

Conference for Food Protection
Certification of Food Safety Regulation Professionals (CFSRP)
Conference Call Minutes
Friday, October 17th - 2014 @ 10:30am CST

Work Group Members Participating on the Call: DeBrena Hilton (Chair), Mhati Elluru (for Angela Benton – scribe), Linda Kender, Susan Grooters, Rance Baker, Sima Hussein, Jordan Maeson, William Weichelt, Michael MacLeod, Julie Hults, Christine Sylvis, Hugh Atkins, Phyllis Fenn, Susan Kendrick, Jacqueline Owens, Laurie Williams, Alan Tart, Angela Cyr, Francie Buck, Vanessa Cranford and Doug Wilmsmeyer

Work Group Members Unable to Participate: Angela Benton (co-chair), Bryan Chapman, Carrie Dickhauns, Joetta DeFrancesco, David Read, Stan Hazan, Anthony Carotenuto, and Michelle Samarya-Timm

Agenda-

- 1) Welcome: 10:30 AM – 10:31 AM – Welcome notes by DeBrena
- 2) Roll Call: 10:31 AM – 10:35 AM
10:35 AM – 10:36 AM – DeBrena thanked everyone for attending the call
- 3) Review Antitrust Statement: 10:36 AM – 10:38 AM (attached)
- 4) 10:38 AM – 10:41 AM: Responsibilities of committee members, voting and non-voting, as provided in the Part VIII of the CFP Biennial Meeting/Conference Procedures 2014 (CFP Bylaws)
 - a) Committee Roster
 - i) As far as committees go, when DeBrena reached out to all initially to thank for being a part of the committee, she provided insight on the committee size which is limited to 23 voting members (permitted on a council committee)
 - ii) Members not selected for a voting position were offered an 'At-Large' or non-voting position on this committee
 - iii) At-Large members will be included and allowed to participate in all committee functions including but not limited to meetings, conference calls, emails, deliberations, research activities, but will not have an individual vote on committee actions
 - iv) All voting members and At-Large non-voting members shall be identified on the committee roster **{ACTION} – send roster out to members**
 - v) In the event that a council committee voting member leaves the committee during the biennial cycle, an At-Large member of the same constituency as the departing member shall be selected by the Chair to fill the vacancy
 - vi) There are 2 openings on the committee for Food Industry representatives. At the end of this call, anyone representative of the food industry constituency that is interested in being listed as a voting member should email DeBrena for consideration. **{ACTION} DeBrena will reach out individually to fill in the 2 spots.**
- 5) 8:41 AM – 8:48 AM: Overview of charges and background information

- a) See Issue #2 at <http://www.foodprotect.org/media/meeting/Council%20II%20Recommendations%20Final%20Version.pdf>
- b) For the new committee members, DeBrena provided background on the Voluntary National Retail Food Regulatory Program Standards(VNRF RPS) 4, Uniform Inspection Program <http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372499.pdf>

* Standard 4 of the VNRF RPS applies to the jurisdiction's internal policies and procedures established to ensure uniformity among regulatory staff in the interpretation of regulatory requirements, program policies and compliance / enforcement procedures.

* Program Standard 2 of the VNRF RPS applies to the essential elements of a training program for regulatory staff and provides a curriculum for retail food safety inspection officers, with some pre-requisite curriculum courses available online via FDA ORA U website and some post curriculum courses that are recommended to be completed within 18 months of hire.

<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/ProgramStandards/UCM372482.pdf>

The VNRF RPS are voluntary, developed through the CFP process, offered by the FDA for continuous improvement and uniformity among regulatory retail food protection program.

Discussion 8:48 AM – 8:53 AM – Question by Alan Tart, FDA (for clarification of Charge 2) – Speakers: Alan Tart, DeBrena, Susan Kendrick

* Alan's Question — clarification of Charge 2 ---review the uniform inspection program audit pilot and determine if changes are need to Standard 2. In other words, see if there are any changes that would be needed for Standard 2 curriculum based on Standard 4 pilot to provide a better alignment on Standard 4.

* Alan Tart is a part of an internal FDA work group that is looking at incorporating the recommendations from that pilot into changing standard 4

* Looking at the recommendations from that pilot, found on page 49 and 50 of that report, he did not see any recommendations from that pilot about changing standard 2; it is all about making Standard 4 more in line with Standard 2.

