

Item 1.7.2



MEMORANDUM

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

FROM: David McSwane

DATE: August 24, 2023

**SUBJECT: FALL 2023 BOARD MEETING
EXECUTIVE DIRECTOR'S REPORT**

The Executive Staff has been busy since the Executive Board last met at the 2023 Biennial Meeting in April. A summary of my activities during the last four months is presented below.

CFP Objectives

1. Complete tasks required as follow-up for the 2023 Biennial Meeting. These include preparing and sending correspondence required by Issues accepted by the Councils and the Assembly of Delegates, forming an ad hoc committee for Issue 2023-I-024, and preparing the CFP content and governance documents accepted by the Councils and the Assembly of Delegates for posting on the CFP website.
2. Assisted the EA with tasks associated with the Council and Standing Committee application process.
3. Worked with Christine Sylvis to cover the duties of the EA following Vicki's retirement on June 30, 2023.
4. Assisted John Marcello and the Strategic Planning Committee with preparations for the meeting that was held from August 15-17, 2023. This included reserving AV equipment, ordering food and beverage for breaks and lunch, and preparing materials that will be used during the meeting.
5. Prepared materials for the virtual Executive Board meeting on August 24, 2023. This included creating the agenda, compiling information for binders, and disseminating information to the Board.

NACCHO-CFP Grant Project

As you will recall, CFP is a member of the Retail Food Safety Regulatory Association Collaborative (Collaborative). Other members of the Collaborative include the Association of State and Territorial Health Officials (ASTHO), the Association of Association of Food and Drug Officials (AFDO), the National Association of County and City Health Officials (NACCHO), the National Environmental Health Association (NEHA), the Centers for Disease Control and Prevention (CDC), and the Food and Drug Administration (FDA).

The six (6) objectives that have been set by the members of the Collaborative include:

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 a 3-year cooperative agreement from the Food and Drug Administration. NACCHO is one of the organizations that has the cooperative agreement with FDA and CFP has been hired as a contractor to work on projects related to the grant.

The first year of cycle two of the NACCHO-CFP research project ended on July 31, 2023. The priorities of the last few months involved finishing projects and providing deliverables for year 1 and planning activities for year 2 of cycle two.

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 following table provides a summary of the activities I participated in during year one of cycle two of the project which ended on July 31, 2023.

Objective	Activity
<p>Objective 2.1A: CFP will promote implementation of evidence-based recommendations to increase the application of risk-based inspection methods by SLTT retail food regulatory programs.</p>	<ul style="list-style-type: none"> • I reviewed and provided edits and comments to the final report for research that provided a list of current training courses that contain content related to risk-based inspection and identified themes and subthemes in the courses. • I reviewed and provided edits and comments for a report that evaluated Risk-Based Inspection Methods in Retail workshop (FD218) and a guidance document that contained recommendations for modifications to FD218 training to address barriers to the implementation of risk-based inspections.
<p>Objective 2.1C: Utilize the Collaborative's Retail Food Safety Advisory Group (RFSAG) to include stakeholder perspectives during the development of training programs and tools and during the planning and execution of research projects.</p>	<ul style="list-style-type: none"> • I participated in the virtual meetings of the RFSAG and the virtual meetings of the RFSAG co-chair meetings.
<p>Objective 4.1A. Support the efforts of other Collaborative associations to reduce the occurrence of foodborne illness outbreaks and to promote active managerial control as a means of preventing outbreaks</p>	<ul style="list-style-type: none"> • Participated in all in person and virtual Collaborative meetings.
<p>Obj. 5.1D: Enhance existing manager certification and food handler education and training requirements – in collaboration with Food Safety Manager Certification bodies – to include adult learning principles designed to better influence human behavior.</p>	<ul style="list-style-type: none"> • Conducted a literature review of at least 15 articles that address how adult learning principles can influence human behavior in general and in food safety in particular. • Drafted a report based on the key findings of literature review. • Convened two (2) focus group meetings to gather information about learning styles and

	methods for food handler training
Objective 6: Implement strategies to promote availability and usage of best practices, tool kits, research, and other information sharing among retail food safety stakeholders.	<ul style="list-style-type: none"> • Attended all scheduled Collaborative Communications Workgroup meetings. • Used CFP's internal and external communication channels to share information about the work of the Collaborative in general and the activities of CFP and NACCHO in particular.
Administrative:	<ul style="list-style-type: none"> • Attended all regularly scheduled Collaborative Joint Advisory Group (JAG) Meetings • Attended all monthly NACCHO-CFP Administrative meetings. • Attended all scheduled QUAD meetings. (tentative monthly)

2023 Hybrid Biennial Meeting

The activities related to planning and implementing the 2023 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 was conducted as a hybrid event.

A special note of thanks goes to Becky Vought, Todd Rossow, 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 hybrid 2023 Biennial Meeting are presented below:

- Virtual Meeting Platform
 - Worked with the Digital Engagement Committee to prepare the Request for Proposal (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 to be posted on the Bizzabo platform.
 - Met regularly with the CFP leadership team and the Local Arrangements Committee (LAC) to discuss activities related to the hybrid meeting.

- Event Scheduling
 - I worked with the scheduling committee to set the schedule of meeting events for April 21, 23, 24, 25, 26, 27, and 28.
 - In addition to setting the dates, it was also necessary to set start and stop times for each day that would accommodate the 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 four 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 2023 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 in person and live stream options.
 - Met bi-monthly with contacts at Alliant Event Services to make sure the schedule, equipment, and staff were provided for the in person and hybrid in person/live stream sessions.
 - Met regularly with the staff at the Westin Galleria Hotel to make sure meeting space, seating arrangements, and food and beverage orders were correct.

- Sustaining Sponsors and Event/Service Donors.
 - Solicited logos for Sponsors and Event/Service Donors to post on the Bizzabo platform and in the digital Program Book.

- Mobile App.
 - Provided updated information to the Mobile App. Committee as changes were made.

- Communication with Registrants.
 - Disseminated information to Biennial Meeting registrants about the meeting and the Bizzabo platform
 - Messages about the pre-biennial meeting workshop and the biennial meeting were sent to attendees prior to and during the meeting.

- Opening Session
 - Worked closely with the ad hoc Opening Session committee to select a theme for the session, create an agenda, determine topics, and recruit speakers for the Opening Session.
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- Closing Session
 - Sent our RFPs to court reporter companies in the Houston area and selected the company to provide the record of the proceedings (transcript).
 - Created 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 the staff at the Ohio State University to plan and deliver the Workshop sessions on March 22, 23, and 24.

Crumbine Award

- The Crumbine Award was not presented in 2023. The sponsors of the award held a meeting earlier this month to discuss ways to promote the award and encourage more jurisdictions to apply. A variety of options were discussed including holding a workshop with potential applicants for discuss essential components of a successful application, how to effectively measure and demonstrate success in the retail food program, and seeking representatives of past award winners to serve as mentors to individuals who are working on an application for the award. It is hoped these innovations will result in more, high quality applications in the future.

Next Executive Board Meeting

The Spring 2024 Executive Board Meeting will be held at the Grand Hyatt Hotel in Denver, CO on March 26-27, 2024.