

**Retail Food Safety Regulatory Association Collaborative
Web Ex Meeting
Friday, August 28, 2020
DRAFT Meeting Minutes**

I. Attendees:

AFDO: Steve Mandernach, Natalie Adan, Steve Moris
CFP: David McSwane, David Lawrence
NEHA: David Dyjack, Laura Wildey, Rance Baker
NACCHO: Chelsea Gridley-Smith, Jennifer Li, Amy Chang
FDA: Glenda Lewis, Laurie Farmer

Unable to Participate

CFP: Brenda Bacon
CDC: Laura Brown

FDA Component Representation

FDA/OP: Alan Tart, Tim Weigner
FDA/OTED: John Stoll
FDA/OSCP: Chris Smith, Liz O'Malley, Kim Destromp, Tressa Madden (On Detail)
FDA/CFSAN: Mary Cartagena

Guests

Anu Varma – NACCHO
Doug Farquhar – NEHA
Terryn Laird - NEHA

Meeting Facilitator: FDA/OSCP: John Marcello

II. DRAFT Minutes from the Association Collaborative May 15, 2020 Web Ex Meeting

Association Collaborative Members indicated that the May 15, 2020 Web Ex Meeting Minutes were ready to post as final on the Association Collaborative FoodShield Work Group site.

ACTION ITEM: John will post the May 15, 2020 minutes as final on the FoodShield Work Group web site. COMPLETED

III. Status of Action Items from the Association Collaborative Work Group Initiatives

1. **Development of the Food Code Adoption Tool Kit - Distribution of Interview Questionnaire and Assignment of State contacts to the Association Members – Brenda Bacon.**
2. **Progress with development of strategic messaging to facilitate Food Code adoptions at the State level. – Steve Mandernach.**
3. **Progress with developing an Association Communication strategy for the Collaborative – Steve Mandernach.**

1. Development of a Food Code Adoption Tool Kit – Work Group Action Plan

Status report provided by Laura Wildey on behalf of the Work Group

- 10 responses to the Survey Monkey Food Code Success stories interview questionnaire have been received. Work Group was hoping for a greater response. Recognition that the questionnaire is lengthy which might be a disincentive for interviewees to complete and submit. Will continue with the process for a few more weeks.
- Update contacts have been provided to the Work Group from FDA. Survey Monkey will be sent to these new contacts.
- Work Group Members will be assigned a list of contacts who have been sent the survey to follow up with – this will take a few weeks to complete.
- Target date for completion of the Food Code Adoption Tool Kit is still the end of this Calendar year – December 2020.

ACTION ITEM: Laura Wildey will work with Brenda Bacon to review and update the Food Code Adoption Tool Kit Action Plan provided below. (NOTE: Please revise as needed from the yellow highlighted row to the end of the action plan as needed). Adjust target dates to reflect current expectations on completion dates. Add any additional steps / task that need to be included in the plan to ensure the Food Code Adoption Tool Kit is ready by the end of this calendar year. Revised work group action plan to be submitted to John M. by Monday, September 14, 2020

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Brenda Bacon will send John her FC Adoption questionnaire – John will distribute to Collaborative Members	Brenda Bacon; John Marcello	Monday, Feb. 3, 2020	COMPLETED 02-03-2020
Mary Cartagena to provide list of adoption by various formats (send to John) by next Feb 7th. John send to Collaborative who will then develop their contact priorities by	Mary Cartagena; John Marcello	Friday, Feb. 7, 2020	COMPLETED 02-07-2020
The AFDO; CFP; NEHA; and NACCHO Collaborative Members provide SLTT regulatory retail food program contacts that could provide success stories on Food Code Adoptions back to the FC Adoption WG	Steve Mandernach (AFDO) Brenda Bacon (CFP) Amy Change (NACCHO) Vince Radke (NEHA)	Friday, Feb. 14, 2020.	COMPLETED

1. Development of a Food Code Adoption Tool Kit – Work Group Action Plan (continued)

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
<p>CDC to review their agency’s currant status on a position paper supporting uniform adoption of the Food Code – Provide update to the Collaborative,</p>	<p>Laura Brown (CDC)</p>	<p>Friday, May 15, 2020 as part of Collaborative Web Ex Meeting Agenda</p>	<p>COMPLETED 1) For 2021: CDC leadership supports the idea of CDC signing a joint letter supporting Food Code adoption. Will pursue this letter for the 2021 version of the Food Code. 2) For the immediate future: Dr. Brown is working with CDC’s comms and policy staff on a document that summarizes scientific evidence linking Food Code provisions to public health and that states that CDC supports Food Code adoption. Look for opportunities to include in Tool Kit.</p>

