



## CONFERENCE FOR FOOD PROTECTION, INC. EXECUTIVE BOARD MEETING

**August 13-14, 2019 – Fort Mill, South Carolina**  
**August 28, 2019 – continuation conference call**

On Tuesday, August 13, meeting called to order at 8:39 AM and recessed at 4:58 PM.

On Wednesday, August 14, meeting reconvened at 7:46 AM and recessed at 2:00 PM.

Meeting reconvened via conference call on Wednesday, August 28, 2019 at 1:10 PM (EDT) and adjourned at 3:06 PM.

Minutes are documented in the order listed on the meeting agenda and do not necessarily follow the order of discussion. For brevity, procedural motions such as those to recess/reconvene, or to table/reconsider agenda items are not included unless material to the discussion or a vote was not unanimous. The language for each motion is captured at the time of vote; the specific wording of each edit is not tracked. Also, for brevity, discussion comments and questions have been summarized and similar or repeat comments have been grouped. Due to challenges of conducting voice votes during a conference call, only votes in opposition of the motion and abstentions were requested.

Please note that due to the absence of participant microphones in the meeting room, some of the general discussion from Board Members was at a volume too low to be captured by the scribe or by the “sound grabber” microphones placed in the center of the meeting room hollow square; this resulted in the inability to capture all discussion points. Also, muffled voices from telephone participants limited the capture of discussion points.

**Discussion points include opinions from individuals and do not necessarily reflect the view of the entire Board and may not reflect existing CFP policy or procedure.**

### **1. Opening – Conference Chair David Lawrence, Presiding**

#### **1.1. Call to Order**

A welcome greeting was extended to everyone by David Lawrence, Conference Chair, along with a statement of appreciation to those that worked to convene the meeting. David extended a specific word of welcome to our hosts at Diversey and to our new Board Members Christopher Sparks and Anne Dolhanyk, and to Kristi Barlow on her official appointment to the Board as the representative of USDA-FSIS.

Our Diversey hosts also extended a welcome to all attendees.

#### **1.2. Anti-trust Policy**

The anti-trust policy was read by Brenda Bacon, Conference Vice Chair.

#### **1.3. Roll Call / Acknowledgement of Board Members**

All those in attendance at the face-to-face meeting in Fort Mill introduced themselves and a silent roll call was conducted by circulating a Board roster.

**Voting members present:** Brenda Bacon, Kristi Barlow, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Jessica Fletcher, Donna Garren, Jason Horn, Keith Jackson, Ann Johnson, Adam Kramer, Rebecca Krzyzanowski, David Lawrence, Glenda Lewis, Todd Mers, Steve Moris, Todd Rossow, Angela Sanchez, Christopher Sparks, Christine Sylvis, Kelli Whiting

**Voting members participating by telephone:** David Gifford

**Voting members absent:** Brian Nummer

**Ex-officio non-voting members present:** Christine Applewhite, Angie Cyr, Joetta DeFrancesco, Thomas Ford, Patrick Guzzle, Jeff Hawley, Thomas McMahan, Davene Sarrocco-Smith

**Ex-officio non-voting members participating by telephone:** Julie Albrecht, Danny Follett, Terry Levee, Erika Stapp-Kamotani, Sharon Wood

**Executive staff present:** Dr. David McSwane, Cliff Nutt, Vicki Everly

Participation during the August 28 conference call:

**Voting members present:** Brenda Bacon, Kristi Barlow, Amber Daniels, Anne Dolhanyk, Catherine Feeney, Jessica Fletcher, David Gifford, Jason Horn, Keith Jackson, Ann Johnson, Rebecca Krzyzanowski, David Lawrence, Glenda Lewis, Todd Mers, Steve Moris, Todd Rossow, Christopher Sparks, Kelli Whiting

**Voting members absent:** Donna Garren, Adam Kramer, Brian Nummer, Angela Sanchez, Christine Sylvis

**Ex-officio non-voting members present:** Christine Applewhite, Thomas McMahan, Davene Sarrocco-Smith

**Ex-officio non-voting members absent:** Joetta DeFrancesco, Sharon Wood

**Executive staff present:** Dr. David McSwane, Cliff Nutt

**Executive staff absent:** Vicki Everly

### 1.3.1. Acknowledgement of Guests

**Guests present during August 13-14 face-to-face meeting:** Anna Starobin, Paul Budsworth, and Julie Henderson (participating via conference call).

### 1.4. Agenda Review

Agenda version provided with the final Binder 1 was used.

<b>Action Item</b>	Motion to add agenda item 5.9 under new business to discuss extending the time allotted for the Board meetings held between the biennial meetings. <i>(Bacon / Krzyzanowski)</i>
	Motion passed by voice vote.

Prior to convening the conference call, the following motion was made via email to facilitate discussion during the call; results of the e-vote were disseminated by the ED on 08/26/2019.

<b>Action Item</b>	Motion to table agenda items 5.6 and 5.7 and list them as unfinished business on the agenda for the spring 2020 EB meeting. <i>(Johnson / Jackson)</i>
	Motion passed by e-vote with the final vote count as follows: Yes 21                      No 0                      Did not vote 2                      Abstain 0

### 1.5. Board Meeting Minutes, April 2-3, 2019

Minutes of the April 2019 Board meeting minutes were previously approved by e-vote.

#### 1.5.1. Summary of Board E-votes taken since April 2019 Biennial Meeting *(see written report)*

David Lawrence reviewed the purpose of the e-vote summary document.

<b>Action Item</b>	Motion to acknowledge the e-vote summary document that includes votes since the April 2019 Board meeting. <i>(Johnson / Rossow)</i>
	Motion passed by voice vote.

### 1.6. 2018-2020 Biennial Calendar

The purpose of the biennial calendar was reviewed by David Lawrence and Dave McSwane. This is provided as an informational item only as it reflects the activities and amount of work that must occur prior to the 2020 Biennial Meeting. Board members are asked to review this document to ensure that dates mandated by our Constitution and Bylaws are met.

#### 1.7. Chair's Update – David Lawrence *(see written report)*

David Lawrence discussed points in his written report including opportunities that he and Brenda Bacon have had to market CFP.

- United Fresh–CFP Webinar. An overview of CFP was provided along with updates on produce-related activities occurring with CFP committees.
- 2019 AFDO Annual Educational Conference. David provided an informational session on CFP and the status of Council Committees (including activities referenced on the April 2019 committee periodic reports).
- Retail Food Association Summit. David and Brenda represented CFP at this 2½ day face-to-face meeting. In this meeting, CFP is an equal partner with AFDO, FDA, NACCHO, and NEHA. (Additional details are available in the Conference Chair written report.)

Questions and Discussion regarding the Retail Food Association Collaborative (summit):

- Should the CFP Board participate in the representation process? Did other organization chairs participate? Each organization selected their own representatives. Continuity is important for workgroup activities and roles/positions within organizations may change.
- The ground rules are currently under development but do reference staggered terms so that all members from a single group are not transitioned at the same time.
- The 2½ day “summit” is just the beginning of an ongoing collaborative process.

<b>Action Item</b>	Amended motion to maintain David McSwane, David Lawrence, and Brenda Bacon as the CFP representatives to the Retail Food Association Collaborative until CFP’s 2020 Biennial Meeting. <i>(Krzyzanowski / Johnson; amendment by Sanchez accepted)</i>
	Motion passed by voice vote.

## 1.8. Executive Staff Reports

### 1.8.1. Executive Director (ED) – David McSwane *(see written report)*

Dr. McSwane stated his written report includes only the most significant activities since the last Board meeting. He provided a brief overview of the IAFP meeting where he, Brenda Bacon, and Dr. Girvin Liggins participated on a panel presentation titled “Updates to the Conference for Food Protection and the Food Code.”

In a collaborative project with AFDO, CFP had submitted an application for supplemental funding from the FDA on a proposed 2½ day Program Standards meeting. Unfortunately, funding was diverted and is no longer available; however, funds may become available again in 2020.

Council selection has been a big part of the ED’s recent activities, and the process seemed to work flawlessly this year.

The Crumline Award jury selected Minneapolis Health Department as the 2019 recipient. There are currently 9 Crumline sponsors which enable the program to remain financially solvent without a large cost burden to any single sponsor.

The 2020 Biennial Meeting planning is ongoing. The Local Arrangements Committee (LAC) and the ED will hold a conference call with the hotel to discuss allowing contributions of food and beverage from outside organizations to be served on hotel property.

A decision is needed on who to invite as the keynote speaker (see written report for suggestions previously submitted by Board members). Federal agency reports have been moved to the report session which allows additional time in the opening session for a second keynote speaker or other format; 90 minutes is currently allocated. Dave is requesting a short list from the Board or a specific direction regarding invitations.

