



MEMORANDUM

**TO: EXECUTIVE BOARD
CONFERENCE FOR FOOD PROTECTION**

FROM: David McSwane

DATE: August 17, 2021

**SUBJECT: FALL 2021 BOARD MEETING
EXECUTIVE DIRECTOR'S REPORT**

I had hoped you would hear me present this report during one of the Executive Board meeting sessions held during the in person 2020 Board Meeting in Denver. Unfortunately circumstances beyond our control related to the COVID-19 pandemic required everything to be put on hold and ultimately the decision was made to deliver the meeting as a totally virtual event. Much of the work I have undertaken in the past year has been devoted to planning and implementing the 2020 virtual Biennial Meeting (rescheduled to August 2021) and the NACCHO-CFP grant project that started on August 1, 2020. My report will focus on specific CFP activities performed in relation to those two projects.

NACCHO-CFP Grant Project

CFP is a member of the Retail Food Safety Regulatory Association Collaborative (Collaborative). Other members of the Collaborative include the Association of Food and Drug Officials (AFDO), the Centers for Disease Control and Prevention (CDC), the U.S. Food and Drug Administration (FDA), the National Association of County and City Health Officials (NACCHO), and the National Environmental Health Association (NEHA). The objectives of the Collaborative are:

1. Develop a national Food Code adoption strategy (includes integrating FC Adoption Tool Kit into the strategy)

2. Improve the regulatory approach, competency, and food safety culture in the regulatory community to Increase retail food regulatory programs applications of risk-based inspection methods.
3. Increase enrollment and active participation and application of the Retail Food Regulatory Program Standards.
4. Improve Outbreak Investigations - Develop and implement training, outreach, educational materials and opportunities, and other innovative approaches to assist SLTT regulatory jurisdictions with reducing the occurrence of foodborne illness risk factors in food establishments and responding more effectively to foodborne illness outbreak.
5. Increase the number of establishments that have well developed and implemented Food Safety Management Systems (FSMS)s (Includes well developed employee health program).
6. Develop a strategy to enhance communication and better tell our story.

The work of the Collaborative to achieve these objectives is supported by cooperative agreements from the Food and Drug Administration. CFP is partnering with NACCHO to focus on objectives 2 and 3. NACCHO is the lead organization that has the cooperative agreement with FDA and CFP has been hired as a consultant to work on projects related to the grant.

CFP has put together an outstanding group of individuals to work on the project with NACCHO. They consist of Kala Wekenborg-Tomka, research project leader, Angie Wheeler and David McSwane, research project support staff, Vicki Everly, Clerical Support, and Cliff Nutt, Financial Support.

The first year of the project began on August 1, 2020. However, the first three months of the project were spent conducting searches for key staff and completing the hiring process. Work on the project started in November 2020. The following table provides a summary of the work conducted by CFP during year one of the project which ended on July 31, 2021.

Objective	Activity
<p>Objective 1.1: A primary objective of the Retail Food Safety Regulatory Association Collaborative is to increase the number of state, local, tribal, and territorial (SLTT) food regulatory programs that have adopted the two most recent versions of the FDA Food Code.</p> <p>CFP staff will regularly participate in the Retail Food Association Collaborative's Food Code Adoption Workgroup.</p>	<p>A priority activity of the Retail Food Safety Regulatory Association Collaborative was developing a national food code adoption strategy to increase uniform adoption of the FDA food code by state, local, tribal, and territorial (SLTT) retail food protection programs. A Retail Food Code Adoption toolkit was created to allow a jurisdiction an easier path for conformance with Standard 1 - Regulatory Foundation.</p> <ul style="list-style-type: none"> • Brenda Bacon chaired the Food Code Adoption Workgroup. This group conducted a survey of 221 SLTTs to gather information needed to promote adoption of a recent version of the Food Code. Feedback from this survey prompted the creation of a Food Code Adoption Toolkit. https://bit.ly/FCAdoptionTK • CFP staff assisted the Food Code Adoption Workgroup by soliciting letters of support for the toolkit, presenting information about the toolkit at the Collaborative's Ribbon-cutting event and NACCHO's annual meeting, contributing to the development of a testimonial about the toolkit, and surveying CFP members about the toolkit • CFP has disseminated workgroup request(s) and information about resource(s) using our listserv and website.
<p>Objective 2.1A: CFP will conduct up to four (4) key informant interviews with a subset of SLTT programs enrolled in the VNRFRPS to assess application of risk-based inspections methods being used and identify barriers preventing application of risk-based inspection methods.</p>	<p>The specific aim of this activity is to increase the number of retail food regulatory programs that apply risk-based inspections and implementation of effective intervention strategies.</p> <ul style="list-style-type: none"> • Twelve (12) potential SLTTs were identified as potential key informant interview participants based on their conformance with Retail Program Standards 3, 4 and 6. Nine (9) SLTTs were ultimately selected to participate in the KIIs.

