

**Retail Food Association Summit Meeting
FDA White Oak Campus
10903 New Hampshire Avenue, Silver Spring, MD 20993
Tuesday – Thursday, June 4-6, 2019**

DRAFT MEETING MINUTES

Tuesday, June 4, 2019

Attending:

AFDO: Steve Mandernach, Natalie Adan
CFP: Brenda Bacon, David Lawrence
NACCHO: Amy Chang, Jennifer Li
NEHA: David Dyjack (First Day Only), Vince Radke, Eric Bradley
FDA – CFSAN: Glenda Lewis, Mary Cartagena
FDA – OSCP: Laurie Farmer, Elizabeth O’Malley, Chris Smith, Kim Destromp
FDA – OP: Alan Tart, Tim Weigner
FDA – OTED: Jim Fear
Meeting Facilitator: John Marcello

I. Meeting Welcome

Alan Tart served as opening session facilitator.

Welcome and ice breaker provided. Ice breaker conducted throughout meeting.

FDA senior management provided overview of agency, challenges and charges for group to focus on.

Senior Management included:

- Frank Yiannas, FDA, Deputy Commissioner for Food Policy and Response
- Erik Mettler, ORA Assistant Commissioner for Partnerships and Policy
- Michael Rogers, ORA Assistant Commissioner for Human and Animal Food (HAF) Operations

II. Meeting Objectives and Agenda Flow

Review of Meeting Objectives and Agenda Flow provided by Glenda Lewis and Laurie Farmer.

Identification of Ground Rules, Communications, Meeting Guidelines facilitated by John Marcello.

Ground Rules

- Equal Partners
- Equal Participation
- Focus on Collaboration (Big Picture)
- Seek Clarification
- No Funding Discussion
- Develop Strategies / Objectives with Measurable Outcomes and Time Lines

III. Discussion on Building a Foundation for Understanding – Association Led

Conversations Each Association provided a 30 Minute Conversation followed by 10 Minute Discussion Session that covered:

- Vision, Mission, Strategic Direction of the Association
- How does Retail Food Safety fit into the Overarching Mission of the Association?
- Who are the primary members of the Association?
- Organizational Structure and Governance
- What services does the Association provide its members?
- How does the Association view their retail food protection role within an integrated food safety system?
 - How does the Association engage / interact with State/Local/Tribal/Territorial retail food protection programs?
 - How does the Association engage / interact with the industry?
 - How does the Association engage / interact with academia?
 - How does the Association engage / interact with the other Associations?
- What initiatives is the Association currently engaged in that fosters the realization of their vision as to their retail food protection role within an integrated food safety system?
- What are some of the biggest challenges facing the Association in their efforts to achieve their vision for their retail food protection role within an integrated food safety system?
- Why is the Retail Food Association Meeting important to the Association’s membership?

All the Association presentations have been uploaded to the Retail Food Association Summit FoodSHIELD site under the documents tab.

IV. Establishing the Structure and Scope for Future Engagement

NOTE: Agenda adjusted for first day to add last day’s discussion on establishing the structure and scope of future engagement. Discussion focused on identifying topics/issues that need to be addressed as part of the discussion. (Items identified with * and red font must be addressed prior to end of meeting)

Communications

- *Frequency of Meetings
- How Talking Points are formulated
- Joint Communication Efforts
- Sharing Information with each other (portal/platform). **Action Item: June 30, Tim Weigner - Completed**
 - Set up sub-folders with institutional minutes.
- Types/mechanism of meetings
- Internal/communication – coordination within FDA
- Promotion of Association Group (Who we are, why, tell our story)
 - What is our Niche
- *Representative for meetings
- Succession/Rotation of Members
- Outside Communication Resources – Access

- *Meeting Notes/Mint/Minutes/Summaries/Action Items

Meeting Guidelines

- Formal vs. Informal
- *Establish Agenda/Meeting Objectives
- *Facilitator
- Parking Lots
- Ground rules
- Federal Advisory Committee Act (FACA) (ID rules impacting group)
- Membership
- How consensus is arrived at
- Protocols for counter-opinions
- Process for conflict resolution
- Members' roles/responsibility/expectations
- Resource allocation (people/time/non-dollars)
- Group Photos (immediate need) - **COMPLETED**
- Project management
- Continuity of Operations

For the Association, what outcomes from the Retail Food Association Summit Meeting will define success. Questions to ask at end of meeting to move forward (e.g., Litmus Test) – Concept provided by Alan Tart:

- Why do we exist?
- How do we behave?
- What do we do?
- How will we succeed? How do we measure?
- What is important right now (immediate need)?
- Who must do what?

Why Does the Retail Food Association Summit Exist?

To leverage resources and strengths of AFDO, CFP, FDA, NACCHO, and NEHA to collaboratively advance retail food initiatives and activities resulting in a reduction of foodborne illness.

