

**Retail Food Safety Regulatory Association Collaborative  
Web Ex Meeting  
Friday, May 15, 2020  
DRAFT Meeting Minutes**

**I. Attendees:**

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

FDA Component Representation

FDA/OP: Alan Tart, Tim Weigner  
FDA/OTED: John Stoll, Toni Ravelli  
FDA/OSCP: Chris Smith, Liz O'Malley, Kim Destromp, Tracynda Davis (On Detail)  
FDA/CFSAN: Mary Cartagena, Girvin Liggans

**Absent:**

FDA/OP: Wendy Campbell

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

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

David Dyjack introduced Rance Baker to the Association Collaborative. Rance will be replacing Eric Bradley as one of the NEHA representatives. The Association Collaborative Members welcomed Rance and thanked Eric for all his contributions related to the formation of the Collaborative and work group initiatives.

**ACTION ITEM:** John will update the Association Collaborative FoodShield Work Group site to ensure that all current Association Collaborative Members have full access to the posted documents. Action Item will be completed by **Wednesday, May 27, 2020.**

**III. DRAFT Minutes from the Association Collaborative March 31, 2020 Web Ex Meeting**

Association Collaborative Members indicated that the March 31, 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 March 31, 2020 minutes as final on the FoodShield Work Group web site.

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

1. **Progress with reaching out to the National Council of State Legislatures – Development of strategic messaging to facilitate Food Code adoptions at the State level. – Steve Mandernach**

2. **Progress with developing an Association Communication strategy for the Collaborative – Engaging Communication Staffs of Association Collaborative Members – Steve Mandernach**
3. **Development of the Food Code Adoption Tool Kit - Development of Interview Questionnaire and Assignment of State contact to the Association Members – Brenda Bacon**

Due to the need to re-allocate resources to address priorities related to the COVID 19 pandemic, the Work Group Leads for the three initiatives above were requested to submit revised action plans and time lines for addressing their charges.

**1. Communication Strategy – Food Code Adoption / Establish Dialog with the National Council of State Legislators – Work Group Action Plan**

**WORK GROUP ACTION PLAN**

<b>ACTION ITEM</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DUE DATE</b>	<b>STATUS</b>
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.	<b>COMPLETED</b> Call completed. Small Group Plans to meet with Doug F. at a F-2-F mtg
Based on discussions with Doug Farquhar (NCSL) initiate the drafting of the Food Code Adoption briefing paper.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Laura Wildey (NEHA)	June 15, 2020	
Check in on Progress with meeting with Doug Farquhar (NCSL) 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)		

## 2. 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	<b>Communication Tool Kit WG</b> Lead - Steve Mandernach (AFDO); Chris Smith (FDA), Vince Radke (NEHA), David Lawrence (CFP), Amy Chang (NACCHO)	<b>Monday, Mar. 2, 2020</b>	<b>COMPLETED</b> 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.
Status of Communication WGs efforts to work with communication staffs on the development of process documents and inventory of communication methods for each Association.	<b>Communication Tool Kit WG</b> Lead - Steve Mandernach (AFDO); Chris Smith (FDA), Laura Wildey (NEHA), David Lawrence (CFP), Amy Chang (NACCHO)	<b>Friday, March 27, 2020</b>	<b>Group has met multiple times. FDA was appointed in late April. Initial call was held with a member and Stuart from FDA.</b>
Develop Communication Plan	Organization Communication Directors	<b>July 1, 2020</b>	

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

### 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	<b>Monday, Feb. 3, 2020</b>	<b>COMPLETED</b> 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	<b>Friday, Feb. 7, 2020</b>	<b>COMPLETED</b> 02-07-2020

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

#### WORK GROUP ACTION PLAN (CONTINUED)

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
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)	<b>Friday, Feb. 14, 2020.</b>	<b>COMPLETED</b>
CDC to review their agency's current status on a position paper supporting uniform adoption of the Food Code – Provide update to the Collaborative,	Laura Brown (CDC)	<b>Friday, May 15, 2020 as part of Collaborative Web Ex Meeting Agenda</b>	<b>COMPLETED</b> <b>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.</b> <b>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.</b>
To avoid duplication with contacting jurisdictions the Food Code Adoption Work Group identifies the list of contacts for each of the Collaborative Members.	<b><u>Food Code Adoption Tool Kit WG</u></b> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildley (NEHA)	<b>Friday, June 5, 2020</b>	<b>Pending</b> <b>Goal to have interview contact assignments to Associations by June 12, 2020</b>

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

#### WORK GROUP ACTION PLAN (CONTINUED)

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
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	Determined that interviewees may need more time to respond due to current work load with pandemic
Food Code Adoption Work Group incorporates success stories obtained through the interview process into the toolkit	<b>Food Code Adoption Tool Kit WG</b> 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	<b>Food Code Adoption Tool Kit WG</b> 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	
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.	<b>Food Code Adoption Tool Kit WG</b> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, Dec 11, 2020	

**ACTION ITEM:** John to work with Brenda to set up files on the Association Collaborative FoodShield Work Group site that will contain elements of the Food Code Adoption Tool Kit. Two files will be set up – one that will contain materials that have been reviewed and finalized by the work group; another will contain materials that are under development or still under review. John will coordinate the posting of these materials with Brenda by **June 1, 2020**.