Discussion and ideas for the keynote session:

- Additional speaker ideas:
  - ✓ Mindy Brashears, Deputy Undersecretary of USDA FSIS.
  - ✓ Anne Dolhanyk volunteered to provide a consumer perspective.
- Coordinate a panel discussion (round table) to present how each constituency in CFP has a voice and how CFP helps stakeholders achieve goals. Questions and topics could be developed in advance to control the dialogue flow; for example.

- ✓ Form an ad-hoc group of the Board or assign the Program Committee to develop panel questions.
- ✓ Panelists could submit ideas for questions in advance, then final selection determined via conference call from the total pool of suggested questions.
- ✓ Suggestion to limit the panel to 4 people: 2 regulators, consumer, and industry.
- ✓ The need for a strong moderator was emphasized; one who can flex with the topic and doesn't just read from an established set of questions.
- A “keynote” speaker should be inspirational and drive the direction of the meeting. A “panel” may not provide an interesting keynote experience for participants. A “developed message” from a single keynoter, themed towards our program, may be a better approach.
- Keynotes need to be short; perhaps a mix of a single keynoter followed by a panel.
- We need a “topic” or “theme” to set the tone of the conference; ideas include:
  - ✓ Culinary perspective.
  - ✓ Allergens.
  - ✓ Food waste.
  - ✓ Understanding “best-by” and “use-by” dates.
  - ✓ Thinking in a “different way.”
  - ✓ The “root” of why we are all here: to stop foodborne illness.
  - ✓ Collaboration: the overarching purpose of CFP.
- Consider adding an audience feedback option via the biennial meeting App, or other method to allow audience participation.

<b>Action Items</b>	<p>Amended motion to form an Executive Board Ad hoc Committee to develop a keynote session agenda, provide recommendations for a moderator, and provide speaker recommendations to the Board tomorrow (August 14) for a final vote. (<i>Moris / Garren; amendments by Bacon and Horn accepted</i>)</p> <p>Committee volunteers: Christine Applewhite, Kristi Barlow, Joetta DeFrancesco, Anne Dolhanyk, Donna Garren, Ann Johnson, Steve Moris, Angela Sanchez, Christine Sylvis</p>
	<p>Motion passed by voice vote.</p>
	<p><i>Note: The Executive Board Ad hoc Committee reported back on Wednesday morning with a recommended agenda outline as noted in the motion below.</i></p>
	<p>Amended motion to accept the Ad hoc Committee’s recommended agenda for the opening session and to task the ED to work with the Program Committee to extend invitations to the speakers. (<i>Krzyzanowski / Fletcher; amendment by Horn accepted</i>)</p> <p>Proposed agenda:</p> <ul style="list-style-type: none"> <li>• Invite and ask Chef Norman to speak for 15 minutes on “Recipe for Food Safety Success: Collaboration, Leadership [or Partnerships] and Participation”</li> <li>• Invite Frank Yiannas to speak for 15 minutes on “Recipe for Food Safety Success: Collaboration, Leadership [or Partnerships] and Participation”</li> <li>• Have a panel discussion to speak for 45 minutes on “Recipe for Food Safety Success: Collaboration, Leadership [or Partnerships] and Participation.”</li> </ul> <p>The panel will consist of:</p> <ul style="list-style-type: none"> <li>✓ Chef Keith Norman</li> <li>✓ Frank Yiannas</li> <li>✓ Ann Dolhanyk</li> <li>✓ A State of Colorado Representative (Environmental Health agency)</li> </ul> <ul style="list-style-type: none"> <li>• Reach out to Dr. Linton or Dr. Jackson to act as a moderator for this portion of the program.</li> </ul>
	<p>Motion passed by voice vote.</p>
<p><input type="checkbox"/> ED to work with the Program Committee to extend invitations to the proposed speakers based on the above motion.</p>	

<b>Action Item</b>	Motion to acknowledge the Executive Director’s written report. <i>(Johnson / Mers)</i>
	Motion passed by voice vote.

**1.8.2. Executive Treasurer (ET) – Cliff Nutt** *(see written report)*

Cliff Nutt reviewed his written report and highlighted various components of the financial statements. Cliff tries to measure the strength of CFP by what we carry forward from the “odd” year to the “even” year; his goal is to continue to grow our carryover and stated that we remain strong.

The budget for the 2020 Biennial Meeting has been crafted using historical amounts from previous biennial meetings. He recommends a \$25 increase in registration fees (excluding Student registrations) for the 2020 Biennial Meeting, which equals a 2% annual inflation rate. Board action is required to establish registration fees.

The 2020-2021 budget has a new line item for “promotional expense” to cover the cost of approved attendance at additional meetings specifically for the purpose of educating other groups about CFP.

Discussion:

- Is the catering budget adequate? The “local arrangements” line item includes a reception, so this increases the total budget for food and beverage.
- The goal of the Sponsorship Committee’s “donation” category is to raise funds in addition to Sustaining Sponsorship revenue.
- Appendix B seems to have an error; Cliff will review and update to clarify merchant processing fees.
- Appendix C line item for “promotional expense” is intended to cover travel and related expenses for approved participation in educational events to promote CFP.

The Executive Treasurer confirmed that the budgeted amount for Executive Board Expense in the 2020-2021 Budget will allow for a reasonable increase in the maximum reimbursement amount allowed regarding the CFP Travel Subsidy Policy *(see agenda item 5.5.1)*.

<b>Action Items</b>	Motion to acknowledge the Executive Treasurer’s written report, but to wait until the discussion of the CFP travel policy, agenda item 5.5, to vote on the budget and any increase in the registration costs. <i>(Garren / Johnson)</i>			
	Motion passed by voice vote.			
	<input type="checkbox"/> Executive Treasurer to review Appendix B in his report and make any needed corrections.			
	Motion to acknowledge the revised ET Report that includes a new Appendix B and Appendix C, approve the 2020 Denver Biennial Meeting/Workshop Registration Fees that appear in Table 2 of the report, and approve the revised draft budget provided by the ET. <i>(Johnson / Mers)</i>			
	Motion passed during conference call without objection.			
	2020 Biennial Meeting registration fees were approved as follows:			
		Early Registration (ends 2/28/2020)	Late Registration (after 2/28/2020)	Student Registration
	Biennial Meeting AND Workshop Package	\$ 695	\$ 795	\$ 125
	Biennial Meeting ONLY	\$ 570	\$ 670	\$ 75
	Workshop ONLY	\$ 175	\$ 225	\$ 50
Sponsor Discounted Workshop	\$ 100 <i>Available ONLY to those eligible for complimentary Biennial Meeting registration as a Titanium, Gold, or Silver Sponsor.</i>			
Paper Copy of Finalized Issues	\$ 25			

**1.8.3. Executive Assistant (EA) – Vicki Everly** *(see written report)*

Due to time limitations, the EA report was postponed to the Board conference call.

EA requests for Board action included in this report are listed under New Business, agenda items 5.6 and 5.7 (attached as items 1.8.3.D and E); however, due to time limitations, these agenda items were moved to “unfinished business” for the spring 2020 Board meeting.

In Vicki Everly’s absence during the conference call, David Lawrence provided a general review of the EA report highlighting the “CFP Document Inventory” (attached as item 1.8.3.A). This provides a listing of documents currently housed on the CFP website and may be helpful to the CB&P Committee in their charge to categorize documents. It was mentioned that decisions regarding retention and archiving may benefit from knowing how often documents are accessed and the last date of access.

Appreciation was extended to the EA for her work on the formatting, updating, and organization of documents.

<b>Action Items</b>	Motion to acknowledge the Executive Assistant’s written report (with the exception of items 1.8.3.D and E moved to unfinished business in spring 2020). <i>(Johnson / Feeney)</i>
	Motion passed during conference call without objection.
	CFP Document Inventory: <input type="checkbox"/> EA to correct error on page 11 regarding title of Unattended Food Service Establishment Committee document. <input type="checkbox"/> Board members to forward to EA any newer (approved) documents than those listed.

**1.9. Unfinished Business** *(pending from the August 2018 Board meeting)*

**1.9.1. Update from Executive Treasurer on options for promoting the Amazon “Smile” program to CFP membership. – Cliff Nutt** *(continuation of agenda item 1.8.2 from April 2019 Board Meeting)*

Cliff Nutt provided updated information on the Amazon Smile Program. Approved marketing materials are identified on the Amazon website for use of the Smile logo. Items purchased using the program provide CFP with ½ of 1% of the item’s purchase price. Expected annual revenue is unknown; currently, very few members know about or take advantage of this opportunity. Cliff would like to see more promotion of this program within CFP.