Wednesday, June 5, 2019

Attending:

AFDO: Steve Mandernach, Natalie Adan

CFP: Brenda Bacon, David Lawrence

NACCHO: Amy Chang, Jennifer Li

NEHA: Vince Radke, Eric Bradley

FDA – CFSAN: Glenda Lewis, Mary Cartagena, Girvin Liggans

FDA – OSCP: Laurie Farmer, Elizabeth O'Malley, Chris Smith, Kim Destromp

FDA – OP: Alan Tart, Tim Weigner

FDA – OTED: Jim Fear

Meeting Facilitator: John Marcello

Common Themes from Day 1 (from Alan)

- FTE and Money Challenges (multiplier effect)
- Volunteer Organizations vs. moving forward with supporting project outcomes
- Training/Behavioral modification (food workers/regulators)
- Standards Conformance (meeting the standards provides the regulatory framework)
- Having the right data and data sharing
- Food Code Adoption
- Strong Collaborative Voice (Common Message)
- Foodborne Illness Training (Modernizing)

V. Setting the vision: Brainstorming Exercise / Discussion. Facilitated by John Marcello.

Association representatives developed responses to complete the following sentence which is designed to **define** this collaborative working relationship:

- An integrated food safety system that effectively leverages Association services to enhance retail food protection is one that:

(Colored groupings reflect Association representatives' efforts to identify common themes)

Responses
Stays relevant with current food safety risks, science and technology. (CFP)
Able to address emerging issues quickly (AFDO)
Dynamic flexibility (AFDO)
Ongoing review of science (NEHA)
Unified focus on industry issues (CFP)
Recognizes/uses/builds upon strengths of each Association to address food safety issues. (FDA)
Works together (NEHA)
Draws on the strengths within each Association (CFP)
Retail stakeholders collaborate well e.g., federal SLTTT, industry, etc. (NACCHO)
Mechanism for all stakeholder involvement [all retail stakeholders – industry and regulatory, consumers, academia] (CFP)
Best practices at all levels of regulatory oversight (NACCHO)
Joint Strategic Goal Setting (AFDO).
Seeks and supports common shared goals and objectives to protect public health
Specific Goals and roles (NEHA)
Has a shared vision on reducing FBI through reductions of risk factors (FDA)
Focuses on priorities based on illness reduction.
Promotes and supports state and local RFP programs to voluntarily adopt the most recent version of the model code and voluntarily enrolling and conforming to the most recent version of the REGULATORY PROGRAM STANDARDS. (NACCHO)
Resources and partnerships to promote (Food Code and REGULATORY PROGRAM STANDARDS) (NACCHO)
Has minimum [training] competencies (NEHA). Elaborated on this – people gained certain knowledge to accomplish their work.
Promotes/provides quality education and certification
A knowledgeable workforce that results in behavior change (FDA)
Innovation – Looks for new and/or creative solutions and ways to meet our vision (include IT)
Utilizes IT to efficiently achieve goals (AFDO)
Common IT/data connection platforms/systems amongst all stakeholders (FDA)
Infrastructure for data sharing and providing current Info (CFP)


Association representatives developed responses to complete the following sentence which is designed to **identify the infrastructure / resources** needed for this collaborative working relationship:

- An integrated food safety system that effectively leverages Association services to enhance retail food protection is one that has:

Responses
Specific goals and roles (NEHA)
Collaborative consistent communication (AFDO)
Deliverables (FDA)
Metrics to measure success (FDA)
Incorporates process improvement (AFDO)
An Evaluation Component (NEHA)

Association representatives developed responses to complete the following sentence which is designed to **identify outcomes** that this collaboration seeks to achieve:

- An integrated food safety system that effectively leverages Association services to enhance retail food protection is one that results in:

Responses
Common Theme – Collaboration

Better partnerships and collaboration (FDA)
Relationships fostering the “proactive and preventive” rather than “reactive” approach (CFP)
Effective, sustainable improvements and enhancements to food safety (end to end results) (CFP)
Sharing data across Associations (NEHA)
Common Theme – Retail Food Program Metrics
Increase number of SLTT risk factor studies and analyses
Improved applications of intervention strategies [beyond traditional inspectional approach] (FDA) (look at refining this for clarity) (FDA)
Increase standards conformance
Increase percentage of jurisdictions with current Self-Assessments
Nation-wide base of knowledgeable, well-trained inspectors conducting quality related inspections focused on reducing risk factors (NACCHO)
Identify ways to measure multiplier effect of standardization
Promote adoption of most recent version of the Food Code
Common Theme – Public Health Impact
Decrease in FBI risk factors (and foodborne illnesses) (NEHA)
Reduction in foodborne illnesses (AFDO)
A safer food safety supply (FDA)
Measurable outcomes that protect consumers from foodborne illness [tie with 2030 Health People goals] (CFP)
Has a shared vision of reducing FBI through the reduction of risk factors
Focus on priorities based on illness reductions
Ongoing review of science
Stay relevant with current food safety risk, science and technology
Common Theme – Quality Improvement / Uniformity
A consistent, current, and uniform retail food safety program among states and localities. (NACCHO)
Continuous quality improvement (among retail food programs (NACCHO)
Uniformity [regulatory and industry - framework] (NEHA)
Providing timely info and resources to retail food programs (AFDO)

