2. David Crownover
3. Michelle Rzendzian
4. Tom Trevino

Others Present
1. Vijay Krishna, ANSI
2. Laurie Williams, FDA
3. Sandra Kovach, TAP Series
4. James Kim, Premier Food Safety

Scribe – Geoff Luebkemann

New Member Orientation
Chair Hawley presented FPMCC new member orientation (slides available on CFP/FPMCC webpage).

Welcome & Introduction of Committee Members
Chair Hawley called the meeting to order at 9:10 AM, welcomed the members, and read the CFP anti-trust statement. Roll was called, and a quorum of 21 voting members was established (16 voting members needed of 31; no alternates were activated). The members introduced themselves.

ANSI and Certification 101
Chair Hawley recognized Vijay Krishna for an overview of the ANSI – CFP relationship and processes, and possible future trends impacting accreditation, such as emerging technology. Members had the opportunity to ask questions and clarify their understanding of the process.

ACTION ITEM
Who – Vijay Krishna, Geoff Luebkemann
What – Post ANSI overview slide deck to FPMCC webpage
When – asap

Review of Committee Bylaws
Chair Hawley reviewed FPMCC administrative information, including purpose, constituencies, reporting, CFP Executive Board role, FPMCC workgroups, and FPMCC and CFP bylaws and governance.

Review of Food Protection Manager Certification Standards
Chair Hawley discussed the FPMCC recent history and activity regarding revision of the Standards, the Security Evaluation Workgroup activity, the Dr. Ford evaluation of exam provider security related data, and the objectives of determining if security measures are working and possible process improvement.

ACTION ITEM
Who – Geoff Luebkemann, Jeff Hawley
What – Post 2012-14 FPMCC Workgroup final reports to FPMCC webpage
When – asap

CFP 2014 Biennial Meeting FPMCC Charges
Chair Hawley discussed the 2014-16 charges, and reminded the members that the practical work cycle for action on these is only about a year, considering committee reporting requirements leading into the 2016 Biennial Meeting.

2014 II-012 / Standards charge
Chair Hawley appointed Kate Piche to chair a Standards Workgroup to continue work on this charge. Dr. Ford will present an updated analysis (meeting TBA), then a live presentation at the Spring FPMCC meeting. Discussion ensued regarding benchmarking and quantification of security incidents and risk analysis, identifying normative levels, that no published studies are available to inform judgment of the quantity of security incidents, and that the analytics must be statistically significant and any potential benchmarks be achievable.

[The Committee broke for lunch from 12:00 to 1:30 PM.]

2014 II-015 / ISO Comparison charge
Chair Hawley recognized Jay Neal to present an overview from the FPMCC 2012-14 Comparison Workgroup, which produced a side-by-side comparison of the CFP Standards and ISO 17024. Chair Hawley stated that FPMCC consensus during the 2012-14 cycle was that the Standards and ISO 17024 are not equivalent. Discussion ensued regarding comparison and equivalency of the two, and potential benefits that equivalency of the Standards and ISO 17024 may bring.

MOTION
CHAPMAN moved and LYNCH seconded that:
A comparison workgroup be established to investigate Issue 2014 II-013 and formulate recommendations to address Issue 2014 II-015 charges. Motion passed, 21 yes, 0 no, 0 sideways.

Christine Hollenbeck volunteered to chair the Comparison Workgroup, and Chair Hawley appointed her to do so, with the task of presenting a preliminary report at the FPMCC Spring 2015 meeting, and a final report at the FPMCC Fall 2015 meeting. This workgroup will start discussions using the "Comparison Document" produced during the 2012-14 cycle.

Remote Meeting Technology
Cynthia Bagwell was recognized to present information on remote meeting technology. Discussion ensued regarding various members' organizational technology restrictions that could present problems using this. Chair Hawley asked Geoff Luebkemann to chair the Logistics Workgroup and formulate recommendations for this opportunity.

Formation of Sub-Committees or Workgroups
Chair Hawley established the following workgroups, and gratefully acknowledged those volunteering to lead and participate in them; see workgroup tasks outlined above.

Standards Comparison Workgroup
Hollenbeck, Chair; Cartenuto, Chapman, Dunleavy, Halbrook, Lynch, McMillion, Neal, Paster, Piche, Quam, Roughan, Sarocco-Smith, Tryba, Williams, Wood.

Standards Workgroup
Piche, Chair; Bagwell, Brainerd, Chapman, Loudon, Pilonetti, Rzendzian, Scott, Torres-Corchado, Williams.

Logistics Workgroup
Luebkemann, Chair; Bagwell, Dunleavy, Lang, Lynch, Neal, Quam.

Bylaws
Wood, Chair; Crownover, Trevino.

Selection of ACAC Representative
Chair Hawley advised that an ACAC vacancy will occur this year at the expiration of Lee Cornman's term, and asked the FPMCC for recommendations to consider and forward to the CFP Executive Board for final action. Vijay Krishna was recognized to characterize qualifications for this position, and Chair Hawley identified a short list of candidates to vet for interest. He will contact the candidates and report back to the FPMCC for a decision by end of 2014.

Workgroup Time
Without objection, Chair Hawley adjourned the FPMCC meeting at 4:30 PM, and directed the workgroups to use the remainder of the meeting time today and tomorrow to organize and begin their work.

