

2014 - 2016 CFP

Demonstration of Knowledge Committee

Teleconference: 1

Friday, November 14, 2014

1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Eric Moore*

AGENDA ITEMS:

1. Welcome, Roll-Call,	Eric & Michelle	X
2. Conference for Food Protection, Inc. Antitrust Statement	Eric	X
3. Review of CFP Committee Membership Expectations a. <i>CFP Biennial Meeting/Conference Procedures 2014, Part VIII</i> b. Participation and feedback expectations	Michelle	X
4. Demonstration of Knowledge Committee Charges	Eric	X
5. Food Code provisions review	Stephen Hughes	X
6. Review of issue "As Submitted" at 2014 CFP	April Bogard	X
7. Review CFP Timeline for Committee Work	Michelle	X
8. Work Plan Recommendations (Please be prepared to identify the charges in which you are most interested in the event of subgroup formation)	All	X
9. Other Items/General Discussion	All	X
10. Regular Monthly Meeting Dates (Please have your calendar's available)	All	X

Attendance:

April	Bogard	X
Robert	Brown	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Robert	Gilliland	X
Michelle	Haynes	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X

Sheri	Morris	X
Stephen	Hughes	X
Vince	Radke	X
Susan	Deslauriers	X
Christina	Meinhardt	X
Laura	Nelson	X
Tara	Paster	X
Susan	Tyjewski	X
Linda	Zaziski	X
Todd	Taylor	X
Christine	Sylvis	X
Dale	Yamnik	X

Meeting Minutes:

- Welcome and introductions completed, each member provided a brief history and why he/she were interested in the DoK Committee
- Recorded attendance
 - Read and reviewed the following CFP documents:
 - Antitrust statement
 - Committee member participation expectations
 - DoK Committee Charges
- FDA Advisor (Steven Hughes) provided Food Code provisions review

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- Food Code sections: 2-102.11, 2-102.20, 2-103.11, & Annex 3 Public Health Reasons/Administrative Guidelines
- Representative of Issue submitter (April Bogard) provided overview of why the issue was submitted to 2014 CFP
- Committee starting late and may require short timelines for feedback
- Next meeting to be scheduled for 12/5/14

Action Items for Committee:

1. Review of the following documents:
 - a. Demonstration of Knowledge issue as submitted at 2014 CFP
 - b. Food Code sections: 2-102.11, 2-102.20, 2-103.11, & Annex 3 Public Health Reasons/Administrative Guidelines
 - c. Demonstration of Knowledge Committee Charges
2. Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge.
 - a. Report all feedback on *2014 DoK Committee Feedback Template*
3. In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
 - a. Report all feedback on *2014 DoK Committee Feedback Template*

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Teleconference: 2

Friday, December 05, 2014

1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Conference for Food Protection, Inc. Antitrust Statement	Eric	
4. Approval of minutes (<i>voting members</i>)	Eric	
5. Review CFP Timeline for Committee Work	Michelle	
6. Review of member submitted pros and cons of Food Code Section 2-102.11(A) and 2-102.11(C) for PIC to demonstrate knowledge	Michelle	
7. Review of member submitted proposed methods to demonstrate knowledge if/when the CFPM is not onsite	Eric	
8. Open discussion	All	
9. Determine next meeting date & action items	All	

ATTENDANCE:

April	Bogard	
Robert	Brown	X
Francie	Buck	
Deborah	Crabtree	X
Hector	Dela Cruz	
Mark	Earnest	X
Lisa	Ford	X
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	
John	Marcello	X
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	X
Susan	Tyjewski	
Sharon	Wood	
Brad	Peters	X
David	Lawrence	X

Meeting Minutes:

- Meeting opened and roll call
- CFP committee report timeline reviewed
- Discussed individual committee member submitted pros & cons

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- Determined that most efficient method to review all pros & cons would be to compile all feedback provided by members and conduct on-line poll for members to review and vote on.