VI. Establishing a Strategic Direction for the Association Collaboration

Focusing on the Outcomes brainstorming session the Association representatives selected the following responses as the foundation for establishing a strategic direction for the Association collaboration:

- Reduction of Foodborne Illness
- Reduction of Foodborne Illnesses through the reduction of risk factors

VII. Grouping responses from all three brainstorming sessions under common themes

Using the categories identified for the Outcomes session, the Association representatives conducted a review of the responses provided for the defining and infrastructure sessions to assess the degree of synergy and consistency in responses.

Responses placed under Common Theme Group Vote in parenthesize reflects representative assessment of outcome priorities
Category – COLLABORATION
Better partnerships and collaboration (FDA)
Relationships fostering the “proactive and preventive” rather than “reactive” approach (CFP)
Effective, sustainable improvements and enhancements to food safety (end to end results) (CFP)
Sharing data across Associations (NEHA)
Listing of items from the defining and infrastructure that support COLLABORATION
Infrastructure for data sharing and providing current info
Utilizes IT to efficiently achieve goals
Common IT/data connections/platforms/systems amongst all stakeholders
Dynamic flexibility
Draws on strengths of Associations
Collaborative consistent communications
Innovation – looks for new and/or creative solutions and ways to meet our vision
Resources and partnerships to promote (Food Code and REGULATORY PROGRAM STANDARDS)
Seeks and supports common shared goals and objectives to protect public health
Able to address emerging issues quickly
Works together
Incorporates process improvements
Specific goals and roles
Joint strategic goal setting
Retail FS stakeholders collaborate well – federal, SLTT, industry, etc.
Mechanism for all stakeholder involvement
Recognizes/uses/builds upon strengths of each Association to address food safety issues
Unified focus on industry issues
Deliverables

Retail Food Program Metrics
Increase number of SLTT risk factor studies and analyses
Improved applications of intervention strategies [beyond traditional inspectional approach] (FDA) (look at refining this for clarity) (FDA)
Increase standards conformance
Increase percentage of jurisdictions with current Self-Assessments
Nation-wide base of knowledgeable, well-trained inspectors conducting quality related inspections focused on reducing risk factors (NACCHO)
Identify way to measure multiplier effect of standardization
Promote adoption of recent Food Code
Listing of items from the defining and infrastructure that support Retail Food PROGRAM METRICS
Requires minimum competencies (training)
A knowledgeable workforce that results in behavioral change
Promotes /provides quality education and certifications
Promotes and supports state and local RFP programs to voluntarily adopt the most recent version of the model Food Code and voluntarily enroll and conform to the most recent version of the REGULATORY PROGRAM STANDARDS
An Evaluation component
PUBLIC HEALTH IMPACT
Decrease in FBI risk factors (and foodborne illnesses) (NEHA)
Reduction in foodborne illnesses (AFDO)
A safer food safety supply (FDA)
Measurable outcomes that protect consumers from foodborne illness [tie with Healthy People 2030 goals] (CFP)
Has a shared vision of reducing FBI through the reduction of risk factors
Focus on priorities based on illness reductions
Ongoing review of science
Stay relevant with current food safety risk, science and technology
QUALITY IMPROVEMENT / UNIFORMITY
A consistent, current and uniform retail food safety program among states and localities. (NACCHO)
Continuous quality improvement (among retail food programs) (NACCHO)
Uniformity [regulatory and industry - framework] (NEHA)
Providing timely info and resources to retail food programs (AFDO)

VIII. Situational Assessment – Identify Current Collaborative Effort to Achieve Strategic Direction – Facilitated Session by John Marcello

(Note: Color coded Around Common Themes Identified by Association Representatives)