Discussion:

- Is there a concern about using the Smile logo on our materials and not including the logos of our other industry sponsors? Amazon is a CFP member.
  - ✓ Would all CFP members understand the purpose of the Smile program and the reason for using the Smile logo?
  - ✓ Would this give the perception that we are giving preferential treatment to one business over another?
  - ✓ Are there any drawbacks or “politics” regarding promoting with the Smile logo?
- Does this activity align with our Commercialism/Comity Policy?
  - ✓ Are there other organizations similar to CFP that have developed guidelines or policies for incorporating this type of program?
- We need to educate our members on how to utilize this program. We could state: “If you use Amazon, here’s an opportunity that would benefit CFP.”

<b>Action Items</b>	Amended motion to discuss with Amazon the incorporation of their Smile program logo if they choose to become a CFP sponsor. <i>(Johnson / Feeney; amended by Johnson)</i>
	Motion passed by voice vote, with one (1) no vote and four (4) abstentions.
	<input type="checkbox"/> If Amazon applies to be a Sustaining Member, Dave McSwane will work with their contact person to clarify use of the Amazon Smile logo.

- 1.9.2.** Report on offline discussion to determine if there is a need to capture data regarding conference calls using platforms other than Pragmatic and if that data should be included in committee periodic reports. – **David Lawrence** *(continuation of agenda item 1.8.3 from April 2019 Board Meeting)*

David Lawrence provided an update on the work conducted to evaluate conference call platforms. In addition to Pragmatic usage provided by the EA, Dave McSwane queried committee chairs about other platforms in use. Based on the response, David Lawrence recommends that we do *not* incorporate a requirement to include reference to conference call platforms in committee reports. No further action on this topic is needed.

- 1.9.3.** Review the Issue management process to determine if the CFP governing documents have language preventing Issue submitters from contacting Council Members in advance of the Biennial Meeting and provide a recommendation at the August 2019 Board Meeting. – **CB&P Committee** *(continuation of agenda item 1.9.1 from April 2019 Board Meeting)*

Davene Sarrocco-Smith, CB&P Committee Chair, stated that she and the Issue Chairs have discussed this topic and are recommending the addition of a single sentence to the Council Member Position Description (PD) stating “Commit oneself to Issue integrity and ethical conduct”; this recommendation is referenced in both the CB&P and Issue Committee Reports.

This concern is a compilation of several small incidents over the years, but recently arose because an Issue submitter had contacted the ED and wanted to share new research information with Council Members in advance of a biennial meeting. Our current procedures do not allow sharing of additional information related to Issues until Councils are in deliberation. If new information was to be shared, would we forward this new info to just the designated Council Members, would we share this information with all CFP members, or would the Issue submitter be told that he/she must follow existing procedure and wait to share any new information only once councils are in deliberation?

Discussion:

- Concern was expressed that the proposed single sentence addition leaves it up to each person to determine what is “ethical” conduct. What is “ethical” and “unethical” behavior? Should we define this? If the Board fails to provide advice, it will be up to each person to define what is ethical and that may result in different standards in each Council.
  - ✓ Can the submitter be in the same room with peers (who are Council Members) when the group is discussing Issues? Every constituency conducts meetings in advance of the biennial meeting to discuss Issues and proposed outcomes.
  - ✓ Can a Council Member help an Issue submitter get their Issue successfully through the Issue and deliberation process? Would this action be considered ethical or unethical?
  - ✓ It was suggested that this concern be addressed in the Conference Procedures document.
- There is a need to better explain to Council Members the “Issue process.”
  - ✓ Suggestion was made to conduct a pre-biennial meeting conference call with all Council Members to discuss what is and isn’t ethical conduct for a Council Member.
- The Council Member PD needs to be provided to Council Members at the time they are notified of their selection.
  - ✓ The PD can be revised after the 2020 Biennial Meeting if the new statement doesn’t work.

<b>Action Items</b>	Amended motion to add the following statement to the Council Member Position Description: “Commit oneself to Issue integrity and ethical conduct and agree to participate in a pre-biennial meeting conference call for Council Members.” <i>(Johnson / Fletcher; amendment by Sanchez accepted)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> EA to update the Council Member Position Description as noted in above motion and post the revised document to the CFP website.

**1.9.4. Define the term “student” as it relates to the student constituency with regard to registration purposes for the two-year cycle and report back at August 2019 Board Meeting. – CB&P Committee** *(continuation of agenda item 1.9.2 from April 2019 Board Meeting) (see CB&P Committee report submitted with agenda item 3.2)*

Davene Sarrocco-Smith stated that a subcommittee of the CB&P Committee worked on this charge. The full committee’s recommendation is that a graduating student be allowed to stay in the student constituency throughout the current biennium, that the Board establish a set fee for student registration, and that a student category be available on all membership application forms.

There was no recommendation to create a Board position for the student constituency. The CFP membership fee is the same for all constituencies; the only difference for students is the cost to attend the biennial meeting.

<b>Action Items</b>	Motion to accept the following recommendations submitted by the CB&P Committee: <ul style="list-style-type: none"> <li>• Based on the current membership count, there is little financial merit in pursuing financial reimbursement or additional fees for students who change status mid-biennium. Recommendation to not require additional monies but may require update to member constituency group to reflect area of gainful employment.</li> <li>• The Board should establish a set fee reduction for students to easily guide fees for future biennial meetings and publish fees in all Conference materials that reference fees.</li> <li>• Board to add “student” as a constituency option for membership application (similar to Emeritus).</li> <li>• The Board to continue to monitor student constituency and determine if reduced fees should be adjusted to ensure there is no negative impact to CFP financial sustainability.</li> </ul> <i>(Johnson / Krzyzanowski )</i>
	Motion passed by voice vote.
	<input type="checkbox"/> Board to establish a set fee reduction for students attending future biennial meetings. <input type="checkbox"/> Board to clarify if above approved recommendation includes a reduced fee for students to become a member without attending a biennial meeting. <input type="checkbox"/> CB&P Committee to recommend language changes throughout the CFP governing documents to achieve the approved recommendations (noted in above motion). <input type="checkbox"/> EA to add student constituency to all membership application platforms. <input type="checkbox"/> ET to monitor student constituency to determine if reduced fees should be adjusted to ensure no negative impact to CFP’s financial sustainability.

**1.9.5. Revised draft and update on MOU with NACCHO – David Lawrence** *(continuation of agenda item 1.9.10 from April 2019 Board Meeting)*

David Lawrence reported that we are close to having final language on a revised MOU with NACCHO. Amendments suggested by the CB&P Committee were accepted by NACCHO and all edits have been incorporated into a single document. David’s recommendation is to approve this final draft of the MOU and submit it as an Issue for the 2020 Biennial Meeting.



<b>Action Items</b>	Motion to approve the revised MOU with NACCHO and, if required by governing documents, to move forward with submittal as an Issue for the 2020 Biennial Meeting. <i>(Johnson / Rossow)</i>
	Motion passed by voice vote.
	Per C&B Article V, Section 2, all MOUs or other formal agreements, must be approved or rejected by the Assembly of Delegates; in addition, Article XIII, Section 2, states MOUs are assigned to Council II (which implies the required Issue submission). The C&B also states MOUs must be reviewed by the CB&P Committee, therefore: <input type="checkbox"/> the Conference Chair will create the draft Issue for review; <input type="checkbox"/> the Conference Chair will attend the Council II meeting when this Issue is being deliberated

**1.9.6. Create an ad-hoc Board level committee to review the proposals about Committee Membership from the CB&P Committee and bring a single proposal to the August 2019 Board Meeting addressing committee constituency size and at-large membership. – Brenda Bacon** *(continuation of agenda item 3.2 from April 2019 Board Meeting)*

Brenda Bacon, Conference Vice Chair, presented an overview of activities of the Ad hoc Committee Membership Committee. Charges were to review various options proposed by the CB&P Committee and to return to the Board a single proposal. The ad hoc committee's recommendation has been presented in a written report using underline/strikethrough formatting for recommended language changes.

Summary of recommendations to amending Constitution and Bylaws, Article XV, Section 13, Subsections 1 through 5:

- Replace the term “at large” with “alternate” (consistent with language used in Council formation).
- Alternate members allowed to participate in all committee functions (including subcommittees) but will not have a vote.
- An alternate member in the same constituency can fill any void from a departing voting member.
- Committees to be comprised of between 11 and 23 voting members, with at least 6 and a maximum of 18 alternates (non-voting).

Discussion:

- Will the “at least 6 alternates” requirement limit voting positions if there is a small group of volunteers? In the past, there has not been an absence of volunteers for council committees.
- How does a non-voting committee member participate? Currently, “observers” are provided with all email information sent to committee members, but they just listen in to the meetings.
- Question was raised regarding the process for moving from an alternate member to a voting member; does this require Board approval?
  - ✓ They have been approved by the Board as an alternate; does it not follow that they can automatically move to a voting position when a vacancy needs to be filled?
  - ✓ Is it true that the governing documents currently require Board approval of committee members *only* at the fall Board meeting after a biennial meeting? If so, how does this impact committee roster changes and Board approval of those changes?
  - ✓ Suggestion to modify subsection 5 to add reference to acknowledge alternate members who should have first option to become voting members when a vacancy is available.
  - ✓ Can alternates serve as a proxy if a voting member is absent?
  - ✓ Can the process be streamlined by assigning a number to all alternates and then they move into vacant positions based on the assigned number. How would this work when more than one alternate works for the same company/agency?
  - ✓ Concern expressed about duplicate representation from the same company or agency if alternates automatically move into a voting position without review/approval by the Board.

