



**MEMORANDUM**

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

**FROM: David McSwane**

**DATE: March 23, 2021**

**SUBJECT: APRIL BOARD MEETING  
EXECUTIVE DIRECTOR'S REPORT**

To say we have been busy since the Executive Board Meeting in September 2020 would be an understatement. While it is not possible to provide a detailed report of all activities undertaken in the past 6 months, the following provides a few of the highlights.

**NACCHO-CFP Collaborative Project**

- The collaborative grant application that was reported on at the September 2020 Executive Board Meeting was funded by FDA. The application was entitled “Collaborating with Retail Food Safety Associations to Advance Retail Food initiatives and Reduce Foodborne Illness”. This project is part of a larger project proposed by the Retail Food Safety Regulatory Association Collaborative of which CFP is a member. NACCHO and CFP will collaborate to further the capacity of State, Local, Tribal and Territorial (SLTT) agencies to improve retail food safety and reduce the incidence of foodborne illness across the United States.
  
- The official start date for the project was August 1, 2020. The following is an abbreviated list of activities related to the project that I have worked on to date:
  - Developed Position Descriptions for the Project Team Leader and Support Staff.
  - Led the search and screen activities related to recruitment of candidates for the CFP staff positions. This effort resulted in hiring Michala Wekenborg-Tomka (Kala) as project leader and Angie Wheeler to provide support

services.

- Created the content for the CFP Work Plan and Deliverable Table for Year 1 of the project.
  - Participated as a member of the Collaborative Communications Work Group
  - Participated in the creation of a Food Safety Advisory Group that was created to provide input to the NACCHO-CFP research project.
- Activities Performed for the Retail Food Safety Association Collaborative (Collaborative)
    - Participated in meetings of the Collaborative.
    - Participated in meetings of the Collaborative's Communications Work Group.
      - Helped develop an abstract template about the Collaborative for various types of professional meetings.
      - Recorded a message about the Collaborative for the Ribbon-cutting event scheduled for 5/24/21.
    - Shared information about activities related to the NACCHO-CFP Project and the Collaborative with CFP members via the listserv and website.
    - Participated in Joint Advisory Group (JAG) meetings.

### **Biennial Meeting Activities**

- I worked with Karen Peña at ConferenceDirect to cancel our contract with Grand Hyatt Hotel in Denver. The contract was successfully cancelled with no financial penalty to CFP.
- The Executive Leadership Team spent a significant amount of time determining appropriate registration fees for the 2020 virtual Workshop and Biennial Meeting.
- I created a draft agenda for the virtual 2020 Biennial Meeting.
- I worked with the Sponsorship Committee Co-Chairs to develop a plan for contacting sponsors to inform them of changes related to the virtual meetings and to determine if they wish to remain as a Sustaining Sponsor and/or Donor.
- I worked with the Mobile App Committee Co-Chairs to update content in the app as it pertains to the virtual 2020 workshop and biennial meeting.
- I worked with the EA to develop information to be shared with CFP members about the virtual workshop and biennial meeting. This included marketing information for the upcoming meeting and messages about the new registration fees and refund process.

### **Collaboration with NEHA on Grant Proposal**

- The National Environmental Health Association (NEHA) is preparing an application in response to FDA Funding Opportunity Announcement (FOA) #RFA-FD-21-028, entitled "Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) by State, Local, Tribal, and Territorial (SLTT) Retail Food Regulatory Agencies" If the proposal is

funded, CFP will provide support to co-host a virtual 2.5 day meeting about the Retail Program Standards in 2022 and an in-person meeting about the Standards in 2024. If funding is available, these meetings could become “off-year” meetings for CFP.

### **Arizona Environmental Health Association AEC Meeting Presentation**

- I made a presentation about CFP and its role in promoting retail food safety at the virtual; Annual Educational Conference of the Arizona Environmental Health Association on March 10, 2021.

### **Work with Ad hoc Committees**

- I have worked with the Digital Engagement and Virtual Platforms ad hoc committees.
  - Reports from both committees will be presented under Unfinished Business.

### **Crumbine Award**

- Solicitation letters were sent to the Crumbine Award sponsors for the sponsorship fee. The awards for 2020 and 2021 (assuming a winner will be selected this year) will be presented at annual meetings of IAFFP, NEHA and NACCHO. March 15, 2021 is the deadline for submitting applications for the award this year.

### **Executive Board Meeting**

- Portions of the Executive Board Meeting in August 2021 will be held prior to the start of the virtual Biennial Meeting. At least one session of the Board meeting will be held during the biennial meeting and the session on the last day of the biennial meeting will be used to introduce the new Board members who were elected at the meeting.