Responses
COMPETENT WORKFORCE
Retail Food training (largely with NEHA; AFDO; and FDA) (CFP) (Includes GenEd, ICD, etc.)
National curriculum standards development with NEHA and AFDO (FDA)
Webinars (NACCHO and FDA and other Associations) (NACCHO)
RETAIL FOOD PROGRAM STANDARDS
Retail Standards (NEHA/NACCHO, NEHA/FDA, AFDO/NACCHO) (NEHA) [Success in place]
Promotion of the REGULATORY PROGRAM STANDARDS funding opportunities (NACCHO, FDA, AFDO)
Working with CFP on retail alliance (AFDO)
Program Stds Committee and Retail Program Standards (CFP)
FDA Retail Program Standards Grant (AFDO)
INFORMATION SHARING
CIFOR NEHA/NACCHO/AFDO and industry (NEHA)
Connecting the dots between CIFOR, REGULATORY PROGRAM STANDARDS, Accreditation (NACCHO)
Conference Updates by/for partner Associations (CFP)
MOUs with AFDO, FDA, NACCHO (NACCHO in progress) (CFP)
COLLABORATIVE FORUMS
FDA utilization of the CFP process for Food Code and REGULATORY PROGRAM STANDARDS revisions [forum] (CFP)
Collaborate with CFP on pre-CFP retail food session [forum] (AFDO)
Co-planning/co-host retail track at conferences, NEHA, NACCHO, AFDO (FDA)
CFP committees and councils NEHA/CFP (NEHA)

IX. Situational Assessment – Identify Collaborative Initiatives That Could be Done to Achieve Strategic Direction – Facilitated Session by John Marcello

Responses
INFORMATION SHARING
Develop a consistent way to share Info (AFDO) (ST) Clarification of Response: Develop a way to share information <ul style="list-style-type: none"> • Establish a data sharing mechanism • Build concept to share info • Develop network of communication officers and provide external comms.
Establish data sharing mechanisms. Clarification of Response: Identify strategy to promote and connect available resources <ul style="list-style-type: none"> • Location • Easily assessible • [retail consortium]
Building out a concept to share information (pilot – short term, refined to improve for long term) Clarification of Response: Issue joint recommendations on emerging issues (NEHA) (ST)
Coordinate available resources [technical and information] (NACCHO)
DATA MINING
Develop a way to track how many individuals are standardized (ST)
Conduct data inventory and assessment collection (NEHA) (ST)
Collect info on the number of retail food inspectors and regulatory retail food agencies (AFDO) (ST)
Data on SLTT who have conducted a risk factor study (ST)
Data for trained individuals (ST)
CRITERIA FOR SETTING PRIORITIES
Establish Retail Association Charter to take back to individual Association for adoption or awareness (mutually beneficial) (ST)
Establish the criteria to assess when a key action goes forward to the strategic plan <ul style="list-style-type: none"> • Prioritize key joint projects • Identify and promote best practices. • Determine availability of resources within Associations

CRITERIA FOR SETTING PRIORITIES (Continued)
<p>Prioritize key joint projects to more efficiently utilizes Association resources (CFP) (ST)</p> <p>Clarification of Response: Establish and define Meaningful and/or consistent metrics to illustrate impact</p> <ul style="list-style-type: none"> • Conduct data assessment • Develop way to track how many individuals are standardized (metric) • Collect information on the number of retail food inspectors and regulatory retail food protection agencies
Identify [inventory] and [existing] best practices that can be promoted by all Associations (AFDO)
Develop a network of communication officers and coordinators to provide external communications (AFDO)
Develop national, integrated strategy for providing technical assistance to jurisdictions regarding Food Code adoption and implementation. (ref. REGULATORY PROGRAM STANDARDS).
EQUITABLE OUTREACH
Develop ways to provide/help with funding to jurisdictions that need the assistance the most. (NACCHO) [expand the outreach for awareness] (ST)
RESEARCH
Assess barriers [ref. NACCHO Research] to program standards enrollment and progress. (FDA) (ST). Identify support systems to assist jurisdictions.
Assess application of risk-based inspections by SLTT (FDA) (ST)
<ul style="list-style-type: none"> • ID what exists, fill gaps if needed • ID barriers
Conduct field testing of regulatory intervention strategies with evaluation criteria (FDA)
Conduct field testing of industry intervention strategies with evaluation criteria (FDA)
THINGS YOU WANT TO DEVELOP
Provide support (e.g., buy in, resources) to adopt Food Code and REGULATORY PROGRAM STANDARDS [implementation process, sustainability, focus on the behavioral changes] (AFDO) (NACCHO) (ST)
<p>Clarification of Response: Provide support to adopt Food Code</p> <ul style="list-style-type: none"> • Toolkit for adoption • Implementation tool box • Sustainability
<p>Infographic on benefits of REGULATORY PROGRAM STANDARDS enrollment and progress with REGULATORY PROGRAM STANDARDS benefits and activities (CFP)</p> <p style="color: red;">Recommended to remove - Infographic on benefits of REGULATORY PROGRAM STANDARDS enrollment and progress with REGULATORY PROGRAM STANDARDS benefits and activities (CFP). Reference that this will be completed by Thanksgiving and will be promoted</p>
Develop a Story Brand (FDA)
Celebrate successes of SLTT retail food programs (AFDO)

