

Item 2.2.1e (1)

Template approved: 07/13/2021

**Committee Progress Reports are considered DRAFT until accepted by the Executive Board**

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

**COMMITTEE NAME:** Employee Food Safety Training

**DATE OF REPORT:**  **Initial fall progress report**    **Spring progress report**    **Second fall progress report**

**Date submitted:** 10/8/2021

**Date amended (if applicable):** *Click here to enter a date.*

**Date accepted by Executive Board:** *Click here to enter a date.*

**COMMITTEE ASSIGNMENT:**    **Council I**    **Council II**    **Council III**    **Executive Board**

**REPORT SUBMITTED BY:** Co-chairs Tara Paster, Industry   Ki Straughn, Local Regulatory

**COMMITTEE CHARGE(S):**

**Issue # 2018-II-001**

1. Review the CFP “Employee Food Safety Training Guidance Document” for possible updates (assigned via Issue 2018-II-001); and
2. Report recommendations at the 2023 Biennial Meeting.

**COMMITTEE WORK PLAN AND TIMELINE:**

1. Historical perspective review and acknowledgement of the 2016 - 2018 Employee Food Safety Training Committee Final Report
2. Thank the past committee members for the completed work and recognize their commitment to CFP
3. Welcome and organize the new committee members to complete the assigned charge using collaboration and transparency
4. Divide and review the CFP “Employee Food Safety Training Guidance Document” for possible updates

**COMMITTEE ACTIVITIES:**

1. **Dates of committee meetings or conference calls:**  
*To be determined once committee is approved by the CFP Executive Board*
2. **Overview of committee activities:**  
*Proposed committee roster attached pending CFP Executive Board approval*
3. **Charges COMPLETED and the rationale for each specific recommendation:**  
*To be determined*
4. **Status of charges still PENDING and activities yet to be completed:**  
*To be determined*

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**
- Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**
1. Please approve attached committee roster – no representation from Academia or Consumer constituencies due to large number of committees formed this biennium
  - 2.

**ATTACHMENTS:**

1. **Content Documents:**
  - a. **Committee Member Roster:**  See changes noted above under “requested action”    No changes to previously approved roster  
*“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/)   Committee roster to be submitted as a PDF attachment to this report.*
  - b. **Committee Generated Content Documents (OPTIONAL):**  No draft content documents submitted at this time
2. **Supporting Attachments (OPTIONAL):**  Not applicable