* Alan Tart requested clarification of what that pilot had to do with Standard 2

* Susan Kendrick responded and explained this committee was in charge of running that pilot at the request of Jim Fear because there was a Pilot for Std. 4

* Susan said - In the conclusions of the report, it says that is should be more aligned with Standard 2

* Susan's understanding is that the Charge is to look at whatever the program standards committee comes up with and see if anything comes out of that committee that would require

change of standard 2 — we don't necessarily anticipate any changes in standard 2, but just to evaluate that.

- * Alan said that there is an FDA group is actively working on taking recommendations from the pilot and coming up with recommended changes to standard 4; the group is working internally right now; FDA plans to directly go to CFP Program Standards Committee and work with them on the recommended changes

- * Susan asked Alan if FDA has a timeframe for when the recommendations will be ready

- * Alan Tart responded — internal Program Standards work group has finished what they need to; they need an instruction sheet to go along with what they've developed, which is a modified performance audit form and a rubric to go along with it. Developing clear instructions for that.

- * After the instructions are created, it will go to internal steering committee

- * After steering committee approval it will go to the CFP Program Standards committee — all of this is expected to happen within the next few months

6) 8:53 AM – 8:56 AM: Any members working with Partnership for Food Protection Training and Certification Workgroup or CFP Program Standards Committee? Speakers: DeBrena, Alan Tart, Susan Quam, Angie Cyr.

- * Linder Kinder asked if there was a conflict of interest with being a part of the CFRSP committee and Food Protection Manager Certification Committee. Susan Quam (Council II Chair) answered that there is no conflict of interest for members that are a part of this committee and the Food Protection Manager Certification Committee; both committees run independently of each other. Susan Kendrick is also on that committee —our primary charge for the CFRSP committee is to keep surveillance on all the other training issues that are going on so that if anything comes up that addresses Standard 2, we can address it.

- * Alan Tart confirmed he is on the Partnership for Food Protection Training and Certification work group.

- * Angie Cyr confirmed she is on the CFP Program Standards Committee Workgroup.

- * DeBrena to Angie— did you have any opportunity to meet? Any timeframes on the work that that committee has been charged with?

- * Angie – Program Standards Committee had a couple of conference calls, working on 2 different CFP issues. 2 subcommittees have started working on that.

7) 8:56 AM – 8:57 AM: Future assignments

a) In the past, sub-committees were used to address the charges to review proposed initiatives involving training, evaluation and/or certification of food safety inspection officers. Sub-committees were used to help address charges to ensure all work is completed in a timely manner

i) Francie Buck offered to lead a sub-group if needed.

8:57 AM – 8:59 AM – DeBrena to Susan — to provide any background information concerning charges or previous work done by the committee – Speakers: DeBrena, Susan Kendrick

- * One of the biggest pieces of Standard 2 that this committee worked on several years ago is the Field Training Plan **{ACTION – look over Field Training Plan}**
- * If members have not had a chance to look at that over, that was a really important piece where a lot of work went into development of this committee
- * Sub-committees work very well when there are a lot of things that needed to be researched and worked on the side
- * Susan expressed that work might best be done as an entire group since we are just getting updates on where committees are at until we can move forward

8:59 AM – 9:03 AM – DeBrena checked for questions or comments about the charges/work groups –
Speakers: DeBrena, Susan Kendrick, Alan Tart, Rance Baker

- * The charges are pretty much to review work done by other committees and work groups; provide assistance with answering questions
 - * Until DeBrena receives information from the people/groups that are doing that work we will be on hold. Hopefully we will have something to go on in the next couple of months, as the Partnership for Food Protection (PFP) finalizes some things.
 - * Rance Baker — a lot of work has already been done with Charge 1. The Division of Human Resources Development (DHRD) created a group that maps the JTA (Job Task Analysis) for the retail group food specialists position over to their current instructor-led curriculum; developed a new map of that curriculum based off of the JTA for the food safety specialist and the FDA curriculum; he believes that it is a part of the charge for the CFP committee to take that material and once again map it over to VNRFRPS and Standard 2 to see if there are any gaps between those two standards ; and what has already been mapped over for curriculum for the retail food specialist. A lot of work has been done on that and the information may be available through DHRD.
- Alan – will provide update from Jim Fear (in writing) on PFP activities and expected time frames.
- * DeBrena requested members to send documents/links of work that is already being done; she will review and disseminate the information back out to CFRSP committee members
 - * Susan Kendrick — also attended JTA analysis with Rance Baker last November. Janet Williams was the point person on that, is she still the point of contact?
 - * Alan confirmed that now he will be the liaison for the group and provided a brief update from that meeting. **ACTION – Alan will provide update in writing.** Little premature right now per Jim Fear.
 - * It is in early phases — they have taken the 8 job task analysis reports that were provided, with the PFP activities they are developing curriculums for all of the integrated food safety system inspector positions to include retail, milk, shellfish, feed, manufactured foods, etc.
 - * They have taken all of those and looked at the common competencies across of all of those 8 JTAs; then they are going to whittle it down into retail food, manufactured food, milk, etc. and then whittle it down further starting in November. At the point that we can use what they are coming up with that's what is in question. Alan will find out, it's a little too early right now – not far off.