X. Short Term Organizational Tasks target to be completed within 12-18 months

These 3 Short Term Tasks are immediate goals (Must have)
Establish Retail Association "Charter" [Use of the term "Charter" may be to formal --- group settled on Operational Structure] to take back to individual Associations for adoption or awareness (mutually beneficial) (ST)
Establish the criteria to assess when a key action goes forward to the strategic plan <ul style="list-style-type: none">• Prioritize key joint projects• Identify and promote best practices.• Determine availability of resources within Associations
Establish and define meaningful and/or consistent metrics to illustrate impact (to be driven by research of items pertinent to overall strategic direction) <ul style="list-style-type: none">• Conduct data assessment• Develop way to track how many individuals are standardized (metric)• Collect information on number of retail food inspectors; retail food inspections; and regulatory retail food protection agencies

Thursday, June 6, 2019

Attending:

- AFDO: Steve Mandernach, Natalie Adan
- CFP: Brenda Bacon, David Lawrence
- NACCHO: Amy Chang, Jennifer Li
- NEHA: Vince Radke, Eric Bradley
- FDA – CFSAN: Glenda Lewis, Mary Cartagena, Girvin Liggans
- FDA – OSCP: Laurie Farmer, Elizabeth O’Malley, Chris Smith, Kim Destromp
- FDA – OP: Alan Tart, Tim Weigner, Eric Smith (Admin support)
- FDA – OTED: Jim Fear
- Meeting Facilitator: John Marcello

XI. Process of Selecting Short-Term Project Priorities

Association representatives conducted a series of voting processes to determine short term project priorities

Initial suggestions were provided by each Association. If possible and based on evaluation of like items and groupings, redefined language was offered. A group vote was conducted on the revised language recommendations to identify recommended tasks to move forward. (Grouped by Category)

Short Term Tasks (Recommended Tasks from Day 2 for Day 3 Discussion)	6/5/19 Group vote	6/6/19 Group vote
Provide support to adopt Food Code [Note: The Food Code serves as the strong foundational need for the interventions/controls for the risks] <ul style="list-style-type: none">• Toolkit for adoption• Implementation tool box• Sustainability	4	4
Identify strategy to promote and connect available resources <ul style="list-style-type: none">• Location• Easily assessable• [retail consortium]	3	
Develop a way to share information [with all stakeholders] <ul style="list-style-type: none">• Establish data sharing mechanism• Build concept to share info• Develop network of communication officers and provide external comms.	3	3

Short Term Tasks (Recommended Tasks from Day 2 for Day 3 Discussion – Continued)	6/5/19 Group vote	6/6/19 Group vote
Develop national, integrated, strategy for providing technical assistance to jurisdictions related to adoption and implementation of the Food Code (ref. REGULATORY PROGRAM STANDARDS). Rewritten to read – Building on FDA Strategy, develop national, integrated strategy to provide “multiplier effect” for Retail program standards technical assistance. <ul style="list-style-type: none"> Assess barriers [ref. NACCHO Research] to identify support systems for program standards enrollment and progress. [Note: Recommend this becomes a subset of, “Develop national, integrated strategy...”] 	3	2
Assess barriers [ref. NACCHO Research] to for program standards enrollment and progress. Identify support systems for jurisdictions. [Note: Recommended this becomes a subset of the above, “Develop national, integrated strategy...”]	1	1
Assess application of risk-based inspections by SLTT [Note: This could be part of a long-term action plan] <ul style="list-style-type: none"> ID what exists, fill gaps if needed ID barriers [Note: Discussion on the need to work on this in conjunction with the other priorities to keep the momentum of the program standards]	1	

Parking Lot:

- Industry involvement – already in place through CFP

XII. Establishment of Workgroups for Short-term priorities with Action Plans and Time Lines

1) Development of Communication Tool for this Association Collaboration

ACTION ITEM – Communication Workgroup: Develop an initial communication tool (Responses to Association Purpose) as part of the Organizational Structure Action Plan based on the 6 questions provided by Alan Tart.

- Why do we exist?
- How do we behave?
- What do we do?
- How will we succeed? How do we measure?
- What is important right now (immediate need)?
- Who must do what?

Workgroup members: Steve Mandernach (AFDO) – Work Group Lead, David Lawrence (CFP), Amy Chang (NACCHO), Vince Radke (NEHA), and Chris Smith (FDA).

NOTE: Work Group Leads are responsible for scheduling web ex meetings and/or conference calls with their work group members to review deliverables and ensure adherence with meeting time lines in the action plan. If work group leads need assistance with scheduling calls or achieving their deliverables, they should notify John Marcello.

Timeline for Action Item:

- 1st Strawman of communication tool developed by **August 19, 2019.**
- Review by Association representatives completed by **Sept 1, 2019.**
- Revised 2nd draft completed by **Sept 16, 2019.**
- Final review by Association representatives completed by **Sept 30, 2019.**
- Final communication tool ready for distribution by **October 15, 2019**

2) Develop the Organizational Structure for the Retail Food Association Collaboration

ACTION ITEM – Organizational Structure Workgroup: Develop recommendations for organizational structure. Reference notes from the Association representatives brainstorming session on the structure and scope of future engagement that are contained in **Section IV of these Meeting Minutes - *Establishing the Structure and Scope of Future Engagement.***

Workgroup members: Steve Mandernach (AFDO) – Work Group Lead, Vince Radke (NEHA), David Lawrence (CFP), Amy Chang (NACCHO), Chris Smith (FDA).