1. Development of a Food Code Adoption Tool Kit – Work Group Action Plan (continued)

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
To avoid duplication with contacting jurisdictions the Food Code Adoption Work Group identifies the list of contacts for each of the Collaborative Members.	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, June 5, 2020	COMPLETED
Collaborative Members (AFDO; CFP; NEHA; NACCHO) to send cover email and complete follow up phone calls with their assigned contacts using the FC Adoption Tool Kit questionnaire to solicit success stories, challenges and how they overcome the challenges., the “WHY”, and the lessons learned. Need 5-6 examples of each of these. Completed questions to be submitted to Brenda Bacon	Steve Mandernach (AFDO) Brenda Bacon (CFP) Amy Chang (NACCHO) Laura Wildey (NEHA)	Friday, July 31, 2020	In Progress 10 Responses to the Survey Monkey Interview have been received as of 8-28-20 – Plan to continue process and send to updated contacts
Food Code Adoption Work Group incorporates success stories obtained through the interview process into the toolkit	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, Sept 4, 2020	
Food Code Adoption Tool Kit Work Group will be share draft tool kit to the larger group to solicit input and feedback. Organizations the Collaborative has identified to target the review of the tool kit include: Local Environmental Health Agency Representation (home rule); NCSL; ASTHO; Industry Participation (FMI; NCCR; NRA, CVA); Convenience Stores Representation; NASDA; Assoc Collaborative – 1 Rep from each Member; FSIS; STOP	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	WG will provide draft by Friday, Oct 9, 2020	
Retail Food Safety Regulatory Association Collaborative will review Food Code Adoption Tool Kit and submit comments to Food Code Adoption Work Group	All Collaborative Members	Collaborative comments due by Friday Nov 6, 2020	

1. Development of a Food Code Adoption Tool Kit – Work Group Action Plan (continued)

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Food Code Adoption Tool Kit WG will have developed a foundational toolkit and a presentation to provide to collaborative members for national and regional seminars/conferences and posting on an agreed upon web site.	Food Code Adoption Tool Kit WG Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, Dec 11, 2020	

2. Communication Plan / Marketing Strategy – Food Code Adoption Work Group Action Plan

Status of the development of a communication strategy / marketing plan for the Food Code Adoption Tool Kit provided by Steve M.

- No specific progress on this initiative to report at this time.
- This initiative is being incorporated as part of the broader Association Collaborative Communication Strategy out line in Work Group 3.
- The plan is still to have a communication / marketing strategy prepared to accompany the Food Code Adoption Tool Kit by the end of the year.

ACTION ITEM: Steve M. to work with Laura W. to review and update the action plan for developing a communication / marketing strategy for the Food Code Adoption Tool Kit. (NOTE: Please revise as needed from the yellow highlighted row to the end of the action plan as needed). Adjust target dates to reflect current expectations on completion dates. Add any additional steps / task that need to be included in the plan to ensure the communication / marketing strategy for the Food Code Adoption Tool Kit is ready by the end of this calendar year. Revise work group action plan to be submitted to John M. by Monday, September 14, 2020

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Reach out to Doug Farquhar (NCSL) to initiate the call with the purpose of the Food Code Adoption Tool Kit Briefing Paper Development. Include Doug on the initial outreach for the Toolkit. Determine the components of a briefing paper that will positively resonate with state legislators to garner support for universal adoption of the Food Code	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Vince Radke (NEHA)	Call to be set up with Doug Farquhar with (NCSL) by Friday Feb. 14, 2020.	COMPLETED Call completed. Small Group Plans to meet with Doug F. at a F-2-F mtg
Based on discussions with Doug Farquhar (NEHA) initiate the drafting of the Food Code Adoption briefing paper.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)	June 15, 2020	

2. Communication Plan / Marketing Strategy – Food Code Adoption Work Group Action Plan (continued)

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Check in on Progress with meeting with Doug Farquhar (NEHA) on strategy for crafting messages to State Legislatures on Food Code Adoption,	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)	July 1, 2020	
Send out DRAFT of the Food Code Adoption briefing paper to Collaborative Members for review and comment.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Unclear on new date, perhaps July 15, 2020	
Collaborative Members to have completed their review and submitted comments to Steve Mandernach on the draft Food Code Adoption briefing paper	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)	August 15, 2020	
Food Code Adoption briefing paper to be finalized by the collaborative so it can be used in conjunction with promotion of the Food Code Adoption Tool Kit.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)		

3. Association Communication Strategy Work Group Action Plan

Status report on the Association Collaborative Communication Strategy Work Group provided by Steve M. and Laura W.

- Communication staffs from Association Collaborative Member organizations have been leading this effort.
- Work is being done on developing an Association Collaborative logo to assist with the “branding” of the messages and deliverables coming from the Collaborative efforts. Draft logo is to be presented to the Work Group some time next week for feedback.
- Suggestion made to identify one of the Association Communication staff members to lead this group.