Upcoming Meetings
All FPMCC members are reminded to plan for attendance at these upcoming meetings:
- Spring 2015 face-face meeting, venue TBD
- Fall 2015 face-face meeting, venue TBD
- April 16-20, 2016 – CFP Biennial Meeting, Boise ID

ANSI
American National Standards Institute

Certification 101

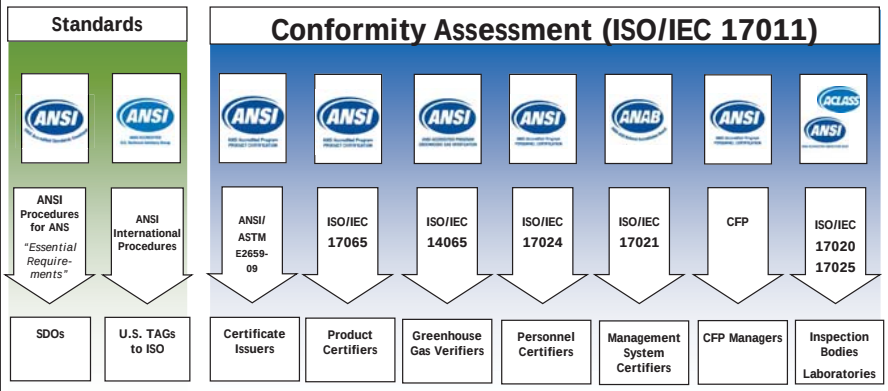
Dr. Vijay Krishna
Director, Personnel Credentialing Accreditation Programs, ANSI

About ANSI

- Founded in 1918 to facilitate the development of voluntary consensus standards and conformity assessment systems in the United States.
- Only accreditor of U.S. Standards Developers
- Only body that approves standards as American National Standards (ANS)
- US member body to ISO (International Organization for Standardization)

ANSI
American National Standards Institute

ANSI Accreditation Portfolio



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Definitions

Credentialing- Umbrella term that includes different markers of competence.

Accreditation: Agency or organization is recognized as meeting a standard.

Licensing: is a **r**equirement to practice issued by a government agency.

Certification: is an independent third party assessment to verify that a person possesses the required competencies to practice.

Certificate: is an educational/training program that is awarded after a course of study has been completed.

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Certification vs. Certificate

Standards set through a defensible, industry wide process (job analysis) that results in an outline of required competencies	Course content set up faculty, committee;
Has on-going requirements; holder must demonstrate continued competence.	No ongoing requirements.
Certification owned by the certification body- can be taken away	Certificate owned by the certificate holder.

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Critical aspects of certification

- Levels of conformity assessment -: First party, second and third
- Independence and impartiality
- Separation of training and testing ((teaching to the test)
- What is a certification scheme?

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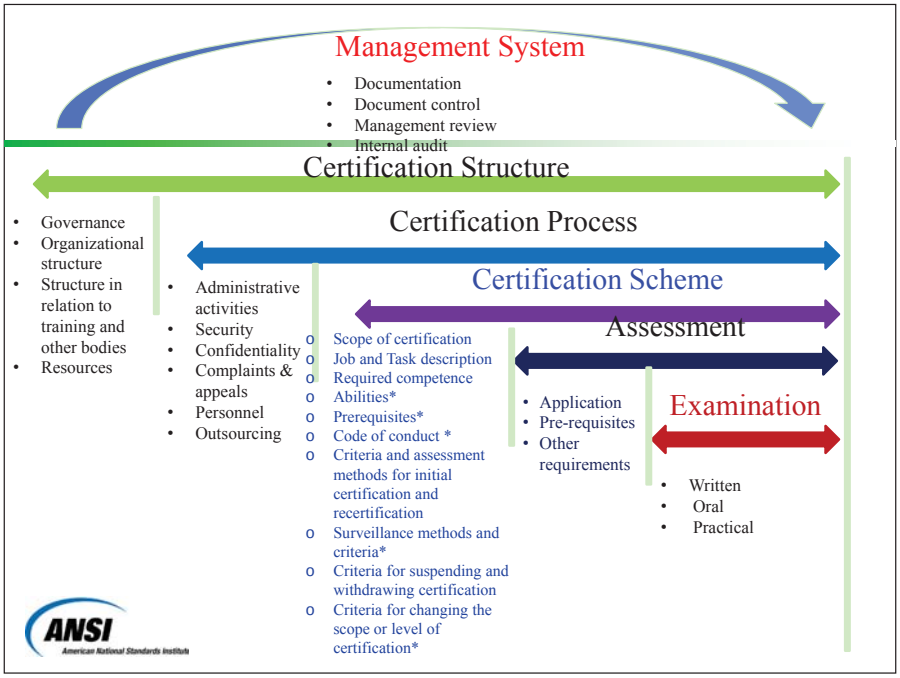

- ANSI accreditation process: Meets an international standard ISO/IEC 17011.

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•Update on revision to ANSI-CFP policy documents
•ANSI position on remote proctoring

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•Minimize or eliminate conflict when working on standard
•Cognizant of language of the standard as it relates to implementation
•E.g. 1000 test items (piloted, pre-tested, active, retired, and poorly performing)