Timeline for Action Item:

- Need consensus (feedback from Association representatives on the items listed in Section IV. of these minutes) on rules of engagement: **August 19, 2019.**
- Draft Operational Document sent to Association members by **November 15, 2019.**
- Draft comments due by Association members by **December 5, 2019.**
- Revised draft sent to group by **December 12, 2019.**
- Draft comments by Association members due by **December 17, 2019.**
- Final by **December 23, 2019.**

3) Develop Tools to Promote Adoption and Implementation of the Food Code

ACTION ITEM – Support Food Code Adoption Workgroup: Provide support to adopt Food Code [Note: The Food Code serves as the strong foundational need for the interventions/controls for the risks]:

- Toolkit for adoption
- Implementation tool box
- Sustainability

Workgroup members: Brenda Bacon (CFP) – Work Group Lead, Vince Radke (NEHA) Steve Moris (AFDO), Jennifer Li (NACCHO), and Glenda Lewis (FDA).

Timeline for Action Item:

- Review what the Associations have already developed – Define the components of a Food Code adoption tool kit. **Call on June 24, 2019**
- Complete inventory of Food Code adoption tools that exist: **August 5, 2019**
- Complete gap analysis of inventory to determine tools that may need to be developed: **September 2, 2019**
- Complete an action plan for next steps to bring to the Association representatives by **October 15, 2018**
- Review Action Plan with Association representatives during the **October 18, 2019** web ex meeting

XIII. Additional Action Items for Association Representatives

ACTION ITEM: Research the impact of the Federal Advisory Committee Act (FACA) on the scope of future engagement of Associations collaboration. **Alan Tart** will initiate research within the Office of Partnership and report back to the work group during the Associations **September 6, 2019** web ex meeting.

ACTION ITEM: Develop a one-page summary of the completed Retail Food Association Summit Meeting. Areas to be addressed in the summary include:

- Identified areas for potential consideration and prioritized them.
- Established strategic goals.
- Identified current collaborations
- Brainstormed and prioritized areas for future collaborations
- Developed actions plans and timelines for top priorities.
- Long-term commitment made by the Associations to support this initiative
- Establishment of a portal for sharing information between Association representatives and location for Association activities (presentations, meeting minutes, workgroup activities, etc.)

Time Weigner will draft the summary for review by **June 12, 2019**.

UPDATE ON STATUS OF ACTION ITEM - COMPLETED: One-page summary has been developed and is posted on the Retail Food Association’s FoodSHIELD site.

ACTION ITEM - Association Membership: Association representatives are comfortable with current membership but recognize this may be expanded in the future. Recommendation and consensus by Associations representatives to bring CDC in as an advisor for providing support, (particularly around behavioral modification), to the current tasks. **Vince Radke** will contact the Center for Disease Control and Prevention to offer an invitation to Dr. Laura Brown.

UPDATE ON STATUS OF ACTION ITEM: Vince has contacted Dr. Brown who has expressed interest as serving as an advisor to the Association Work Group. Dr. Brown will need a letter from an Association representative outlining the purpose for her participation and the expected time commitment. John has requested an FDA Association representative draft a letter to meet Dr. Brown's request. **Invitation letter to be sent to Dr. Brown by June 28, 2019.**

ACTION ITEM – Association representatives agreed to have web ex meeting scheduled for:

- **Friday, September 6, 2019, from 11:00AM – 12:30PM ET (90 minutes)**
- **Friday, October 18, 2019 from 11:00AM -12:30PM ET (90 minutes)**

John Marcello will set up the Outlook Web Ex Meetings – **STATUS COMPLETED.**

Thirty (30) days prior to each Web Ex meeting, John Marcello will send out a draft agenda for the web ex meeting for review and comment from Association members. Final agendas for each web ex meeting will be sent to Association representatives two weeks prior to the meeting date.

- **For the Friday, September 6, 2019 Web Ex:**
 - Draft Agenda to be sent to Association representatives by **Tuesday, August 6, 2019**
 - Final Agenda to be distributed to Association representatives by **Friday, August 23, 2019**
- **For the Friday, October 18, 2019 Web Ex:**
 - Draft Agenda to be sent to Association representatives by **Wednesday, September 18, 2019**
 - Final Agenda to be distributed to Association representatives by **Friday, October 4, 2019**

Discussion on the need for a Continual Operational Plan to keep the project moving forward.