<b>Action Items</b>	Amended motion to acknowledge the Ad hoc Committee Membership Committee report, accept the amended recommendations from the ad hoc committee (with additional strikethrough in subsection 4) as identified in the written report for agenda item 1.9.6, and to move forward with submitting a stand-alone Issue for the 2020 Biennial Meeting. <i>(Sanchez / Jackson; amendment by Johnson accepted)</i>
	Motion to table above motion to allow the CB&P Committee to review the revised language and report back tomorrow (August 14) in conjunction with the CB&P Committee report. <i>(Horn / Fletcher)</i>
	Motion to table passed by voice vote.
	Motion on Wednesday morning (August 14) to remove original agenda item (above) from the table for discussion. <i>(Krzyzanowski / Moris)</i>
	Motion to resume discussion passed by voice vote.
	Amended motion to acknowledge the Ad hoc Committee Membership Committee report, accept the amended recommendations from the ad hoc committee as identified in the written report for agenda item 1.9.6 (submitted for this meeting) with additional strikethrough in subsection 4 (as noted below), and to move forward with submitting a stand-alone Issue for the 2020 Biennial Meeting. <i>(Sanchez / Jackson; amendment by Johnson accepted)</i>
	<b>Subsection 4. Committee voting member vacancies.</b> In the event a council committee voting member departs such committee during a biennial cycle, an at-large alternate member of the same constituency as the departing member shall be selected by the Council Chair to fill the vacancy, <del>subject to approval by the Council Chair and Executive Board in accordance with Article XIII, Section 6, Subsection 4 of the Constitution and Bylaws.</del> If a council committee voting member changes constituency during a biennial cycle, and there is no vacancy in that member's new constituency, the member will need to transition from service as a voting member on that committee and may continue to serve as an at-large alternate nonvoting member for the remainder of the biennial cycle. This transition will occur upon notification to the Committee Chair.  <i>NOTE: Subsection 4 quoted above is the existing language, not the suggested revisions. It is included here simply to explain the additional deletion. The entirety of the suggested revisions approved via this motion (in strikethrough/underline format) for <b>Constitution and Bylaws Article XV, Section 13, Subsections 1 through 5</b>, is available on a 2-page attachment to agenda item 1.9.6 submitted for this meeting.</i>
	Motion passed by voice vote.
<input type="checkbox"/> The Ad hoc Committee Membership Committee will submit a stand-alone Issue to amend C&B Article XV for the 2020 Biennial Meeting as noted in the above motion. <input type="checkbox"/> Based on the final outcome of the proposed Issue, the CB&P Committee will provide feedback to the Board with suggested language for other governing documents (e.g., Committee Chair and Committee Member Position Descriptions) to clarify the process of an alternate committee member moving into a voting position and other roster changes, and the responsibility for notification to or obtaining approval from the Board.	

## 2. Council and Council Committee Reports

### 2.1. Council I Report – Todd Mers and Thomas McMahan *(see written report)*

Todd Mers, Council I Chair, summarized the Council I written report.

<b>Action Item</b>	Motion to acknowledge the Council I written progress report, acknowledge the Food Recovery Committee (FRC) written periodic report, and approve the revised FRC roster. <i>(Rossow / Johnson)</i>
	Motion passed by voice vote.

**2.1.1. Food Recovery Committee (FRC)** (see written report and committee draft documents)

Todd reviewed the FRC written periodic report, revised roster, and attached committee generated fact-sheet documents (marked as agenda items 2.1.1C, D, E, and F). The committee is also working on draft Food Code changes to be submitted as an Issue.

See above motion for acknowledgement of this committee report and approval of revised roster.

Discussion:

- Challenges to donating ready-to-eat TCS foods that are date marked was raised (e.g., freezing of deli meats that may be contaminated with listeria). Should the guidance document reference the need to ensure that TCS foods have been maintained at safe temperatures and are frozen before expiration?

**2.2. Council II Report – Sharon Wood and Joetta DeFrancesco** (see written report)

Sharon Wood, Council II Chair, participated by telephone and summarized the Council II written report.

<b>Action Item</b>	Motion to acknowledge the Council II written progress report. (Mers / Johnson)
	Motion passed by voice vote.

**2.2.1 Allergen Committee** (see written report)

Jeff Hawley, Allergen Committee Chair, was present to review the Allergen Committee’s written periodic report. Monthly committee calls have been held; their final anticipated call is scheduled for 08/30/2019 to finalize Issue recommendations (see committee charges). It is a large committee with consistent participation that was divided into 2 workgroups.

There are no changes to the Committee roster; see April committee report for the roster.

Jeff attended an allergen organization workshop last fall and presented the focus of CFP. He believes that the committee’s work will be a small but positive step forward.

<b>Action Item</b>	Motion to acknowledge the Allergen Committee written report. (Johnson / Rossow)
	Motion passed by voice vote.

**2.3 Council III Report – Dr. Keith Jackson and Christine Applewhite** (see written report)

Dr. Jackson provided a summary of the Council III written report. Committees have divided into subcommittees which has helped with progress in working on assigned charges. Changes to committee rosters are the results of committee voting members failing to participate in three (3) consecutive meetings.

<b>Action Item</b>	Motion to acknowledge the Council III written progress report. (Fletcher / Johnson)
	Motion passed by voice vote, with one (1) abstention.

**2.3.1 Product Assessment Committee (PAC)** (see written report)

The Product Assessment Committee written periodic report was reviewed and the committee is just about finished with their work.

<b>Action Item</b>	Motion to acknowledge the Product Assessment Committee written report. (Mers / Johnson)
	Motion passed by voice vote, with one (1) abstention.

**2.3.2 Produce Wash Water Committee (PWWC)** (see written report)

The Produce Wash Water Committee written periodic report and revised roster was reviewed by Anna Starobin, Committee Chair. The committee was originally divided into two (2) groups but there was so much overlap that the topics frequently merged. A draft guidance document has been developed; feedback was provided by the FDA concerning challenges with some of the document narrative.

The PWWC requests assistance from the Board as follows (extracted from the PWWC report submitted for this meeting):

*Reason: The PWW Committee is near completion of the charges given to them and would prefer to present the Guide at the CFP Biennial Meeting for debate and discussion. However, without the support of FDA [regarding crisping], the Committee would like to know the will of the Board.*

*Background: FDA has conveyed to the Committee a strong position against produce washing by submersion and against all methods of crisping. This brings into question the development of Guidance for these practices, despite the charge given to the Committee by CFP. These are common and widely used practices and the purpose of the Guide is to make food establishment operators aware of potential risks and offer strategies for reducing such risks. Further, there are some points that are not clear to the Committee, such as: (a) differences between the Food Code language and the information in the Annex, especially when the Annex may not be up-to-date; (b) uncertainty over the use of practices that are neither specifically prohibited nor allowed as per the Food Code; (c) different interpretations of phrases such as “under water,” “in water,” and “with water” as used in the Food Code; and (d) acceptance by FDA of practices currently used in the regulated agribusiness industry but not condoned for use at food establishments.*

The charge regarding “crisping” was held over from the 2018 Biennial Meeting; the concern is that there will be a repeat of council deliberation when this Issue is presented again in 2020. The proposal from the PWWC is to submit two (2) versions of their guidance document – the first with crisping and the second omitting crisping. Presenting two (2) formats will allow the Council to make a determination as to what to accept.

Discussion:

- An “industry practice” may not be in conformance with the Food Code.
- The Committee should move forward with their recommendations and the FDA can address the outcome and issue a dissenting opinion, if needed.
- Food Code Annex 3 includes reference to not recommending soaking and submerging of produce and lists the reasons why.

<b>Action Item</b>	Motion to acknowledge the Produce Wash Water Committee written report and approve the revised roster. <i>(Krzyzanowski / Johnson)</i>
	Motion passed by voice vote, with two (2) abstentions.

**2.3.3 Direct to Consumer Delivery Food Safety Committee (DCDC) (formerly Mail-Order Food Safety Committee) (see written report)**

The Direct to Consumer Delivery Food Safety Committee written periodic report, revised roster, and work plan was reviewed. Two (2) subcommittees have been formed: mail order, and restaurant and grocery delivery. The committee is targeted to complete their guidance document between October and December; Keith will work with the committee to ensure their document is ready by the Issue submission deadline.