Teleconference: 3

Friday, January 23, 2015
1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901
Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes
FDA Advisors: John Marcello Stephen Hughes
CDC Advisor: Vince Radke
Scribe: *Susan Tyjewski*

AGENDA ITEMS:

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Conference for Food Protection, Inc. Antitrust Statement	Eric	
4. Review of member submitted pros and cons of Food Code Section 2-102.11(A) and 2-102.11(C) for PIC to demonstrate knowledge	Michelle	
5. Review of member submitted proposed methods to demonstrate knowledge if/when the CFPM is not onsite	Michelle	
6. Open discussion	All	
7. Determine next meeting date & action items	All	

ATTENDANCE:

April	Bogard	X
Robert	Brown	X
Francie	Buck	
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	
Lisa	Ford	
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	X
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	X
John	Marcello	
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	X
Sharon	Wood	
Brad	Peters	
David	Lawrence	X

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Meeting Minutes:

- Welcome and Roll-Call
- Discussion of pros and cons survey results
- Food Code Section 2-102.11(A)
 - Pro 1 Accepted alternate language
 - Pro 2 Accepted as is
 - Pro 3 Accepted as is
 - Pro 4 Amend alternate language – In 2nd sentence change is after “compliance” to may and take out “designed to Achieve Managerial Control”
 - Pro 5 Amend alternate language – replace “food employees” with PIC
 - Con 1 Accepted alternate language
 - Con 2 Accepted 1st alternate language
 - Con 3 Accepted 1st alternate language and agreed on taking 2nd sentence from original Con (language barriers) and create Con 6
 - Con 4 Accepted as is
 - Con 5 Omit, Con 2 sufficiently covers
- Food Code Section 2-102.11(C)
 - Pro 1 Accept the 1st alternate language with the code citation removed
 - Pro 2 Use the alternate language of Pro 5
 - Pro 3 Accept alternate language
 - Pro 4 Accept alternate language
 - Pro 5 At the end of the sentence of the original language, add – pertaining to their operation.
 - Pro 6 Accept the 2nd alternate language with adding the word customized before the word questions...
 - Pro 7 Accept as is
 - Pro 8 Amend the alternate language – replace restaurant with food establishment
 - Con 1 Accept alternate language with removing the last sentence
 - Con 2 Amend alternate language to read – Questions not asked while inspection is being conducted may take extra time or be forgotten
 - Con 3 Begin next call with this item

Action Item:

1. The Pros & Cons discussed today will be distributed with the agreed upon changes included.

Wrap Up

- First report from the Chair to the CFP Board is due in March, 2015
- Next call will be on Feb. 9 at the same time and discussion will begin with Con 3 of Food Code Section 2-102.11(C).

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Teleconference: 4

Monday, February 9, 2015

1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

1. Welcome, Call to Order	Eric	
2. Roll-Call,	Eric	
3. Continue discussion of Pros & Cons	All	
4. Determine next meeting date & action items	All	

ATTENDANCE:

April	Bogard	X
Robert	Brown	X
Francie	Buck	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Lisa	Ford	
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	X
Julie	Hults	X
Lucia	James-Davis	X
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	X
Dale	Yamnik	X
Todd	Taylor	X

Christine	Sylvis	X
Stephen	Hughes	X
John	Marcello	
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	X
Sharon	Wood	
Brad	Peters	X
David	Lawrence	X

Meeting Minutes:

- Welcome and Roll-Call
- Review of minutes from January 23 meeting
- Discussion of pros and cons survey results continued

