

**Retail Food Safety Regulatory Association Collaborative  
Web Ex Meeting  
Tuesday, March 31, 2020  
DRAFT Meeting Minutes**

**I. Attendees:**

CFP: David McSwane, Brenda Bacon  
NEHA: David Dyjack, Laura Wildey, Rance Baker (Guest)  
NACCHO: Amy Chang, Jennifer Li, Chelsea Gridley-Smith  
AFDO: Natalie Adan, Steve Mandernach  
FDA/OP: Tim Weigner, Alan Tart, Brett Weed (Guest)  
FDA/OTED: John Stoll, Toni Ravelli  
FDA/OSCP: Laurie Farmer, Chris Smith, Liz O'Malley, Kim Destromp  
FDA/CFSAN: Mary Cartagena  
CDC: Laura Brown

**Absent:**

CFP: David Lawrence  
NEHA: Eric Bradley  
AFDO: Steve Moris  
CFSAN: Glenda Lewis, Girvin Liggins  
OP: Wendy Campbell

**Meeting Facilitator:** FDA/OSCP: John Marcello

**II. Introduction of new NEHA representative to the Association Collaborative**

David Dyjack introduced Laura Wildey to the Association Collaborative. Laura will be replacing Vince Radke as one of the NEHA representatives. The Association Collaborative Members welcome Laura and thank Vince for all his contributions related to the formation of the Collaborative and work group initiatives.

Laura will replace Vince on the Association Collaborative work groups that he has been actively working with.

**ACTION ITEM:** John will schedule a phone appointment with Laura before the end of April to provide her an orientation on the initiatives the Association Collaborative has taken to date along with identified short- and long-term objectives.

**III. Presentation – Update on the Status of the Retail Food Flexible Funding Model (RFFM)**

An update on the status of the Retail Food Flexible Funding Model was provided by Brett Weed, Acting Branch Chief, Human and Animal Foods, Division of Partnership Investments and Agreements, FDA Office of Partnership. The PowerPoint presentation is included with these minutes. Key updates included:

- Based on a review by the Office of General Counsel, FDA's Office of Partnership will need to move the grant authority for the RFFM from the previously used Public Health Service Act to

the Food Safety Modernization Act. The Public Health Service Act grant authority (Slide 4 of the Presentation) is to be directed to research-based initiatives which is not the focus of the RFFM. The RFFM is better captured under the Food Safety Modernization Act grant authority which is intended to support food safety capacity, infrastructure, and regulatory activities (Slide 5 of the Presentation).

- The impact to previous versions of the RFFM presented to stakeholders is that the term of the grant (award) needs to be reduced from five- to a three-year term.
- The proposed management of the funding through a professional association with sub-awards, in lieu of the grants.gov system, can still be maintain if the scope of the Funding Opportunity Announcement (FOA) expands beyond the management of RFFM and sub-awards associated with it. This is a requirement of the FSMA grant authority. The FDA Joint Advisory Group working on the development of the RFFM has drafted three additional objectives that are being considered for incorporation into the FOA. The objectives below are in their preliminary stages of review and consideration (Slide 18 of the Presentation):
  - Expansion of outreach to assist underserved jurisdictions working towards continuous program improvement using the Retail Food Regulatory Program Standards criteria as a framework.
  - Development of a national tracking system to monitor Standards implementation over time and across agencies.
  - Development and implementation of standardized methods to assess State/local/tribal/territorial (SLTT) training needs and competencies.

**ACTION ITEM:** Brett indicated that FDA's Office of Partnership was interested in Association Collaborative Members input and ideas on other substantive objectives that could be considered for incorporation into the RFFM FOA. Association Collaborative Members can send their ideas and input to John by **Friday, April 17, 2020**.

#### **IV. Review Status of Action Items from the Association Collaborative – January Face-to-Face Meeting**

- Progress with reaching out to the National Council of State Legislatures – Development of strategic messaging to facilitate Food Code adoptions at the State level. Collaborative Work Group Members: Steve Mandernach (Lead), Jennifer Li, Laura Wildey (replacing Vince Radke)
  - In February, work group conducted phone meeting with Doug Farquhar, National Council of State Legislators to outline the Association Collaborative Objective. Doug has subsequently taken a position with the National Environmental Health Association.
  - During this web ex meeting David Dyjack indicated his support for this group to continue consulting with Doug on drafting State Legislator messaging that would facilitate adoption of the Food Code at the State Level.