<b>Action Item</b>	Motion to acknowledge the Direct to Consumer Delivery Food Safety Committee written report and approve the updated roster. <i>(Garren / Sanchez)</i>
	Motion passed by voice vote, with one (1) abstention.

**2.4 Approval of Members and Alternates for Councils for the 2020 Biennial Meeting – Council Chairs (see draft roster for each Council)**

Appreciation was extended to all Council Chairs and Vice Chairs for their work in the Council formation process and their efforts to provide a good blend of representation on each Council.

Discussion:

- 17% of local regulators on all Councils (combined) are from the Houston area.
- Comments were made about multiple participants from the same company or agency while other companies / agencies are not selected at all. Does this show any perception of

favoritism? In response, selections are often made based on experience with select individuals and their level of participation during deliberation at past biennial meetings or on committees.

- An inadvertent message may be sent by including the same company as a Council Member and as an alternate.
- Reservations were expressed about academic appointees who may lack professional experience.
- Question/concern raised about member’s participation on CFP committees and whether individuals have been participative, and if not, should they serve on Council?
  - ✓ It was noted that the Council Leaders spent a lot of time in trying to balance experience with required constituencies. New participants should be given an opportunity.
  - ✓ It is impossible to predict how any one individual will participate “in the moment” and we need to keep an open mind and give people the opportunity to gain experience.
  - ✓ The question was asked if the Board has the authority to discuss individuals who are nominated to serve on Council? One interpretation is that the Board’s only job it to make sure there is balance (e.g., experience, regions) as required in the Constitution and Bylaws. Another interpretation is that the Board has the ultimate responsibility for approving the proposed rosters submitted by Council Leaders, therefore, discussion is warranted.
  - ✓ Council Members participate with their vote and this is a legitimate form of participation. Those that dominate the conversation can be disruptive.
- Amazon is listed as both “vending” and “retail” on two (2) different rosters. Council III had no volunteers in the vending constituency and is proposing to fill that mandatory position with Amazon as it was the closest fit.

### Council I

Todd Mers, Council I Chair, discussed challenges with Council Chairs reviewing and selecting potential members to provide constituency and geographic balance, and sometimes with a limited number of available volunteers.

<b>Action Items</b>	Amended motion to approve the draft roster for Council I as submitted with the addition of Adam Friedlander in place of Mick Miklos as an alternate. <i>(Jackson / Sanchez; amendment by Mers accepted)</i>
	Motion passed by voice vote, with one (1) abstention.
	<input type="checkbox"/> Council I Chair to provide a revised Council roster to the ED with the changes noted in the above motion.

### Council II

Sharon Wood, Council II Chair, stated that there were no “processing” volunteers so that position was filled via another constituency. The names for the federal consultants have not been added at this time. Approximately 50% of those selected are new to Council II.

Discussion:

- With CFP’s relationship with NACCHO, that organization should have representation on a council.
- The question arose if the Board should adhere strictly to the “rule” that a Council Member must have attended a prior biennial meeting.
  - ✓ Sarah Sorscher from Center for Science in the Public Interest (CSPI) became a member after the deadline but has expressed a willingness to serve as a consumer alternate.
  - ✓ We need to mentor new Council Members especially those that have little experience with CFP but were selected to fill a necessary vacancy.

<b>Action Items</b>	Motion to approve the draft Council II roster as submitted with the addition of Amy Chang from NACCHO as an industry alternate, and with a placeholder for the new CFP member from Center for Science in the Public Interest to serve as a consumer alternate pending confirmation of her ability to serve. <i>(Krzyzanowski / Johnson)</i>
	Motion to call the question <i>(Moris / Rossow)</i>
	Motion to end debate passed by voice vote (with required 2/3 majority), with one (1) no vote.
	Motion to approve the draft Council II roster as submitted with the addition of Amy Chang from NACCHO as an industry alternate, and with a placeholder for the new CFP member from Center for Science in Public Interest to serve as a consumer alternate pending confirmation of her ability to serve. <i>(Krzyzanowski / Johnson)</i>
	Motion passed by voice vote, with four (4) no votes.
	<input type="checkbox"/> ED to confirm with Sarah Sorscher from CSPI her willingness to serve as a consumer alternate to Council II. <input type="checkbox"/> Once confirmation is received regarding the consumer alternate, Council II Chair to provide a revised Council roster to the ED with the changes noted in the above motion.

### Council III

Christine Applewhite, Council III Vice Chair, reviewed a Council III roster that was amended based on feedback from the Board.

Discussion:

- A concern was raised regarding the lack of consumer representation on Council III; there were no consumer applicants for this council, and it is not required per CFP Bylaws.
  - ✓ The lack of requirement for a consumer representative on Council III should be reviewed.
- Can one person serve multiple roles on Council to fill vacant constituencies? This is not really an option as our governing documents have a definition for each constituency.

<b>Action Items</b>	Motion to table Council III roster approval until Wednesday, August 14. <i>(Jackson / Mers)</i>
	Motion to table passed by voice vote.
	<i>Note: A revised Council III roster was provided via email to Board Members on Tuesday evening, August 13, with changes based on Board feedback.</i>
	Amended motion to approve the revised draft roster for Council III, with the removal of Carol Culbert as an alternate as she was previously approved as a member of Council I. <i>(Garren / Feeney; amendment by Sylvis accepted)</i>
	Motion passed by voice vote, with one (1) abstention.
	<input type="checkbox"/> Council III Chair to provide the revised Council roster to the ED with the changes noted in the above motion.

### 3. Standing Committee Reports

#### 3.1. Audit Committee – Daniel Follette, Chair *(see written report)*

##### 3.1.1. Progress Report

Danny Follett participated by telephone and reviewed the Audit Committee written periodic report. Review of recent quarters is still pending; an update should be available within the next few weeks.

<b>Action Item</b>	Motion to acknowledge the Audit Committee written report. <i>(Johnson / Dolhanyk)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> Audit Committee Chair to provide the Board with an audit update regarding review of recent quarters.

**3.2. Constitution, Bylaws/Procedures Committee – Davene Sarrocco-Smith, Chair** (see written report and attached documents)

Davene Sarrocco-Smith reviewed the CB&P Committee written periodic report and attachments (listed here in the order indicated on the committee report):

- Draft revision to the Council Member Position Description (PD) – Agenda item 3.2.2
- Draft MOU with NACCHO (grammatical changes) – Agenda item 1.9.5
- Constitution and Bylaws (C&B) edited changes – Agenda item 3.2.6
- Student Membership and Student Registration Fees – Agenda item 1.9.4

The Committee is very small and is conducting two (2) conference calls a month with subcommittees working diligently.

**3.2.1 Progress Report**

Due to time limitations, continued discussion on CB&P Committee periodic report was completed during the Board conference call.

<b>Action Items</b>	Motion to approve the revised CB&P Committee roster. ( <i>Johnson / Fletcher</i> )
	Motion passed during conference call without objection.

<b>Action Items</b>	Motion to acknowledge the CB&P Committee progress report with the exception of edited changes to the Constitution and Bylaws. ( <i>Jackson / Johnson</i> )
	Motion passed during conference call without objection.

Davene discussed recommended changes to the Constitution and Bylaws (C&B). Following the face-to-face meeting, a summary document was created by David Lawrence and David McSwane placing the changes into three (3) tiers and highlighting those items requiring clarification about submitting as a standalone Issue.

Discussion:

- Federal partner “substitutes.” Historically, because federal partners are “appointed” to the Board (rather than elected by a constituency), participation and voting has been allowed by substitutes.
- Committee size (see agenda item 1.9.6). It was agreed that the ad hoc committee would present this as a standalone Issue. The CB&P Committee requests that this Issue also contain all the “clean-up” language recommended by the CB&P Committee. Concern was expressed that topics can be viewed by Council as intertwined, and if a single topic fails, all recommended changes may fail if everything is submitted as a single Issue.
- The CB&P Committee felt that the balance of the highlighted items did not merit submission as standalone Issues.
- The “numbering” of C&B sections can be addressed via a standard statement in the Issue that all numbering changes will be corrected in the final document.

<b>Action Items</b>	Motion to have the CB&P Committee submit a single Issue to the 2020 Biennial Meeting for all proposed Constitution and Bylaw changes as approved by the Board; excluding the committee size recommendations previously approved to be submitted as a separate Issue by the Ad hoc Committee Membership Committee (see agenda item 1.9.6). ( <i>Jackson / Johnson</i> )
	Motion passed during conference call without objection.
	<input type="checkbox"/> The CB&P Chair will prepare the draft Issue that will recommend changes to the Constitution and Bylaws. This draft Issue will be sent to the Board for review and approval as part of the Issue pre-submission process. <input type="checkbox"/> The CB&P Chair and Brenda Bacon, Ad hoc Committee Membership Committee Chair, will work together to ensure language in the ad hoc “Committee Membership” Issue is consistent with the CB&P Issue.