8) 9:03 AM – 9:05 AM: Next meeting – November? December? Doodle poll survey

- * Tentative date: Mid Dec, just before the holidays – to get additional information from other committees.

- * DeBrena to send out doodle poll survey/meeting request.

Jordon Mason – volunteered to also work with on subcommittee if needed with Francie Buck.

9:05 AM — DeBrena’s Thank you notes and request for updates from other committees.

END OF CALL

Certification of Food Safety Regulation Professionals (CFSRP)
Conference Call Minutes – 12/16/2014
Call recording lost – brief summary provided below

1. Roll Call – start 11:04am
2. Approval of minutes – no corrections
3. Anti-trust Statement
4. Committee Roster – send any updates to dhilton@tulsa-health.org
5. Charges reviewed
6. Updates:
FDA DHRD – JTA: ongoing work, on hold. CFP Standards Program reviewing Standard 4 pilot changes to determine whether any changes are needed.

Program Standards – looking at recommendations provided from workgroup

IFPTI Curriculum available on website – content areas – competencies. Long process to develop.

End call 11:20am

Conference for Food Protection
Certification of Food Safety Regulation Professionals (CFSRP)
Conference Call Minutes
Wednesday, May 27th – 2015 @ 9:00am CST

Work Group Members Participating on the Call: DeBrena Hilton (Chair), Angela Benton (co-chair), Francie Buck, Doug Wilmsmeyer, Carrie Dickhans, Julie Hults, Christine Sylvis, Joetta DeFrancesco, Phyllis Fenn, Susan Kendrick, Michéle Samarya-Timm, David Read, Anthony Carotenuto, Alan Tart, Laurie Williams, and Vince Radke

Work Group Members Unable to Participate: Julie Albrecht, Linda Kender, Susan Grooters, Rance Baker, Bryan Chapman, Sima Hussein, Jordan Maeson, William Weichelt, Vanessa Cranford, Michael MacLeod, Hugh Atkins, Jacqueline Owens, Angela Cyr and Stan Hazan

Agenda-

9) Welcome:

10) Roll Call: notes from last call on December 16, 2014 will be incorporated following the minutes from 5/27/2015

11) Newest member – Vince Radke CDC replacing Kristin Delea

12) Review Charges –

Charge 1: Collaborate with the FDA DHRD, and the Partnership for Food Protection Training and Certification Workgroup (PFP TCWG) to:

- i) Continue review of all initiatives existing, new or under development involving the training, evaluation and/or certification of food safety inspection officers.
- ii) Review the results of the PFP training and certification work group recommendations for the nationally recognized Retail Food Curriculum based on the Retail Food Job Task Analysis (JTA) to determine if changes are needed in the Standard 2 curriculum.
 - Identify any gaps and recommendations for change and review the time frame for completion of Steps 1 through 4 for new hires or staff newly assigned to the regulatory retail food protection program.
- iii) Review the results of the partnership of food protection training and certification work group recommendations to determine if the Conference for Food Protection Field Training Manual for Regulatory Retail Food Safety Inspection Officers and forms need to be revised.

Charge 2: Work in collaboration with the CFP program standards committee to:

- i. Provide technical assistance with questions regarding the comments contained in the 2012 CFP CFSRP's Workgroup's uniform inspection program audit pilot project report on the CFP website that might trigger revisions of the VNRFRPS, Standard 4 Uniform Inspection Program.
- ii. Assess if any changes will be needed in Standard 2-Trained Regulatory Staff based on the current standard for review referenced in (1.) above to provide better alignment with Standard 4 of the VNRFRPS.

Charge 3: Report back the Workgroup's findings and outcomes to the 2016 Biennial Meeting of the Conference for Food Protection.