**V. 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. Application related to the Association Collaborative FOA are due this week.

Office of Partnerships had planned to provide briefings on the Retail Food Flexible Funding Model at the Association's annual educational conferences. Due to the COVID 19 emergency, the Office of Partnerships will be looking for opportunities to deliver this information in virtual formats over the summer and early fall.

**VI. Perspectives / Lessons Learned from Association Collaborative Members response to produce and disseminate COVID-19 information to stakeholders**

All members recognized a need to establish a process to coordinate information sharing from the Association Collaborative that will assist stakeholders address food safety emerging issues. Given that the Association Collaborative was in its infancy when the COVID 19 emergency occurred it was not unexpected that such a process was not in place. Collaborative Members agreed that this would be an important issue to address later in the summer and should include a discussion of the economic impact on environmental health programs. Association Executives reported that current discussions with their respective memberships show indications that budgets for some environmental health programs could be reduced from 12-15 percent.

**VII. New Business**

FDA reported that the 2020 FDA Retail Food Seminars will be cancelled due to the ongoing COVID 19 pandemic. FDA is initiating efforts to develop forums and content to deliver at least some of these seminars virtually. Chris Smith extended a request to Collaborative Members to submit their feedback on topics their membership would like to see covered in these formats.

**ACTION ITEM:** Association Collaborative Members that wish to submit feedback on the format and content of FDA Retail Food Seminars that the agency is considering delivering virtually can send their comments directly to Chris Smith: [Chris.Smith@fda.hhs.gov](mailto:Chris.Smith@fda.hhs.gov)

Jennifer Li reported that NACCHO recently hosted a webinar titled COVID-19 and Food Safety.

**COVID-19 and Food Safety (April 2020)**

This webinar featured a panel of food safety experts that presented on food safety considerations during the COVID-19 pandemic. Topics that will be addressed include what is known about basic food safety and contact surface sanitation issues and what local retail food regulators can do to minimize the impact of COVID-19 in food establishments. Participants had the opportunity to exchange ideas with their peers virtually throughout the session and ask

questions. Presenters included Dr. Brian Nummer from the Utah State University Food Safety Extension, Ben Chapman from North Carolina University, and Dr. Donald Schaffner from Rutgers University.

The webinar was recorded and is accessible to Association Collaborative Members.

**ACTION ITEM:** NACCHO provided link to webinar which was distributed to Association Collaborative Members on **May 15, 2020**

**VIII. Summary of Action Items from Meeting**

- **ACTION ITEM:** John will post the March 31, 2020 minutes as final on the FoodShield Work Group web site.
- **ACTION ITEM:** NACCHO provided link to webinar which was distributed to Association Collaborative Members on **May 15, 2020**
- **ACTION ITEM:** Association Collaborative Members that wish to submit feedback on the format and content of FDA Retail Food Seminars that the agency is considering delivering virtually can send their comments directly to Chris Smith: [Chris.Smith@fda.hhs.gov](mailto:Chris.Smith@fda.hhs.gov)
- **ACTION ITEM:** John will update the Association Collaborative FoodShield Work Group site to ensure that all current Association Collaborative Members have full access to the posted documents. Action Item will be completed by **Wednesday, May 27, 2020.**
- **ACTION ITEM:** John to work with Brenda to set up files on the Association Collaborative FoodShield Work Group site that will contain elements of the Food Code Adoption Tool Kit. Two files will be set up – one that will contain materials that have been reviewed and finalized by the work group; another will contain materials that are under development or review. John will coordinate the posting of these materials with Brenda by **June 1, 2020.**

**IX. Next Association Collaborative Meetings:**

Retail Food Safety Regulatory Association Collaborative Web Ex Meeting.	All Collaborative Members	<b>Friday, Aug. 28, 2020, 1-2PM ET</b>
Retail Food Safety Regulatory Association Collaborative Web Ex Meeting.	All Collaborative Members	<b>Friday, Nov. 13, 2020, 1-2PM ET</b>

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