### 3.2.2 Council Member Position Description

Previously discussed under agenda item 1.9.3 (above).

### 3.2.3 Charge from Issue 2018-II-024: Review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual."

Task not completed. Davene stated that something needs to be done to address inconsistencies in the various governing documents to prevent future confusion.

<b>Action Item</b>	<input type="checkbox"/> CB&P Committee to provide to provide feedback to the Board on their work on the outstanding charge from Issue 2018-II-024 to review the Conference for Food Protection governing documents (Conference for Food Protection Constitution and Bylaws, Conference Procedures, Conference Biennial Manual, position descriptions, conference policies, etc.) to facilitate a merger and conformance of these documents into a comprehensive "Conference for Food Protection Manual."
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Davene stated that a "procedures manual" does not exist but the CB&P Committee has a charge dating back to 2012 to create one. The Committee recommends that charge be changed to simply ensure that existing documents are in sync and to create a stop gap to ensure future uniformity.

<b>Action Items</b>	Motion to allow the CB&P Committee to work on an Issue to be submitted at the next biennial meeting for a new charge to update documents, and to bring the draft Issue to the Board for an e-vote prior to Issue submission in December. <i>(Krzyzanowski / Daniels)</i>
	Motion passed during conference call without objection.
	<input type="checkbox"/> Conference Chair will send an email to the Board to solicit ideas, suggestions, and recommendations to the CB&P Committee on how to create stop gaps to help maintain the uniformity and consistency of all CFP documents

### 3.2.4 A general point of clarification was raised asking if Committee and Council Chairs, and vice- or co-chairs, are to be included on a roster, and if their voting status is to be indicated or counted towards constituency balance. *(continuation of agenda item 2.3.1 from April 2019 Board Meeting)*

Davene stated the following in response to this charge:

- Council Committee chairs, and vice- or co-chairs, are to be included on the Board approved roster and are to be counted towards constituency balance.
- The voting status for all committee members is to be indicated on the roster.
- The positions of Council Chair and Council Vice Chair are not automatically part of a Council Committee; therefore, they do not have a vote on Council Committees and are not listed on the committee roster.
- There is nothing in any governing document about voting rights or voting status of Standing Committee chairs and vice chairs.

There was no motion to concur with these statements; however, there were no dissenting comments to the above statements.

The task of maintaining the committee membership roster template and instructions is not officially assigned.

<b>Action Item</b>	<p>The Standing and Council Committee roster template and instructions to be updated by the EA by spring 2020 to include the new information identified by the CB&amp;P Committee as required:</p> <input type="checkbox"/> Listing of committee chairs, vice- or co-chairs. <input type="checkbox"/> Voting status of all committee members. <input type="checkbox"/> Notification that chairs and vice chairs are counted towards constituency balance. <input type="checkbox"/> Council Chairs and Vice Chairs are not included on Council Committee rosters.
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Discussion:

- Consideration of standardizing titles such as “chair,” “co-chair,” “vice chair,” “co-vice chair,” etc. Historically, titles have been allowed to be selected by the committee chair as to who is available and willing to provide needed support. Should roles and titles be further defined?
- Suggestion to incorporate language into the Committee Chair Position Description to define roles, responsibilities, and hierarchy for committee co-chair and vice-chair positions. The options are to allow committee chairs the authority to organize their committee as they see fit or to add clarifying information into the procedures document.
  - ✓ A straw poll was taken to see how many would support adding clarification information into the procedures document; the response was overwhelmingly positive.

<b>Action Items</b>	Amended motion to direct the CB&P Committee to recommend language modification to the Biennial Meeting / Conference Procedures document to define suggested roles and responsibilities for committee co-chair and vice-chair positions. This recommendation is to be provided for discussion at the first Board meeting at the 2020 Biennial Meeting. <i>(Johnson / Fletcher; amendment by Garren accepted)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> CB&P Committee Chair to provide feedback to the Board on their work to define suggested roles and responsibilities for committee co-chair and vice-chair positions for discussion at the first Board meeting at the 2020 Biennial Meeting

**3.2.5** Allow the CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” See full list of documents attached to the CB&P Committee written report. *(continuation of agenda item 3.2 from April 2019 Board Meeting)*

Task not completed. Although this categorizing was approved by the Board in April 2019 at the suggestion of the CB&P Committee, the committee felt this was a lower priority task in comparison to their other charges.

<b>Action Item</b>	Motion to extend the deadline for CB&P Committee to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional.” Report to be discussed by the Board at the first Board meeting at the 2020 Biennial Meeting. <i>(Johnson / Garren)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> CB&P Committee to provide feedback to the Board on their work to categorize the CFP documents included on the list in the CB&P Committee report dated 03/01/2019 and use the category titles of “governing,” “administrative,” and “instructional” for discussion at the first Board meeting at the 2020 Biennial Meeting.

**3.2.6** Allow the CB&P Committee to bring to the Board meeting in August 2019 a single revised Constitution and Bylaws document, using underline and strikeover for any changes, so the Board can extract those items they feel need to be submitted as separate Issues. *(continuation of agenda item 3.2 from April 2019 Board Meeting)*

David Lawrence reminded the Board that Issues will need to be submitted for any recommended changes to the C&B and that the final Issue language must be approved by the Board prior to the Issue being submitted online. A decision is needed on how to present the recommended changes (i.e., in a combined Issue or separated into stand-alone Issues per topic).

Draft version of the C&B was submitted with the committee report with marked changes. The committee decided to reword rambling sentences to be more concise and to ensure wording is consistent with other sections of the document.

Davene summarized some of the non-substantive suggested changes:

- Clarifying the term “chair” each time it is used to specify if it is referring to Conference Chair, Council Committee Chair, or Standing Committee Chair.
- Changing the term “Executive Board” to “Board.”

Clarification regarding the Strategic Planning Committee was requested. Duties of the committee were added to the C&B via Issue and Assembly of Delegates approval in 2018; Davene stated that in April 2019 the Board asked the CB&P Committee to change that narrative.

Discussion:

- Article XV (new), Section 1, Subsection 1: suggestion to continue allowing Council Committee chairs to select their own vice chair, rather than reassigning this task to the Council Chair. This can be remedied by deleting the words “and vice chairs” from the new recommended edits.
  - ✓ Dave McSwane described how the committee selection process currently works. Selection of the committee chairs is done by the Conference Chair. Each committee chair then selects their own co-chair or vice chair (or not), and their committee members. The proposed committee roster is reviewed by the Conference Chair and then provided to the Board for approval. The ED only facilitates the transfer of information.

<b>Action Item</b>	Motion to extract any unresolved proposed Constitution and Bylaw (C&B) changes from the CB&P Committee report, direct the Board Members to fully review the proposed C&B changes, and to schedule a full Board conference call the first week of September 2019. <i>(Sanchez / Moris)</i>
	Motion to table above motion to address agenda item 1.9.6. <i>(Johnson / Moris)</i>
	Motion to table passed by voice vote.

<b>Action Item</b>	Motion at 1:35 PM on Wednesday, August 14 to suspend Robert’s Rules of Order to facilitate discussion on agenda item 3.2.6. <i>(Moris / Krzyzanowski)</i>
	Motion to suspend the rules passed by voice vote (with required 2/3 majority).

The CB&P Chair expressed extreme frustration at Board Members being unprepared to discuss the CB&P Committee report. She also asked the Board to not establish motions and action with minutia tasks if the Board is unwilling to do the work. Brenda Bacon, Conference Vice Chair, also expressed dismay at the Board Members for their lack of preparation.

Discussion continued on questions from the CB&P Committee requiring resolution as indicated on the revised draft document (highlighted in green). Because the “rules” were suspended, there were no motions to clarify or agree upon the following discussion points:

- Can federal partners provide a voting Board Member substitute? Federal agencies “appoint” members to the Board which is different than constituencies “electing” Board Members. Suggestion to add the word “elected” to this phrase to add clarity; the CB&P Committee will check to see if this change impacts other sections of the C&B.
- New Article XI: Renumbering has been done to provide a separate article for duties of the Assembly of Delegates.
- A referenced “standard operating manual” does not exist. Can this be changed to the “Procedures”? Historically, the standard operating manual was intended to include all governing documents; therefore, changing it to read “Biennial Meeting / Conference Procedures” would not reflect the original intent. Reference to a specific document will be removed.
- Additional changes are needed after the ad hoc item on committee membership is added.
- Strategic Planning Committee (SPC) charges were added via Issue and Assembly action in 2018. The SPC report was accepted in April 2019 with reworded committee objectives. The intent of the April motion was to have the Board accept an agreed-upon interpretation of the SPC charges.