Charge 1 update:

Alan Tart –Training and Certification Workgroup. Various inspector roles general education curriculum development underway. 25 content areas. Retail will be covered broadly. All inspectors – specialty areas will be included. Competency statements almost done. DHRD will rely on cooperative agreements with others to put courses online. Retail Meeting June 15th in Denver to begin Retail competency statements. After general education and retail courses have been developed, gap analysis will be formed to determine current training and training needs. Recommendations for new courses or course development. Anticipated completion for retail will be next year. Changes to Standard 2 – on hold. Doesn't appear that our committee will be prepared to present issues regarding this charge to the 2016 CFP Conference.

Dave Read – PFP/IFPTI: a lot of work underway now. Example of training framework available at www.ifpti.org

FDA, CFP and IFPTI have been working for past 2 years on training concepts. Multi-colored diagram that covers Basic/Advanced/Journey/Leadership Areas – Food Safety Professional Competencies required for each content area on framework. Worked through general education courses. Working on Basic Level Framework – June Meeting will be to develop basic level framework for Retail Food. Content area reviewed to determine elements to go into training framework. Subject matter experts look at to determine elements that should go into each content area (Learning events, on the job training, etc...).

Substantial progress has been made over past few years but more work needs to be done.

Note to committee: CFP Master Calendar – December 4, 2015 final committee reports due from Committee Chairs and Committee Issues to Council Chairs for preliminary review.

After June Meeting, CFSRP committee will determine whether we will be able to meet issue deadline – recommendation made to draft issue to continue the work. Looking for results of initial survey sent out to stakeholders by July. After June meeting will also need to send out to stakeholders for review. Unlikely that CFSRP committee will have any information needed to move forward with Charge 1.

Charge 2:

Reviewed information from Standard’s Committee – Recommendations from CFP’s Uniform Inspection Program Audit Pilot Project Report that are incorporated into proposed language (see attached). Please review and respond with questions or suggestions to table recommendations.

Alan provided clarification that CFSRP Committee work is pending the Standards Committee Charges as it relates to Standard 4. Any changes made to Standard 4 would then be reviewed to determine any related effects on Standard 2.

CFSRP committee on hold pending additional information regarding Charge 1 and Charge 2.

Charge 3 – more than likely the issues charged to CFSRP will be resubmitted to the 2016 Biennial Meeting of the Conference for Food Protection.

Next meeting – tentative July 2015

Reminder: Council Application Period Open – Closes June 19th.

October 10, 2015 - CFSRP Conference Call Tally Vote to Dissolve Workgroup

Last Name	First Name	Position (Chair/Member)	Constituency	Vote
Hilton	DeBrena	Chair	Local Regulatory	For
Benton	Angela	Vice-Chair	Food Industry	For
Albrecht	Julie	Member	Academia	For
Kender	Linda	Member	Academia	For
Grooters	Susan Vaughn	Member	Consumer	Abstention
Baker	Rance	Member	Food Industry Support	For
Chapman	Bryan	Member	Food Industry Support	For
Buck	Francie	Member	Food Industry Support	For
Hussein	Sima	Member	Food Industry Support	For
Maeson	Jordan	Member	Food Industry Support	For
Weichert	William	Member	Food Industry Support	For
Wilmsmeyer	Doug	Member	Food Industry Support	For
Cranford	Vanessa	Member	Processing Food Industry	Abstention
MacLeod	Michael	Member	Retail Food Industry	For
Dickhans	Carrie	Member	Local Regulator	For
Hults	Julie	Member	Local Regulatory	For
Sylvis	Christine	Member	Local Regulatory	For
Atkins	Hugh	Member	State Regulatory	For
DeFrancesco	Joetta	Member	State Regulatory	For
Fenn	Phyllis	Member	State Regulatory	Abstention
Kendrick	Susan	Member	State Regulatory	For
Owens	Jacqueline	Member	State Regulatory	Abstention
Cyr	Angela	Member	State Regulatory	For
Samarya-Timm	Michèle	Non-voting member*	Food Industry Support	At-Large Member
Hazan	Stan	Non-voting member*	Food Industry Support	At-Large Member
Read	David	Non-voting member*	Food Industry Support	At-Large Member
Carotenuto	Anthony	Non-voting member*	Programs and Policy Support	At-Large Member
Tart	Alan	Non-voting member*	Support	At-Large Member
Williams	Laurie	Non-voting member*	Support	At-Large Member
Radke	Vince	Non-voting member*	Support	At-Large Member