

## **Conference for Food Protection Council II Final Summary Report**

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**Date of Report:** March 30, 2023

**Submitted By:** Courtney Halbrook, Council Chair  
Wendy Bell, Council Vice Chair

**Committee Charges and Activities:** *See individual committee reports for details*

### **1. List of Committees:**

#### **CBPC – Constitution Bylaws and Procedures Committee (Standing Committee)**

**Committee Chair:** Sean Dunleavy

**Committee Vice Chair:** Davene Sarrocco-Smith

2023 II-005: Report – Constitution Bylaws and Procedures Committee (CBPC)

2023 II-006: CBPC #2: CBPC Duties; Constitution Article XVI

2023 II-007: CBPC #3: Federal Partners and Committee Membership Article XV

2023 II-008: CBPC#4: Membership; Constitution Articles III, IV, XVIII

#### **FPMCC – Food Protection Manager Certification Committee (Standing Committee)**

**Committee Chair:** Susan Quam

**Committee Vice Chair:** Justin Daniel

2023 II-001: Report – Food Protection Manager Certification Committee

2023 II-002: FPMCC 2 Proposed Changes to the FPMCC Committee Bylaws

2023 II-003: FPMCC 3 Proposed Changes to the CFP Standard for Accredited FPM Cert. Pgrms

2023 II-004: FPMCC 4 Response to Issue 2020 II-004

#### **PSC – Program Standards Committee (Standing Committee)**

**Committee Chair:** Angie Wheeler

**Committee Co-Vice Chair:** Kenesha Williamson

**Committee Co-Vice Chair:** DeBrena Hilton

2023 II-009: PSC1 Program Standards Committee Report

2023 II-010: PSC3 Tracking Versions of Standard 2 Appendix B-1

2023 II-011: PSC4 Change Re-standardization Frequency for staff not standardizing others

2023 II-012: PSC5 Add FD218 to Standard 2 Post Curriculum

2023 II-014: PSC6 Reference National Curriculum Standard in VNRFRPS Standard 2

2023 II-015: PSC13 Add NCS Exam Option to Standard 2

2023 II-018: PSC7 Std 3 Requirements and Self-Assessment & Verification Audit Form Edits

2023 II-019: PSC15 Incorporation of Plan Review into VNRFRPS Standard 3

2023 II-025: PSC8 Create Standard 4 Verification Audit Instructions

2023 II-026: PSC9 Edits to Standard 5 and Definitions

2023 II-027: PSC16 Development of a Roadmap for the requirements in VNRFRPS Standard 5

2023 II-028: PSC17 Referencing Crosswalk – Requirements for Foodborne Illness Training

2023 II-029: PSC18 Requirements for Foodborne Illness Training Program Crosswalk Content

2023 II-030: PSC19 Continuation of Issue # 2020 II-033

2023 II-031: PSC10 Standard 6 Establishment File Worksheet Form 3A

2023 II-032: PSC11 Draft Standard 6 Standardized Key Crosswalk to the 2017 FDA Food Code

2023 II-034: PSC12 Defining Standard 8 Verification Audit Parameters

2023 II-036: PSC2 Assign 2020 II-031 to CFP Program Standards Committee

### **Allergen Committee**

**Committee Chair: Amani Babekir**

**Committee Vice Chair: Michelle Hill**

2023 II-049: Report – Allergen Committee

2023 II-050: Allergen Committee 2 Publish “Major Food Allergen Framework” and SUMMARY

2023 II-051: Allergen Committee 3 Amend Annex 2 “References” Section of the Food Code.

2023 II-052: Allergen Committee 4 Re-create the Allergen Committee

### **DFSSC Digital Food Safety System Committee**

**Committee Chair: Eric Moore**

**Committee Vice Chair: Dr. Ben Chapman**

2023 II-046: Report - Digital Food Safety System Committee (DFSSC)

2023 II-047: DFSSC 2 - Approve and Post General Best Practice Guidelines

2023 II-048: DFSSC 3 - Amend Food Code Annexes to Include Reference to Guidance Document

### **EFSTC Employee Food Safety Training Committee**

**Committee Chair: Tara Paster Cammarata**

**Committee Vice Chair: Ki Straughn**

2023 II-022: Report - Employee Food Safety Training Committee (EFSTC)

2023 II-023: EFSTC2 Publish Employee Food Safety Training Guidance (2017 FDA Food Code)

### **FDC Food Defense Committee**

**Committee Chair: Albert Espinoza**

**Committee Vice Chair: Jennifer Bonsky**

2023 II-038: Report – Food Defense Committee (FDC)

2023 II-039: FDC Issue 2–Amend 2022 FDA Food Code to add food defense rule under 2-102

2023 II-040: FDC Issue 3 – Amend FDA Food Code, Annex 2, Sect. 4 Food Defense references

2023 II-041: FDC Issue 4 – Approval and Posting of Food Defense Guidance Document

### **FSMS Food Safety Management System Committee**

**Committee Chair: Christine Sylvis**

**Committee Vice Chair: Mandy Sedlak**

042 Report – Food Safety Management System (FSMS) Committee

043 FSMS #2 Amend Food Code – Define Active Managerial Control and FSMS

044 FSMS #3 Re-create FSMS Committee

045 FSMS #4 – Create FSMS Committee as Standing Committee

### **Local Regulatory Voting Representation Committee**

**Committee Chair: Pieter Sheehan**

**Committee Vice Chair: Joetta Defrancesco**

2023 II-024: Local Regulatory Voting Representation Committee Report

## **2. Council leadership requested action:**

- a. During this biennium the Local Regulatory Voting Representation Committee had some difficulty interpreting and understanding the reporting structure for their committee. Because the charges were written to indicate that rather than reporting back to CFP at the next biennial meeting the Committee was directed to *“report to the Executive Board for consideration of the following:”*. If this language of reporting to the Executive Board is used in the future, we recommend there be clear direction from the Executive Board to the Council leadership on what is expected so that the Council leaders can guide the affected Committee as they begin their work.
- b. During the biennium overall committee participation was good, but at times quorum was not always easy to obtain at each committee meeting. Our recommendation would be to have CFP leadership create and conduct a committee orientation meeting for Committee chairs and vice chairs to explain when quorum is needed, when voting is required, how to complete voting, and what to do when rosters need to be changed over the course of the biennium. This might better prepare the committee chairs on management of their respective committees.

3. Council Issue Breakdown:
- a. Total Issues assigned to Council II: 53
  - b. Issues submitted by Council II Committees: 44
  - c. Independent Issues assigned to Council II: 9

***This Final Report is required to be submitted at the April (Biennial Meeting) Executive Board (EB) meeting. Council leadership is responsible for obtaining and reviewing their assigned committees' reports in order to prepare this document.***

***The purpose of this report is to facilitate EB discussion by providing a summary of items requiring action – it is not intended to replace or duplicate information within individual committee reports.***

**Notes:**

- *Red font indicates information to be completed and updated for each report submittal.*
- *Please keep action item information in multilevel outline format to facilitate discussion and for ease of reference in EB meeting minutes; please minimize use of bullets.*