<b>Action Item</b>	Board meeting recessed at 2:00 PM on Wednesday, August 14 with the following motion on the table: <i>Motion to extract any unresolved proposed Constitution and Bylaw (C&amp;B) changes from the CB&amp;P Committee report, direct the Board Members to fully review the proposed C&amp;B changes, and to schedule a full Board conference call the first week of September 2019. (Sanchez / Moris)</i>
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**3.3. Finance Committee – Terry Levee, Chair and Steve Moris, Vice Chair** (see written report)

Terry Levee participated by telephone and reviewed the Finance Committee written periodic report and activities of the subcommittees. Two (2) of their three (3) charges have been completed. The Finance Committee has been working with the Sponsorship Committee.

Upcoming budget was provided by the ET but discussion within the committee is pending. The next 3<sup>rd</sup> party financial audit is due in 2020.

The committee has questions regarding the travel reimbursement policy; they feel we are probably okay but wonder if any of our ways of spending money jeopardize our status?

Discussion:

- What type of accounts can we invest in? We currently have all funds in a bank savings account. AFDO may be able to provide us with information as they have a similar status.

<b>Action Items</b>	Motion to acknowledge the Finance Committee written report. (Garren / Fletcher)
	Motion passed by voice vote.
	<input type="checkbox"/> Finance Committee to investigate investment options and report back their findings to the Board. <input type="checkbox"/> Finance Committee Chair to provide a report addendum within two (2) weeks of today's date (August 13).

**3.4. Food Protection Manager Certification Committee (FPMCC) – Sean Dunleavy, Chair and Sharon Wood, Vice Chair** (see written report)

Sean Dunleavy reviewed the FPMCC written periodic report and committee activities, including Updating standards for accreditation; a proposed committee bylaw change; and updating the normative document.

Remote proctoring has been discussed and will probably be submitted by a provider as an Issue in 2020.

Discussion:

- Question regarding changing the fractionalization formula for representation on the committee by test providers. This may be needed if the number of providers increases.
- The proposed committee bylaw change may require additional research regarding the CFP Constitution and Bylaws.
- The communications document is under development/revision to explain to industry how things work within CFP regarding food manager certification.
- The committee report contains bulleted items referencing 2018 Issues; this is confusing and should be deleted from the report as it confuses current charges with past activities.

<b>Action Items</b>	Amended motion to acknowledge the FPMCC written report with corrections to indicate it is the 2 <sup>nd</sup> fall report (not spring), uncheck Council II and check that it reports to the Executive Board, and remove the extraneous info on the Issues submitted and approved in 2018. (Garren / Krzyzanowski; amendment by Johnson accepted)
	Motion passed by voice vote.
	<input type="checkbox"/> FPMCC Chair to correct the periodic report as noted in the above motion and provide the corrected version to the ED.

**3.5. Issue Committee – Patrick Guzzle and Becky Krzyzanowski, Co-Chairs** (see written report)

Becky Krzyzanowski summarized the Issue Committee written periodic report. The majority of work is just now beginning. A number of documents will need substantive content updates and will be sent to the Board for e-vote.

<b>Action Items</b>	Motion to acknowledge the Issue Committee written report and allow the updating of Issue related documents with biennial meeting date and Issue Chair contact information. <i>(Johnson / Rossow)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> Issue Chairs to update documents as noted in above motion and provide final copies to the ED and EA for posting on the CFP website. <input type="checkbox"/> Issue Chairs to revise substantive narrative in other Issue related documents and submit to EB for approval prior to posting on the CFP website.

**3.5.1** Issue Chairs to continue discussions with the CB&P Chair to explore the need to create a code of conduct for Issue submitters to ensure that the integrity of the Issue is maintained prior to Conference deliberations and bring a recommendation to the Board in August 2019. *(continuation of agenda items 1.9.1 and 3.5 from April 2019 Board Meeting)*

Recommendation included in Issue report under agenda item 3.5 (above).  
Action taken under unfinished business agenda item 1.9.3 (above).

**3.6. Nominations Committee – Patrick Guzzle, Chair**

Patrick Guzzle provided a summary of the written periodic report (nominees were absent from the meeting room for this discussion).

<b>Action Items</b>	Motion to acknowledge the Nominations Committee report and approve Becky Krzyzanowski to serve as CFP Chair and Todd Rossow to serve as CFP Vice Chair for the 2020-2022 biennium. <i>(Mers / Garren)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> David Lawrence, Brenda Bacon, and the Executive Staff will facilitate the transition process for the incoming Conference Chair and Vice Chair. <input type="checkbox"/> The Conference Chair and Vice Chair for the 2020-2022 biennium will be introduced at the 2020 Biennial Meeting during the Opening Session or during the Assembly of Delegates meeting.

A round of applause and words of congratulations were extended to the incoming Chair and Vice Chair when they returned to the meeting room.

**3.6.1** Volunteers from the Executive Board, in addition to Donna Garren and Amber Daniels, are needed to work with the Nominations Committee Chair to discuss nominations for the positions of Conference Chair and Vice Chair for the 2020-2022 biennium. *(continuation of agenda item 3.6 from April 2019 Board Meeting)*

Action taken under agenda item 3.6.

**3.7. Program Committee – Dr. Richard Linton, Chair and Dr. Benjamin Chapman, Vice Chair** (see written report)

Dr. Rich Linton, Program Chair, presented an overview of the Program Committee written periodic report, draft workshop agenda (agenda item 3.7.2), and draft letter to speakers (agenda item 3.7.2).

Discussion:

- Letter to speakers needs to include the request whether lodging and travel subsidy is needed and whether the speaker will arrive prior to the Sunday night dinner.
- Additional speaker ideas were brought up but there is no time on the agenda available.

- Program Chair inquired about the status of being able to include edible cannabis on the agenda; definitive information from the FDA has not been forthcoming (see agenda item 3.7.4 (below)).

<b>Action Items</b>	Amended motion to acknowledge the Program Committee written report, approve the updated workshop agenda, and to approve the ED and Conference Chair to work with the Program Committee to finalize the letter to speakers regarding logistical queries. <i>(Garren / Horn; amendment by Garren accepted)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> ED, Conference Chair, and Program Chair to finalize letter to speakers and incorporate needed questions regarding logistics.

### 3.7.1 Progress Report

Discussed under agenda item 3.7 (above).

### 3.7.2 Update the workshop agenda with changes proposed at the April Board Meeting.

Discussed under agenda item 3.7 (above).

### 3.7.3 Draft Letter to Speakers

Discussed under agenda item 3.7 (above).

### 3.7.4 The Executive Treasurer will reach out to FDA Grant Office to determine any challenges in the grant approval process if we include edible cannabis on the workshop agenda. – **Cliff Nutt** *(continuation of agenda item 3.7 from April 2019 Board Meeting)*

Cliff Nutt has reached out twice to his contact from the FDA grant office regarding whether the inclusion of edible cannabis on the program would jeopardize grant funding; each time Cliff was referred to the FDA “mission” without a definitive response or opinion.

Discussion:

- Suggestion to clarify in the grant application that the FDA funding will not be used to pay for any expenses related to the speaker or this topic, and that funding is used to offset expenses for State and Local participation.

<b>Action Items</b>	<input type="checkbox"/> Program Chair to reach out to speaker to draft a brief statement to include in grant application that focuses on the pathogens and safe handling of food products.
	<input type="checkbox"/> ET to move forward with applying for the FDA small conference grant; Glenda Lewis will assist.

### 3.8. Program Standards Committee (PSC) – **Angie Cyr, Chair; Amanda Douglas and Andre Pierce, Co-Vice Chairs** *(see written report and attached documents)*

#### 3.8.1 Progress Report

Angie Cyr reviewed the Program Standards Committee written periodic report and activities of the five (5) subcommittees (attached to report and marked as agenda items 3.8.1 through 3.8.16).

A pilot of proposed Standard 8 model for staffing was submitted to the full committee at their last meeting. FDA has given the committee a presentation about the proposed flexible grant funding program. The Retail Food Standards session at the 2020 Biennial Meeting is making progress.

The majority of documents attached to the committee report will be rolled into Issues for the 2020 Biennial Meeting.

<b>Action Item</b>	Motion to acknowledge the Program Standards Committee written report and approve the roster changes. <i>(Krzyzanowski / Jackson)</i>
	Motion passed by voice vote.

**3.8.2 Committee Roster**

Approved as part of agenda item 3.8.1 (above).

**3.8.3 Crosswalk – Requirements for FBI Training Program**

No Board action required at this time; the final Crosswalk document will be included with the PSC’s final report and submitted as an Issue for deliberation at the 2020 Biennial Meeting.

**3.8.4 through 3.8.8 PSC Subcommittee Minutes 2/19, 3/21, 5/1, and 5/30**

No Board action required.