ACTION ITEM: Association representatives to assess their organizations ability to support their attendance at two F-2-F meeting in calendar year 2020. Feasibility for these F-2-F meetings will be reviewed as an agenda item during the scheduled Sept and Oct web ex meetings.

XIV. Preliminary discussion regarding Project Management for the Association Work Group

Discussion on Project Management Options:

- AFDO offered a recommendation (John Tilden at MSU)
- FDA offered setting the foundation for the group, and the group identifying process for carrying forward. **John Marcello** will continue to serve as project manager for the Association Work Group until a final decision has been determined.

XV. Collective closing input from all Association participants:

- Recognition that this is the first time to formalize this concept
- Understanding/hearing all the Associations and their niches.

- Listening to each other and focusing on the same direction
- Recognition of the process used as the model process. How quickly we reached consensus.
- Building and strengthening the trust that we have for each other.
- Great learning experience.
- Passionate within the individuals.
- Building on the multiplier effect.

Retail Food Association Summit Meeting Minutes Respectfully Submitted By:
Tim Weigner and John Marcello

Attachment A

Retail Food Association Collaboration – Chronological Summary of Action Items

 Action items for Communication WG
 Action items for the Organizational Structure WG
 Action Items for Food Code Adoption WG

 Action Items Require Review by ALL Association Representatives – highlighted under Lead Person column

Completion Date	Task	Lead Person(s)	Work Group	Status	Issues/Support Needs
June 10, 2019	Schedule and Send Out Web Ex Meeting Invitations to All Association Representatives for Sept.6 th and October 18 th	John M		COMPLETED	
June 12, 2019	Complete an Executive Summary of the F-2-F Summit meeting that can be distributed to Association representatives	Tim Weigner		COMPLETED Posted on FoodSHIELD	
June 21, 2019	Complete the comprehensive DRAFT Summit Meeting Minutes and distributed to Association representatives for review and comment	John Marcello Tim Weigner		COMPLETED	
June 21, 2019	Extend invitation to Dr. Laura Brown (CDC) to serve as an advisor to the Association Summit Work Group	Vince R.		COMPLETED	
June 24, 2019	Define the Components of Food Code Adoption Tool Kit – WG Call	Brenda B	Food Code Adoption Tool Kit		
June 28, 2019	Send Invitation Letter to Dr. Laura Brown to serve as a CDC advisor to the Association Work Group	John M.	John Marcello	COMPLETED	
June 30, 2019	Establish an Information Sharing Portal on FoodSHIELD for Association Representatives	Tim W.		COMPLETED	
July 16, 2019	Association Work GroupS Meet and Work Group Member Assignments Are in Place	Steve M. Brenda B.	* Communication * Organization Structure * Food Code Adoption Tools		
July 23, 2019	Complete initial research on potential impacts of the Federal Advisory Committee Act (FACA) on the Retail Food Association structure and collaborative efforts	Alan T			
Aug. 5, 2019	Complete inventory of Food Code Adoption Tools that Exist	Brenda B	Food Code Adoption Tool Kit		
Aug. 6, 2019	Draft Agenda for Sept 6 th Web Ex Meeting sent to Association Members for Review and Feedback on items they want placed on the agenda for discussion	John M			
Aug. 19, 2019	Need consensus feedback from Association representatives on rules of engagement – Section IV – Comprehensive Meeting Minutes	Steve M.	Organization Structure		
Aug. 19, 2019	First Draft (Strawman) of Communication Tool to be completed and sent to Association reps review and comment	Steve M	Communication Tool		
Aug. 23, 2019	Final Draft Agenda for Sept 6 th Web Ex sent to Association representatives	John M			

Attachment A

Retail Food Association Collaboration – Chronological Summary of Action Items

Action items for Communication WG
 Action items for the Organizational Structure WG
 Action Items for Food Code Adoption WG

Action Items Require Review by ALL Association Representatives – highlighted under Lead Person column