	<ul style="list-style-type: none"> • CFP collaborated with NACCHO to create a Key Informant Interview (KII) guide script that was used when interviewing SLTT retail food safety programs to assess the application of risk-based inspection methods used and identify barriers that prevent the application of risk-based inspection methods. • CFP Research Project staff conducted four (4) of the nine (9) key informant interviews and submitted interview recordings (audio format) and notes for these interviews. • CFP staff prepared a report summarizing key informant interviews. • A Food Safety Advisory Group (FSAG) was created to provide input to NACCHO/CFP and the other Collaborative Members regarding their various projects. CFP Research staff helped recruit representatives from SLTT food safety programs AND food industry professionals. • CFP participated in the scheduled meetings of the FSAG.
<p>Objective 2.1B: CFP will collaborate with NACCHO to identify and collate reports generated by jurisdictions that have met Standard 9.</p>	<p>The specific aim of this activity is to identify, assess and promote implementation of effective intervention strategies</p> <ul style="list-style-type: none"> • CFP/NACCHO reviewed the FDA list of jurisdictions enrolled in the VNRFPS specifically looking at standard 9: risk factor study. Looking at jurisdictions with 2 or more verification audits (Vas) of standard 9 and/or VA's and Crumline Award winners. • CFP/NACCHO then collected, reviewed, and analyzed all risk factor studies. 13 local food programs were identified with at least 2 VA of standard 9. All 13 risk factor studies were reviewed. An evaluation tool was used to identify what risk factors were identified that are most in need of priority attention, the evaluation dates for trends in risk factor occurrences, types of facilities included,

	<p>targeted intervention strategies identified to reduce priority risk factors, effectiveness of each intervention strategy.</p> <ul style="list-style-type: none"> • CFP staff worked with NACCHO staff to create the key informant interview guide and script. • 9 primary local jurisdictions were selected with 4 alternates based on the evaluation tool. • To date, KIIs have been conducted with 8 of the 9 jurisdictions. CFP staff worked with their counterparts at NACCHO to create and execute risk factor study report review plan.
<p>Objective 3.2: In collaboration with NACCHO, CFP will lay the foundation work to conduct focus groups with local jurisdictions in states or regions that have started their own VNRFRPS network to understand and document the groups' successes, challenges, and recommendations. Focus groups will be conducted in Year 2.</p>	<p>The specific aim of this activity is to Identify states and regions that have created VNRFRPS network(s). Once the networks are identified they will be surveyed to determine how they are helping individual jurisdictions enrolled in the VNRFRPS to conform with the Standards and to promote enrollment in the VNRFRPS.</p> <ul style="list-style-type: none"> • CFP and NACCHO staff will create a focus group guide and schedule meeting with the networks that are selected to be interviewed. • This activity will be completed during year two of the project.
<p>Objective 4.1: By end of Year 1 (July 31, 2021), CFP will regularly attend virtual and in-person Collaborative meetings to provide input on Collaborative members' project activities.</p>	<p>David Lawrence, Brenda Bacon, and I participated in 100% of Collaborative meetings held during year 1 of the project.</p>
<p>Objective 4.2: By end of Year 1 (July 31, 2021), CFP will communicate Collaborative's resources and messaging through its communication channels.</p>	<p>CFP disseminated requests from the Collaborative and information about resources created by the Collaborative through its listserv and the CFP website. This is not related to the Food Code Safety Adoption Workgroup communications in Objective 1.2.</p>

Administrative	<p>CFP staff attended all monthly regular check-in meetings with the project staff at NACCHO.</p> <p>CFP staff attended all FDA administrative check-in calls as scheduled.</p> <p>CFP staff attended all QUAD check-in calls as scheduled. These calls involved project staff from AFDO, CFP, NACCHO and NEHA.</p> <p>CFP staff attended all Collaborative Joint Advisory Group meetings.</p>
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2020 Virtual Biennial Meeting (rescheduled for August 2021)

The activities related to planning and implementing the 2020 Biennial Meeting required a team effort. Meeting planning and implementation poses challenges under normal circumstances. However, the challenges were even greater this year because the meeting will be conducted entirely virtually.