**ACTION ITEM:** Steve M. will contact Doug F. and set up time for the work group to discuss next steps in drafting messaging for State Legislators. Steve to report out on progress of this work group during the **May 15, 2020** web ex meeting.

- Progress with developing an Association Collaborative communication strategy – Engaging Communication Staffs of Association Collaborative Members – Collaborative Work Group Members: Steve Mandernach - AFDO (Lead), David Lawrence – CFP, Amy Chang – NACCHO, Laura Wildey – NEHA, Chris Smith – FDA, Laura Brown – CDC.
  - Conducted initial phone meeting to begin the organizational process of blending in communication staffs from each Association Collaborative Member into this working group. Not all work group members were able to attend this initial call but progress has been made in obtaining contacts from AFDO, CFP, NEHA, and NACCHO. Steve indicated that FDA is in the process of identifying a representative from their communication team.
  - During the web ex meeting Steve M. asked Laura Brown if a representative from CDC’s Communication staff could also work with the group. Laura indicated that she would work with Steve on identifying the appropriate point person.

**ACTION ITEM:** Laura Brown to provide the Communication Strategy work group a contact from the CDC communication team by **Friday, April 17, 2020**, to serve as their point of contact.

**ACTION ITEM:** Steve M will conduct a follow-up web ex meeting to map out an action plan to develop an Association Collaborative communication strategy. Steve will update the Collaborative on the progress of this work group initiative during the next web ex meeting scheduled for **May 15, 2020**

- Development of the Food Code Adoption Tool Kit – Development of Interview Questionnaire and Assignment of State contacts to the Association Members for developing success stories related to Food Code Adoptions. Collaborative Work Group Members: Brenda Bacon – CFP (Lead); Steve Moris – AFDO; Jennifer Li – NACCHO, Laura Wildey – NEHA, Glenda Lewis (FDA).
  - AFDO, CFP, NEHA, NACCHO have provide their lists of potential State contacts to interview that would have success stories related to Food Code adoption.

**ACTION ITEM:** Brenda will organize the work group and review contact lists submitted by AFDO, CFP, NACCHO, and NEHA. Work group will assign specific contacts for each Association Member to avoid duplication of efforts. Work group will review interview tool developed by Brenda to standardize approach to collecting success story information from regulatory contacts. Brenda will report out on work group progress during the **May 15, 2020** Association Collaborative web ex meeting.

## V. New Business – Conducting Webinar Training during the COVID-19 Emergency

Collaborative Members discussed opportunities to provide webinar training and information sharing sessions during the current COVID-19 Emergency. Some of the Associations have already scheduled and provided webinar training and information sharing sessions during this time. Collaborative Members agreed to reach out to each other after the web ex meeting to share ideas as to what they were planning and to look at ways they could support and compliment ongoing efforts in this area.

## VI. Summary of Action Items from the Web Ex Meeting

- **ACTION ITEM:** John will schedule a phone appointment with Laura before the end of April to provide her an orientation on the initiatives the Association Collaborative has taken to date along with identified short- and long-term objectives.
- **ACTION ITEM:** Laura Brown to provide the Communication Strategy work group a contact from the CDC communication team by **Friday, April 17, 2020**, to serve as their point of contact.
- **ACTION ITEM:** Brett indicated that FDA's Office of Partnership was interested in Association Collaborative Members input and ideas on other substantive objectives that could be considered for incorporation into the RFFM FOA. Association Collaborative Members can send their ideas and input to John by **Friday, April 17, 2020**.
- **ACTION ITEM:** Steve M. will contact Doug F. and set up time for the work group to discuss next steps in drafting messaging for State Legislators. Steve to report out on progress of this work group during the **May 15, 2020** web ex meeting.
- **ACTION ITEM:** Steve M will conduct a follow-up web ex meeting to map out an action plan to develop an Association Collaborative communication strategy. Steve will update the Collaborative on the progress of this work group initiative during the next web ex meeting scheduled for **May 15, 2020**
- **ACTION ITEM:** Brenda will organize the work group and review contact lists submitted by AFDO, CFP, NACCHO, and NEHA. Work group will assign specific contacts for each Association Member to avoid duplication of efforts. Work group will review interview tool developed by Brenda to standardize approach to collecting success story information from regulatory contacts. Brenda will report out on work group progress during the **May 15, 2020** Association Collaborative web ex meeting.

## VII. Next Association Collaborative Meeting

Scheduled for **Friday, May 15, 2020 @ 1PM ET.**

**Draft Minutes Respectfully Submitted By:** John Marcello