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- Food Code Section 2-102.11(C)
 - Con 3 Submitter withdraws
 - Con 4 Omit – this is covered in Con 10
 - Con 5 Omit – it is combined with Con 9
 - Con 6 Alternate language accepted
 - Con 7 The agreed upon language for Con 7 is the 2nd sentence from the 2nd alternate language of Con 9. “Regulators need to ensure only questions relevant to the operation are asked and that answers given for a facilities procedure that exceeds the minimum requirement (such as temperatures) are not debited for.”
 - Con 8 Accepted as is
 - Con 9 Use the 1st alternate language for now. This can be re-evaluated when the form with amended verbiage is circulated.
 - Con 10 Eric and Michelle will make changes with a focus on nerves, intimidation, ability to communicate, etc. Will start the next call with this item.
 - Con 11 Submitter removes
 - Con 12 Submitter removes because the core is covered in #7.
- Action Item 3
- In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite.
 - #1 Strike this one. It is not aligned with the committee’s charge.
 - #2 Strike this for #11.
 - #11 Discussion on amending #11 to include organizations that have their own program that matches an ANSI-ASTM accredited program.

Wrap Up

During the discussion of food safety training in #11 it was mentioned there is another CFP committee that is working on employee food safety training standards. Susan Quam will contact the chairs, Chuck Catlin and Ben Chapman for a possible meeting with Eric and Michelle to discuss the overlap of this topic between the two committees.

Next Meeting

The following was provided by Julie Hults to be incorporated into suggestion #3 for discussion.

Language from the WI version of the food code 2-102.11 (C):

(C) Demonstrating FOOD safety principles based on the PERMITTED/LICENSED establishment’s specific FOOD operations. The areas of knowledge include:

Next meeting is scheduled for February 27, 2015 at 1:00 pm Eastern time.

Discussion should start with Con 10 of Food Code Section 2-102.11(C)

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Teleconference: 5

Monday, March 23, 2015

1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

5. Welcome, Call to Order	Eric	
6. Roll-Call,	Eric	
7. Continue discussion of Action Item 3	All	
8. Determine next meeting date & action items	All	

ATTENDANCE:

April	Bogard	
Robert	Brown	
Francie	Buck	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Lisa	Ford	
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	
Julie	Hults	X
Lucia	James-Davis	
Shanna	Lively	X
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	
Dale	Yamnik	X
Todd	Taylor	

Christine	Sylvis	
Stephen	Hughes	X
John	Marcello	
Vince	Radke	
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	X
Sharon	Wood	
Brad	Peters	
David	Lawrence	

Meeting Minutes:

- Welcome
- Review and approval of minutes from February 9 meeting
- Announcements

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- Eric & Michelle haven't connected with the other CFP committee – Food Safety Training. They will discuss off line with Susan if that should still be done.
- The Chair and Co-Chair were notified last week that Miss Bogard has to resign from the committee, she is leaving her position. We are in the process of identifying a substitute regulatory representative to take her position as a voting member of the committee. We are appreciative of all the work she has done and wish her luck in her future endeavors.
- Roll-Call
- Discussion began on Action Item 2 –Identify the pros and cons of the existing methods in Food Code Section 2-102.11(A) and 2-102.11(C) for the Person in Charge to demonstrate knowledge. - Con 7
 - Modify to clearly address the state of mind of the worker and eliminate all other concerns because they are covered in Con 5. Submitter of Con 7 agrees.
 - Michelle proposed new wording that was accepted regarding nervousness, intimidation and anxiety.
 - Discussion regarding whether this Con speaks to the problem of even asking questions to determine compliance.
 - Yes it does and there are 2 other methods that can be utilized.
Agreement that this is not the right place to make a statement on this.
- Continued discussion on Action Item # 3, In lieu of Food Code Section 2-102.11(A) and 2-102.11(C), identify methods that could be used to demonstrate knowledge if/when the CFPM is not onsite. - #3
 - Mick Miklos opposes this one and gave an industry perspective about increasing the # of options allowed to demonstrate knowledge not reduce them.
 - Stephen Hughes with the FDA added that there was a lot of effort that went into developing what constitutes the appropriate body of knowledge for a manager. There would be some concern if it were suggested a second and different certification process (food handler) be introduced into that section.
 - There was clarification on the intent of #3 and that was to change the requirement of having to meet one of the three options to having to meet two of the three.
 - Sherry Morris pointed out there is a difference of opinion between industry and regulators on whether to change the # of options required to meet the determination.
 - Agreement that the voting members of this committee should vote on #3 again.
 - Bullet points should be incorporated so when there is a vote it will be clear what the issues are. Various members will contribute their comments and Michelle will add them to the documentation.