A special note of thanks goes to David Lawrence, Brenda Bacon, Vicki Everly and Cliff Nutt for their extraordinary effort in support of the biennial meeting. The impact of their time, effort, and contributions cannot be overstated.

Some examples of activities I was personally involved with to support the virtual 2020 Biennial Meeting are presented below:

- Virtual Meeting Platform
 - Worked with the Virtual Meeting Platform Committee to prepare the RFPs that were sent to potential providers of the virtual meeting platform.
 - Participated in the interviews with the two companies that submitted proposals for providing the platform for the biennial meeting.
 - Provided content for CD staff to post on the Pathable Platform.
 - Met weekly with the CFP Leadership team to discuss work related to the Pathable platform.
 - Met weekly since early May with ConferenceDirect staff to work on the Pathable platform.
 - Participated in all Council Training Sessions.

- Event Scheduling
 - I worked with the scheduling committee to set the schedule of meeting events for August 9, 10, 13, 16, 17, 18, 19, and 20.

- In addition to setting the dates, it was also necessary to set start and stop times for each day that would accommodate the many different time zones the meeting attendees live in.
- Digital Program Book
 - Created content for the digital Program Book.
 - Worked with the desktop designed to review and provide edits and comments for five different proofs of the book before it was deemed final.
- Assembly of State Delegates
 - Sent messages to the Secretary/Commissioner of Health and Agriculture agencies in all States, the District of Columbia, and 6 U.S. Territories asking for them to appoint a delegate and alternate for their agencies for the Assembly of State Delegates.
 - All nominated Delegates were contacted 90 days prior to the 2020 Biennial Meeting to verify they were still filling that role.
 - Updated the roster of Delegates as necessary when changes were made by the states and territories.
- Meetings associated with the Virtual Meeting.
 - Met weekly with the CFP Leadership team to discuss work related to the Pathable platform.
 - Met weekly since early May with ConferenceDirect staff to work on the Pathable platform.
 - Participated in all Council Training Sessions.
- Sustaining Sponsors and Event/Service Donors.
 - Solicited logos for Sponsors and Event/Service Donors to post on the Pathable platform, Program Book, and Mobile app.
- Mobile App.
 - Provide content to the Mobile App Committee to post on the app.
 - Provided updated information to the Mobile App. Committee as changes were made.
 - Helped the Mobile App Committee to recruit Council liaisons to provide updates on the status of Issues.
- Communication with Registrants.
 - Disseminated information to Biennial Meeting registrants about the meeting, the mobile app, the Retail Food Program Standards special session, etc.
 - Messages were sent to attendees prior to and during the meeting.

- Retail Food Program Standards Session
 - Presented a report on CFP's activities related to the work of the Collaborative.
- Opening Session
 - Invited Keynote speakers and Respondents for Opening Session and provided follow up correspondence about the session and their roles.
- Closing Session
 - Prepared the script for the Closing Session and Assembly of Delegates Meeting.
- Miscellaneous
 - Fielded questions from attendees about the biennial meeting.
 - Fielded questions from presenters.
- Workshop
 - Worked with the Program Committee and NEHA to plan and deliver the Workshop sessions on April 13, 14, and 15.
 - Created a satisfaction survey that was sent to workshop attendees to get feedback about the format, content, and delivery of the workshop.

Crumbine Award

- The Washoe County Health District in Nevada won the Samuel J. Crumbine Award for 2021. Due to the COVID-19 pandemic, the award was not presented to the Southern Nevada Health District which won the award in 2020. The awards will be presented to the 2020 and 2021 winners during the IAFP, NEHA, and NACCHO meetings in 2021.

Executive Board Meetings

- The Spring 2022 Executive Board Meeting will be held at the Westin Galleria Hotel in Houston, TX on April 26-27, 2022.