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COMMITTEE NAME: Program Standards (PSC)

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 4/1/2022

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Angie Wheeler, Chair; Kenesha Williamson, Co-Vice Chair; DeBrena Hilton, Co-Vice Chair

COMMITTEE CHARGE(S):

Issue# 2020 II-017

1. Identify inconsistencies in language between all Standards in the Retail Program Standards
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities
3. Maintain the "Crosswalk – Requirements for Foodborne Illness Training Programs" document as a resource for content baseline for foodborne illness training

Issue# 2020 II-023

1. The Program Standards committee and FDA staff continue to explore the feasibility of incorporation of plan review functions into the standards either as a stand-alone standard or inserted into the existing standards in the Voluntary National Retail Food Regulatory Program Standards
2. Acknowledgement of the Preliminary Plan Review Proposal document to be utilized as a starting point for the Program Standards Committee work on this issue

Issue# 2020 II-033

1. Conduct a thorough review of Standard 5 "Foodborne Illness and Food Defense Preparedness and Response of the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS).
2. The review should include comparing the Standard to other similar FDA standards in food.
3. Review the "Description of Requirements" to ensure the requirements provide program flexibility and include items generally part of a retail food program.
4. Review Standard 5 "Data Review and Analysis" from a sampling of jurisdictions to determine if certain data analysis requirements typically have no or such limited data to make the information not valuable.
5. Review the Center for Disease Control and Prevention's National Environmental Assessment Reporting System (NEARS), Environmental Assessment Training Series (EATS), and Council to Improve Foodborne Outbreak Response (CIFOR) to consider inclusion of specific components.
6. Propose amendments to Standard 5 of the VNRFRPS.
7. Report back committee findings and recommendations to the next Biennial Meeting.

Subcommittee #5 Retail Program Standards Symposium

This subcommittee will work to develop the agenda and identify speakers for a 2 ½ day virtual meeting in 2022 that will focus on sharing information about the Retail Program Standards. The co-chairs of the subcommittee will work with NEHA on the symposium. The dates of the symposium are June 7-9, 2022.

COMMITTEE WORK PLAN AND TIMELINE: The assigned charges were divided into 5 subcommittees. Each subcommittee has set their workplan and timeline with a goal for all subcommittees to complete their work by 10/31/22 and then draft issues for pre-submittal.

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**

- a. PSC leadership met on November 3, 2021.
- b. Full PSC meeting was held on November 16, 2021. Members interest in a specific subcommittee was gathered. Subcommittee co-chairs were assigned in December 2021.
- c. PSC leadership met on January 6, 2022, to discuss the subcommittee assignments.
- d. Subcommittee 2 co-chairs met on January 6, 2022, to discuss the charges, develop a base plan for meeting charges, meeting dates, meeting platforms and set agenda for the first meeting.
- e. Subcommittee 1 met on January 13, 2022.
- f. Subcommittee 2 met on January 18, 2022. Meetings scheduled for the 3rd Tuesday of each month. Co-chairs meet 30 minutes before and after each call to prepare for and summarize meetings.
- g. PSC leadership met with FDA to discuss the Standard 6 worksheet as well as other changes to the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) on January 24, 2022.
- h. Subcommittee 3 met on January 25, 2022.
- i. Subcommittee 5 met on February 4, 2022.
- j. Subcommittee 3 met on February 8, 2022.
- k. Subcommittee 5 met on February 14, 2022.
- l. Subcommittee 2 met on February 15, 2022.
- m. Subcommittee 1 met on February 17, 2022.
- n. Subcommittee 4 met on February 23, 2022.
- o. Subcommittee 5 met on February 28, 2022.
- p. Subcommittee 3 met on February 28, 2022.
- q. Full PSC met on March 1, 2022.
- r. Subcommittee 5 met on March 14, 2022.
- s. Subcommittee 2 met on March 15, 2022
- t. Subcommittee 1 met on March 15, 2022.
- u. Subcommittee 4 met on March 21, 2022.
- v. Subcommittee 5 co-chairs, NEHA and the PSC Chair and Co-Vice Chairs met on March 24, 2022 with FDA representatives to discuss the needs for the Retail Program Symposium in June 2022.
- w. Subcommittee 5 met on March 28, 2022.
- x. Subcommittee 5 chair met with FDA consultations on March 30, 2022 to further discuss support needs for the Retail Program Symposium.