Next Meeting

We will begin the next meeting with Julie Hults having the opportunity to give her perspective on Action Item 3 and the following language from the WI version of the food code 2-102.11 (C):

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“Demonstrating FOOD safety principles based on the PERMITTED/LICENSED establishment’s specific FOOD operations. The areas of knowledge include:”

Eric will send out different dates to choose from for our next meeting.

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Teleconference: 6

Monday, April 17, 2015

1:00pm – 2:30p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

9. Welcome, Call to Order	Eric	
10. Roll-Call,	Eric	
11. Continue discussion of Action Item 3	All	
12. Determine next meeting date & action items	All	

ATTENDANCE:

April	Bogard	
Robert	Brown	
Francie	Buck	X
Deborah	Crabtree	X
Hector	Dela Cruz	X
Mark	Earnest	X
Lisa	Ford	X
Robert	Gilliland	X
Michelle	Haynes	X
Yao-Wen	Huang	
Julie	Hults	X
Lucia	James-Davis	
Shanna	Lively	
Mark(Mick)	Miklos	X
Eric	Moore	X
Sheri	Morris	X
Linda	Zaziski	X
Dale	Yamnik	X
Todd	Taylor	X
Christine	Sylvis	X
Stephen	Hughes	X
John	Marcello	
Vince	Radke	X
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	X
Christina	Eckhardt	

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Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	
Sharon	Wood	
Brad	Peters	
David	Lawrence	

Meeting Min:

Julie Hults: WI version of the food code 2-102.11 (C):

“Demonstrating FOOD safety principles based on the PERMITTED/LICENSED establishment’s specific FOOD operations. The areas of knowledge include:”

Demonstrating in place of

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Teleconference: 7

Friday, June 19, 2015

1:00pm – 3:00p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: John Marcello Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

13. Welcome, Call to Order	Eric	
14. Roll-Call,	Eric	
15. Continue discussion of Action Item 3	All	
16. Determine next meeting date & action items	All	

ATTENDANCE:

Robert	Brown	✓
Francie	Buck	✓
Deborah	Crabtree	
Hector	Dela Cruz	
Mark	Earnest	
Lisa	Ford	
Robert	Gilliland	
Michelle	Haynes	✓
Yao-Wen	Huang	
Julie	Hults	
Lucia	James-Davis	✓
Shanna	Lively	✓
Mark(Mick)	Miklos	✓
Eric	Moore	✓
Sheri	Morris	✓
Linda	Zaziski	✓
Dale	Yamnik	✓
Todd	Taylor	✓

Christine	Sylvis	✓
Stephen	Hughes	✓
John	Marcello	
Vince	Radke	
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	✓
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	✓
Sharon	Wood	
Brad	Peters	
David	Lawrence	

Meeting Minutes:

- Welcome
- Antitrust Statement Reminder
- Are there any comments on the minutes of March 23? No
- Discussion begins with Action Item 3, # 14.

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- Mic reads language he has suggested.
 - Consider recommending that Section 2-102.11 of the Food Code be deleted rather than amended.
 - Section 2-102.11(A) The lack of priority violations may be accidental and not a true demonstration of knowledge.
 - Section 2-202.11(B) The presence of a CFPM is already required in Section 2-102.12(A).
 - Section 2-102.11(C) The risk based inspection identifies whether an establishment is being well run and whether knowledge is being demonstrated. The list of 17 questions could be moved to Annex 5 as guidelines for dialogue with PICs.
- There is discussion with Stephen Hughes on clarification of the requirement of a CFPM in Section 2-102.11 and 2-102.12.
- Mic comments the inspection itself shows if the facility is well run proving demonstration of knowledge. The 2 sections are like “double dipping”.
 - Mic meant for # 14 to be a blanket suggestion to change the Food Code in place of all Action Items.
- There is discussion on how the committee will proceed with input to CFP.
- Mic and Sheri Morris will further modify and refine the suggested language of #14 to incorporate what was discussed and submit to Eric and Michelle.
- Eric and Michelle will reformat the survey and use the information for the upcoming report due by 7/2.
- After the report is submitted the action item feedback will be circulated for final review by the committee.
- Eric will send invitations to the next meeting.