ACTION ITEM: Steve M. will work with Laura W. and the Communication Work Group to identify a Communication representative to lead this Work Group. Steve to provide John M. the name of the designated lead for this work group by Tuesday, September 8, 2020

ACTION ITEM: Steve M. and Laura W. to collaborate with the new work group lead to review and more comprehensively develop the Association Communication Strategy Action Plan included at the top of the next page. Adjust target dates to reflect current expectations on completion dates. Add any additional steps / task that need to be included in the plan to ensure the communication / marketing strategy for the Food Code Adoption Tool Kit is ready by the end of this calendar year. Revise work group action plan to be submitted to John M. by Monday, September 14, 2020

3. Association Communication Strategy Work Group Action Plan

WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Organize Work Group to develop Association Collaborative Communication Plan – Includes each Collaborative WG Member identifying a member of their organization’s communication staff to participate as a member of the Work Group	<p>Communication Tool Kit WG Lead - Steve Mandernach (AFDO); Chris Smith (FDA), Vince Radke (NEHA), David Lawrence (CFP), Amy Chang (NACCHO)</p>	<p>Monday, Mar. 2, 2020</p>	<p>COMPLETED Association communications staff have completed web ex meeting. They are now meeting as a small group and will be putting together some beginning process documents over the next month along with the inventory of communication methods available for each association.</p>
Status of Communication WGs efforts to work with communication staffs on the development of process documents and inventory of communication methods for each Association.	<p>Communication Tool Kit WG Lead - Steve Mandernach (AFDO); Chris Smith (FDA), Laura Wildey (NEHA), David Lawrence (CFP), Amy Chang (NACCHO)</p>	<p>Friday, March 27, 2020</p>	<p>Group has met multiple times. FDA was appointed in late April. Initial call was held with a member and Stuart from FDA.</p>
Develop Communication Plan	Organization Communication Directors	<p>July 1, 2020</p>	

IV. Office of Partnership’s – Update on the Association Collaborative FOA and Status of the Retail Food Flexible Funding Model

Alan Tart provided an update on the status of the two funding opportunities.

- Association Collaborative Cooperative Agreement:
 - Three awards have issued – AFDO, NEHA, NACCHO.
 - NACCHO has a sub-award to CFP.
 - The funding for the Cooperative Agreement was planned to be \$1.5 million. An additional \$250,000 has been added to bring the total to 1.75.
 - The Kick-Off meeting for the Association Collaborative Joint Advisory Group is scheduled for Wednesday, September 2, 2020.
 - John M. has drafted a Strawman Action Plan that collates the deliverables from the three Cooperative Agreements under each of the Association Collaborative’s long-term objectives. It organizes the deliverables in chronological order. Association

Collaborative Members indicated they would be interested in reviewing the draft action plan as a potential tool for tracking the status of the deliverables in the Cooperative Agreements as they related to the Association Collaborative's long-term objectives.

- Association Collaborative Members indicated the need to clearly define the roles and distinctions between the Association Collaborative representatives and the Joint Advisory Group for the Cooperative Agreement.

ACTION ITEM: John M will distribute to the Association Collaborative Members the action plan that collates the Cooperative Agreement deliverables with the Association Collaborative long-term objectives. **COMPLETED**

ACTION ITEM: Alan Tart will draft an outline that delineates the roles of the Association Collaborative representatives vs the Cooperative Agreement Joint Advisory Group (JAG). Outline will be distributed to the Association Collaborative Members and the representative of the JAG **by Monday, August 31, 2020.**

- Retail Food Flexible Funding Model (RFFM):
 - Has been approved by FDA senior leadership.
 - Currently with the Office of Chief Counsel – Last step need before posting the announcement.
 - Plans are to post the announcement this fall and issue the award in early 2021 for the grantee to set up a sub-award program that is built around the (RFFM).
 - In the Fall of 2021, announcement would go out on availability of funding for SLTT jurisdiction to apply for based on the RFFM criteria.
 - FDA is working on a funding source for the model.

V. New Business

No New Business

VI. Summary of Action Items from Meeting

- **ACTION ITEM: John** will post the May 15, 2020 minutes as final on the FoodShield Work Group web site. **COMPLETED**
- **ACTION ITEM: John M** will distribute to the Association Collaborative Members the action plan that collates the Cooperative Agreement deliverables with the Association Collaborative long-term objectives. **COMPLETED**
- **ACTION ITEM: Alan Tart** will draft an outline that delineates the roles of the Association Collaborative Members vs the Cooperative Agreement Joint Advisory Group (JAG). Outline will be distributed to the Association Collaborative Members and the representative of the JAG **by Monday, August 31, 2020.**

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- **ACTION ITEM:** Laura Wildey will work with Brenda Bacon to review and update the Food Code Adoption Tool Kit Action Plan. (NOTE: Please revise as needed from the yellow highlighted row to the end of the action plan as needed). Adjust target dates to reflect current expectations on completion dates. Add any additional steps / task that need to be included in the plan to ensure the Food Code Adoption Tool Kit is ready by the end of this calendar year. Revise work group action plan to be submitted to John M. by **Monday, September 14, 2020.**
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VII. Next Association Collaborative Meetings:

Retail Food Safety Regulatory Association Collaborative Web Ex Meeting.	All Collaborative Members	Friday, Nov. 13, 2020, 1-2PM ET
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ACTION ITEM: John M will send out WhenIsGood meeting planner to set up the first two Association Collaborative web ex meetings in 2021. One for February, the other for May. Will focus in on Friday's @ 1PM ET. To be completed by **Wednesday, Sept 2, 2020.**

Draft Minutes Respectfully Submitted By: John Marcello