Completion Date	Task	Lead Person(s)	Work Group	Status	Issues/Support Needs
Sept. 3, 2019	Complete gap analysis of inventory to determine Food Code Adoption tools That may need to be developed	Brenda B.	Food Code Adoption Tool Kit		
Sept. 3, 2019	Comments on the Draft Communication Tool due to Steve M.	ALL Association Representatives	Communication Tool		
Sept 6, 2019	Association Representatives Web Ex Meeting	ALL Association Representatives	John M. to Organize Agenda and Facilitate		
Sept. 16, 2019	Revised 2 nd Draft of Communication Tool completed and sent to Association Representatives for review and comment	Steve M	Communication Tool		
Sept. 18, 2019	Draft Agenda for Oct 18 th Web Ex Meeting sent to Association Members for Review and Feedback on items they want placed on the agenda for discussion	John M			
Sept. 30, 2019	Final review of Communication Tool completed – comments to Steve M.	ALL Association Representatives	Communication Tool		
Oct. 4, 2019	Final Draft Agenda for Sept 6 th Web Ex sent to Association representatives	John M			
Oct. 15, 2019	Submit action plan for Food Code Adoption Tool Kit Work Group to John To be presented during the Association 10-18-19, Web Ex Meeting	Brenda B.	Food Code Adoption Tool Kit		
Oct. 15, 2019	Association Communication Tool Finalized and Ready for Distribution	Steve M	Communication Tool		
Oct. 18, 2019	Association Representatives Web Ex Meeting	ALL Association Representatives	John M to organize agenda and facilitate		
Nov. 15, 2019	Draft Operational Document sent to Association representatives for review and comment	Steve M.	Organization Structure		
Dec. 5, 2019	Comments on Draft Operational Document due to Steve M	ALL Association Representatives	Organization Structure		
Dec. 12, 2019	Revised Draft Operational Document sent to Association Representatives for comment	Steve M.	Organization Structure		
Dec. 17, 2019	Comments on the Revised Operation Document due to Steve M	ALL Association Representatives	Organization Structure		
Dec. 23, 2019	Final Operation Document to be in place	Steve M.	Organization Structure		

Attachment B

Retail Food Associations Collaboration

COMMUNICATION TOOL WORK GROUP – ACTION PLAN

Completion Date	Task	Lead Person(s)	Work Group	Status	Issues/Support Needs
July 16, 2019	Association Work Groups Meet and Member Assignments Are in Place	Steve M. Brenda B.	* Communication * Organization Structure * Food Code Adoption Tools		
Aug. 19, 2019	First Draft (Strawman) of Communication Tool to be completed and sent to Association representatives for review and comment	Steve M	Communication Tool		
Sept. 3, 2019	Comments on the Draft Communication Tool due to Steve M.	ALL Association Representatives	Communication Tool		
Sept 6, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M. to Organize Agenda and Facilitate		
Sept. 16, 2019	Revised 2 nd Draft of Communication Tool completed and sent to Association Representatives for review and comment	Steve M	Communication Tool		
Sept. 30, 2019	Final review of Communication Tool completed – comments to Steve M.	ALL Association Representatives	Communication Tool		
Oct. 15, 2019	Association Communication Tool Finalized and Ready for Distribution	Steve M	Communication Tool		
Oct. 18, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M to organize agenda and facilitate		

Attachment C

Retail Food Associations Collaboration

ORGANIZATIONAL STRUCTURE WORK GROUP – ACTION PLAN

Completion Date	Task	Lead Person(s)	Work Group	Status	Issues/Support Needs
July 16, 2019	Association Work Groups Meet and Member Assignments Are in Place	Steve M. Brenda B.	* Communication * Organization Structure * Food Code Adoption Tools		
Aug. 19, 2019	Need consensus feedback from Association representatives on rules of engagement – Section IV – Comprehensive Meeting Minutes	Steve M.	Organization Structure		
Sept 6, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M. to Organize Agenda and Facilitate		
Oct. 18, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M to organize agenda and facilitate		
Nov. 15, 2019	Draft Operational Document sent to Association representatives for review and comment.	Steve M.	Organization Structure		
Dec. 5, 2019	Comments on Draft Operational Document due to Steve M	ALL Association Representatives	Organization Structure		
Dec. 12, 2019	Revised Draft Operational Document sent to Association Representatives for comment	Steve M.	Organization Structure		
Dec. 17, 2019	Comments on the Revised Operation Document due to Steve M	ALL Association Representatives	Organization Structure		
Dec. 23, 2019	Final Operation Document to be in place	Steve M.	Organization Structure		

Attachment D

Retail Food Associations Collaboration

Food Code Adoption and Implementation Work Group – ACTION PLAN

Completion Date	Task	Lead Person(s)	Work Group	Status	Issues/Support Needs
June 24, 2019	Define the Components of Food Code Adoption Tool Kit – WG Call	Brenda B	Food Code Adoption Tool Kit		
July 16, 2019	Association Work Groups Meet and Member Assignments Are in Place	Steve M. Brenda B.	* Communication * Organization Structure * Food Code Adoption Tools		
Aug. 5, 2019	Complete inventory of Food Code Adoption Tools that Exist	Brenda B	Food Code Adoption Tool Kit		
Sept. 3, 2019	Complete gap analysis of inventory to determine Food Code Adoption tools that may need to be developed	Brenda B.	Food Code Adoption Tool Kit		
Sept 6, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M. to Organize Agenda and Facilitate		
Oct. 15, 2019	Submit action plan for Food Code Adoption Tool Kit Work Group to John To be presented during the Association 10-18-19, Web Ex Meeting	Brenda B.	Food Code Adoption Tool Kit		
Oct. 18, 2019	Association Representatives Web Ex Meeting – Work Groups Report Out Progress / Status	ALL Association Representatives	John M to organize agenda and facilitate		