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Teleconference: 8

Wednesday September 30, 2015

2:00pm – 3:30p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

1. Welcome, Call to Order	Michelle	
2. Roll-Call,	Michelle	
3. Review of last meeting's minutes	All	
4. Discussion will begin with # 14 amended language	All	
5. Brief overview of entire PDF document	Michelle	
6. Review voting process and timeline	Michelle	

ATTENDANCE:

Robert	Brown	
Francie	Buck	✓
Deborah	Crabtree	✓
Hector	Dela Cruz	
Mark	Earnest	
Lisa	Ford	
Robert	Gilliland	✓
Michelle	Haynes	✓
Yao-Wen	Huang	
Julie	Hults	✓
Lucia	James-Davis	✓
Shanna	Lively	
Mark(Mick)	Miklos	✓
Eric	Moore	✓
Sheri	Morris	✓
Linda	Zaziski	✓
Dale	Yamnik	✓
Todd	Taylor	✓

Christine	Sylvis	✓
Stephen	Hughes	✓
John	Marcello	
Vince	Radke	
Petra	Balli	
Susan	Deslauriers	
Rob	Erwin	✓
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	
Susan	Tyjewski	✓
Sharon	Wood	✓
Brad	Peters	
David	Lawrence	

Meeting Minutes:

- Welcome
- Antitrust Statement Reminder

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- Are there any comments/changes to the minutes of June 19? No
- Discussion begins - There are three tables that summarize our committee work.
 - Mic refers to Method 12 which is a recommendation to replace demonstration with duties. He acknowledges Dale and Sherry for their input.
 - Stephen clarifies that section 2.102.11 requires someone to be on site with knowledge. Section 2.102.12 requires someone on staff to be a CFPM but does not require them to be on site.
 - The FDA would be reluctant to eliminate section B.
 - This may not be the charge of the committee which is to recommend alternate methods.
 - Sherry comments that the charge of the committee is to list alternative methods discussed whether they are viable or not.
 - Mic will take a look at the language in the 2nd bullet in view of Stephen's comments.
- Going to the beginning – discussion on improving how the Pros & Cons are written.
 - Dale volunteers to provide improved wording on
 - Page 1 – Pro 1
 - Page 2 – Con 1
 - Page 2 – Con 2
 - Minor changes to Con 3 & Con 4 are offered and accepted.
 - Michelle reads modified language for Page 2 Pro 1. It is accepted.
- Returning to the Alternative Methods.
 - Mic proposes that we strike Method 3 because that is not the committee's charge. Agreed.
 - Method 4 – wording modified during call.
 - Clarification on Method 11 – food safety principles be demonstrated instead of responding to questions.
 - Discussion on how some methods are thematically the same but the order should be changed. For voting the order will be
 - Method 2
 - Method 10
 - Method 9
 - Method 12
 - Discussion on whether Method 5 should be removed because it's covered in other methods. Dale offers to improve wording on this for voting.
 - Remove Method 7 – it refers to computer tablets.
- **Next Steps**
- All adjusted wording will be submitted to Michelle on Monday by noon.
- The link to the survey will be sent out on Tuesday and you'll have one week to review.
- We will have another meeting after the results of the survey are analyzed so the final report can be discussed.