2. **Overview of committee activities:**

- a. The Chair and Co Vice-Chairs developed the committee roster from those who expressed interest in participating on the PSC. There has been turnover of members, including the local representative serving as the Co-Vice Chair. Additional members were solicited and added to the roster. Five subcommittees were formed to work on the charges. Microsoft Teams folders were created for each of the subcommittees. All the subcommittees have been routinely meeting to work on their assigned charges.
- b. Issue 2020 II-17 Charges 1 and 2 (subcommittee #1) reviewed the committee charges, determined the timeline for addressing charges and decided to use Microsoft Teams for document sharing. A preliminary discussion of the Retail Program Standards and review of poll responses regarding initial feedback on any known gaps within the Retail Program Standards was conducted. Charge 2 was addressed during the February 3, 2022 call, and a list of training, evaluation and/or

certification courses available to food safety inspection officers was reviewed based on the draft created during the last biennium. The February 17, 2022 the committee started work on edits to the list of training, evaluation and/or certification courses. The addition and removal of entries to the list of courses was completed through screen sharing. Committee members provided feedback on their review assignments. Changes to member assignments were made based on the feedback and overall experience with the Retail Program Standards.

- c. Issue 2020 II-17 Charge 3 and Issue 2020 II-33 Charge 5 (subcommittee #2): During each meeting, members are assigned sections of the Crosswalk-Requirements for Foodborne Illness Training Programs to evaluate and report updates and changes during the next meeting. Subcommittee members are reviewing NEARS, EATS and CIFOR to consider including additional components in VNRFRPS Standard 5.
- d. Issue 2020 II-23 (subcommittee # 3) has discussed and drafted recommendations to add Plan Review to Standard 3 of the Retail Program Standards. They will be working to add training requirements to the next draft of additions to Standard 3.
- e. Issue 2020 II-33 Charges 1-4 & 6-7 (subcommittee #4) has reviewed the charges, is comparing the Retail Program Standard 5 with the Manufactured Food Regulatory Program Standard 5 to determine if they can be aligned to achieve the desired outcomes. The committee is soliciting input from enrolled jurisdictions about concerns with Retail Program Standard 5 and possible guidance on solutions. They are determining if the Retail Program Standards need to be more flexible to achieve the intent of Standard 5.
- f. Subcommittee 5 co-chairs have been attending multiple meetings weekly and bi-weekly with stakeholders to develop the agenda, speakers, symposium layout, registration, and website development. An initial Save the Date was developed, and the website has gone live. A timeline was provided and who will be the responsible individual(s) for each task has been identified. The registration announcement was drafted and registration for the symposium opened on March 24, 2022. An agenda grid has been developed and speakers and moderators are being contacted. The final agenda and speaker information was completed on March 30, 2022.

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a.
- b.

4. **Status of charges still PENDING and activities yet to be completed:**

- a. Issue 2020 II-17 Charges 1 and 2 are pending.
- b. Issue 2020 II-17 Charge 3 and Issue 2020 II-33 Charge 5 are pending.
- c. Issue 2020 II-23 charges are pending.
- d. Issue 2020 II-33 charges are pending.
- e. The agenda is still being developed for the Retail Program Standards Symposium (RPSS).

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**
 Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

- 1. Approve the PSC roster changes - DeBrena Hilton Co-Vice Chair; Lindy Wiedmeyer Local Regulatory Member; Evelin Pollock Local Regulatory non-voting alternate member; Yolanda Woods Local Regulatory non-voting alternate member; and Brandon Morrill Local Regulatory non-voting alternate member

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** See changes noted above under "requested action" No changes to previously approved roster
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

2. **Supporting Attachments (OPTIONAL):** *Not applicable*

- a. Subcommittee 1 Meeting Minutes 01 13 22
- b. Subcommittee 1 Meeting Minutes 2 3 22
- c. Subcommittee 1 Meeting Minutes 2 17 22
- d. Subcommittee 2 Co-Chair Meeting Minutes 1 6 22
- e. Subcommittee 2 Co-Chair Meeting Minutes 1 18 22
- f. Subcommittee 2 Meeting Minutes 1 18 22
- g. Subcommittee 2 Meeting Minutes 2 15 22
- h. Subcommittee 2 Meeting Minutes 3 15 22
- i. Subcommittee 3 Minutes 2 8 22
- j. Subcommittee 3 Minutes 2 28 22
- k. Subcommittee 4 Minutes 2 23 22
- l. RPSS Timeline
- m. 2022 RPSS Registration Announcement Draft
- n. 2022 RPSS Registration Questions Draft
- o. Subcommittee 5 Minutes 2 4 22
- p. Subcommittee 5 Minutes 2 14 22
- q. Subcommittee 5 Minutes 2 28 22