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Teleconference: 9

Friday November 6, 2015

2:00pm – 3:30p.m. EST

Call-In Number: 877-394-5901

Access Code: 2995496#

Co-Chairs: Eric Moore, Michelle Haynes

FDA Advisors: Stephen Hughes

CDC Advisor: Vince Radke

Scribe: *Susan Tyjewski*

AGENDA ITEMS:

1. Roll call	Michelle	
2. Reminder on anti-trust statement	Michelle	
3. Review of last meeting's minutes	Michelle	
4. Review of remaining timeline for report submission	Michelle	
5. Discussion of survey results	All	
6. Proposal of issues that the committee would like to submit for 2016 CFP	All	

ATTENDANCE:

Robert	Brown	✓
Francie	Buck	✓
Deborah	Crabtree	
Hector	Dela Cruz	✓
Mark	Earnest	✓
Lisa	Ford	
Robert	Gilliland	
Michelle	Haynes	✓
Yao-Wen	Huang	
Julie	Hults	✓
Lucia	James-Davis	✓
Shanna	Lively	✓
Mark(Mick)	Miklos	
Eric	Moore	
Sheri	Morris	✓
Linda	Zaziski	✓
Dale	Yamnik	✓
Todd	Taylor	✓

Christine	Sylvis	
Stephen	Hughes	✓
John	Marcello	
Vince	Radke	✓
Petra	Balli	
Susan	Deslauriers	✓
Rob	Erwin	✓
Christina	Eckhardt	
Laura	Nelson	
Tara	Paster	✓
Susan	Tyjewski	✓
Sharon	Wood	v
Brad	Peters	
David	Lawrence	

Meeting Minutes:

- Welcome
- Antitrust Statement Reminder

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- Review of minutes of Sept. 30 meeting. Any comments or questions? - No
- Timeline for report submissions
 - Final report must be turned in to Susan Quam by Dec. 4.
 - The following volunteered to help with the final report.
 - Tara
 - Dale
 - Linda
 - Hector
 - The Issues must be submitted by Jan. 15.
- Discussion on the Survey Results
- Dale recommended that the questions be put in order by the % of agreement with the high on top and the low at the bottom. Also questions with the level of agreement split closely be removed.
 - A comment was made that only 12 out of the 21 voting members participated by voting. There will be a reminder sent out with a survey deadline.
- Discussion continued on questions where the % of agreement was close and if they should be deleted.
 - There was a motion to eliminate Q1 because Q2 is a restatement.
 - The motion was seconded and no one opposed.
 - Q1 will be removed.
 - There was a motion to eliminate Q20 in favor of Q21.
 - The motion was seconded and no one opposed.
 - Q20 will be removed.
 - There was a motion to eliminate Q3.
 - The motion was seconded and no one opposed.
 - Q3 will be removed.
 - Discussion on Q39 and Q40 determined that they were not exactly the same. Q39 recommends eliminating the code section and Q40 recommends modifying. They will both stay.
- Proposal for the issue submission
 - Recommend the acceptance of the final report
 - This committee did not complete the complete charge.
 - Item # 4 of the original charge.
 - Identify the pro's and con's of alternative methods to demonstrate knowledge if/when the CFPM is not onsite. Although not limited to the following areas, the committee should assess the pro's and con's of each alternative method in light of the following areas:
 - a. Differentiation between knowledge and application.
 - b. Emphasis on risk factors;
 - c. Ease of uniform assessment by regulators and industry;
 - d. Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier.

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- e. What corrective action should be taken when there is not a demonstration of knowledge from the Certified Food Protection Manager or the Person in charge.
- Recommend the committee be re-formed to complete the charge and also list the alternative methods to be evaluated by the new committee.
 - Recommend the committee propose either to change the language in the food code or provide an alternative method.
- It was agreed that the committee will request a meeting time at the CFP on Friday afternoon and also present a report on Sunday morning.
- The final report will be prepared and submitted to Susan Quam by Dec. 4.
- Meeting adjourned.