**3.8.9 Standard 8 Summary**

No Board action required at this time; the final Standard 8 document will be included with the PSC’s final report and submitted as an Issue for deliberation at the 2020 Biennial Meeting.

**3.8.10 Standard 8 PowerPoint**

No Board action required at this time; the final document will be included with the PSC’s final report and submitted as an Issue for deliberation at the 2020 Biennial Meeting.

**3.8.11 through 3.8.14 PSC Subcommittee 3 Minutes Meetings 5, 6, 7, and 8**

No Board action required.

**3.8.15 Clearinghouse Submission**

No Board action required.

**3.8.16 Subcommittee 5 Notes**

No Board action required.

**3.9. Publications Committee – Brian Nummer, Chair and Joell Eifert, Vice Chair** (see written report and attached documents)

**3.9.1 Committee Progress Report**

The Publications Committee Chair and Vice Chair were unable to participate in the meeting. David Lawrence led the discussion and reviewed the committee report. Preliminary Board feedback had been requested and was provided to the Committee Chair and Vice Chair.

<b>Action Item</b>	Motion to acknowledge the Publications Committee written report with the clarification that this motion does <u>not</u> include acceptance of the draft guidance document. (Johnson / Rossow)
	Motion passed by voice vote.

**3.9.2 Committee Roster**

No Board action taken.

**3.9.3 Draft Publications Guidance Document**

As part of the Publication Committee’s periodic report, a draft Publications Guidance Document was submitted.

Discussion:

- As a “guidance document,” this means it is not mandatory; if this becomes a policy or procedure, it must be followed.
- Acknowledgement of “participating committee members” needs to be clarified.
  - ✓ Who decides on the actual participants if there are committee members that never provided feedback?
  - ✓ Should committee members be asked if they want their name listed on the final document?
  - ✓ Federal agencies may need to ask for their names to be removed from a document submitted for external publication.

- Reservations and concerns were raised by a number of Board Members regarding several points within the document, including potential contradiction with existing governing documents. Without participation by the Publications Committee during the Board meeting, it is difficult to take action because of the inability to have questions addressed.

<b>Action Items</b>	Amended motion to table discussion on the draft Publications Guidance Document until the first Board meeting at the 2020 Biennial Meeting. Board Members will provide their questions and concerns regarding the draft document within a 2-week period (to be established by the Conference Chair) and the Publications Committee will provide a written response to all questions and concerns for the Board’s consideration. Moreover, the Publications Committee will work with the CB&P Committee to address concerns regarding potential conflict with governing documents. <i>(Moris / Jackson; amendments by Sanchez and Garren accepted)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> Board Members are to forward all questions and concerns in writing to David Lawrence regarding the draft Publications Guidance Document. David will consolidate the information received and forward the compilation to the Publications Committee Chair and Co-Chair, with a copy to all Board Members.

**3.9.4** A subcommittee of the Food Recovery Committee is seeking direction from the Publications Committee in formatting their guidance document to ensure consistency with CFP guidelines. *(continuation of agenda item 2.1.1 from April 2019 Board Meeting)*

Agenda item not addressed in the Publication Committee’s report.

<b>Action Item</b>	<input type="checkbox"/> Publications Committee to provide feedback to the Board on any information shared with the Food Recovery Committee on formatting their guidance document to ensure consistency with CFP guidelines.
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**3.9.5** Confirm the importance of publications and an internal publication process to the mission and goals of CFP. *(continuation of agenda item 3.9 from April 2019 Board Meeting)*

Agenda item not addressed in the Publication Committee’s report.

<b>Action Item</b>	<input type="checkbox"/> Publication Committee to provide feedback to the Board confirming the importance of publications and an internal publication process to the mission and goals of CFP.
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**3.9.6** Reaffirm that the Publications Committee continue working on the charges with regard to publishing CFP work to external publications and provide a progress report of information for the Board’s review at the August 2019 Board Meeting. *(continuation of agenda item 3.9 from April 2019 Board Meeting)*

See agenda item 3.9.3 (above) regarding the Publication Committee’s draft Publications Guidance Document.

**3.9.7** Continue working on the Committee’s original charges. *(continuation of agenda item 3.9 from April 2019 Board Meeting)*

Agenda item not addressed in the Publication Committee’s report.

<b>Action Item</b>	<input type="checkbox"/> Publication Committee to provide feedback to the Board on their continued work on meeting the Committee’s original charges.
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**3.10. Resolutions Committee – Chirag Bhatt, Chair**

No written report required for this meeting.

**3.11. Strategic Planning Committee (SPC) – Tom Ford, Chair and Elizabeth Nutt, Vice Chair** *(see written report)*

Tom Ford provided an overview of the SPC written periodic report.

One upcoming task is to transition the Ad hoc Mobile App Committee to a Digital Engagement Committee; see agenda item 3.11.3 (below).

The Navigator Program continues to evolve, and lessons learned in Richmond will be used to develop more effective tools to assist with orientation of 1<sup>st</sup> time attendees; such as:

- Identifying 1<sup>st</sup> time attendees at the time of registration.
- Developing onsite signage directing 1<sup>st</sup> time attendees to a staffed desk that will provide information and answer questions.
- Conducting the orientation presentation twice during the biennial meeting. Existing slide show is being reviewed and will be updated as appropriate.

A continuation strategic planning survey will be conducted by the University of Houston; Dave McSwane will work with them. A question about Food Code familiarization can be added to the questionnaire. Preliminary results should be available for the spring 2020 Board meeting.

Discussion:

- Suggestion to consider developing and presenting a mock council session.
- “PowToon’s” can be used to create an educational “cartoon” to help explain CFP. The new Digital Engagement Committee may have the talent to help create something.
- Do first time attendees have a familiarity with the Food Code? We can provide a link to FDA’s “decoding the Food Code” training.

<b>Action Item</b>	Motion to acknowledge the SPC written report. <i>(Rossow / Johnson)</i>
	Motion passed by voice vote.

### 3.11.1 Committee Progress Report

See agenda item 3.11 (above).

### 3.11.2 Provide report to show how recommendations of the Board in April 2019 have been implemented. *(continuation of agenda item 3.11 from April 2019 Board Meeting)*

Agenda item not addressed in the Strategic Planning Committee written periodic report.

<b>Action Item</b>	<input type="checkbox"/> Strategic Planning Committee to provide feedback to the Board on how the recommendations approved at the April 2019 Board meeting have been implemented.
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### 3.11.3 Report from ad hoc committee on Mobile App. *(continuation of agenda item 1.9.7 from April 2019 Board Meeting) (see written report)*

Chirag Bhatt, Chair of Mobile App Ad hoc Committee, participated by phone and provided an overview of the committee written periodic report.

The primary question is whether we need an ongoing app or is it adequate to use an app only for the biennial meetings. If we create an ongoing app, additional discussion would be needed regarding architecture and costs and the Board would need to create a “digital engagement group.”

The majority of Mobile App Ad hoc Committee members agreed that the same app used in 2018 would be acceptable for the 2020 Biennial Meeting. Therefore, the recommendation from the Committee is to use the same platform as in 2018 with the addition of some new features to make it more dynamic; such as creating a tab for the Navigator Program for 1<sup>st</sup> time attendees; adding banners for speakers and sponsor pop-up logos; adding a PDF or hyperlinks for a day/week schedule; adding short bio of Council Members; and enhancing broadcasting and email capabilities. Chirag is waiting to hear back from the app vendor to find out if these recommendations are available to us.

Recognition of sponsors is critical; however, data from 2018 shows that very few participants clicked on the sponsor links.

Discussion:

- Will the cost of the app increase with the addition of the proposed new features? This question is pending with the vendor.
- A thank you was expressed to Chirag and his committee members.



<b>Action Item</b>	Motion to acknowledge the Mobile App Ad hoc Committee written report. <i>(Mers / Garren)</i>
	Motion passed by voice vote.
	The Mobile App Ad hoc Committee Chair to provide feedback to the Board regarding the response received from the app vendor regarding costs for adding the following proposed new features: <input type="checkbox"/> Adding the program book. <input type="checkbox"/> Enhancing broadcast, texting, and email capabilities. <input type="checkbox"/> Creating a tab for the Navigator Program for 1 <sup>st</sup> time attendees with links for orientation information (either PDF or short video). <input type="checkbox"/> Adding banners for speakers. <input type="checkbox"/> Adding banners for sponsors with (random) pop-up logos. <input type="checkbox"/> Adding a PDF or hyperlink for a day or weekly schedule overview. <input type="checkbox"/> Adding short bios and pictures for Council Members.

### 3.11.3A Mobile App Committee Roster

Roster was previously sent to the Board and approval is not required.

### 3.11.4 Report on ad hoc committee on communication with first time biennial meeting attendees.

See discussion under agenda item 3.11, Strategic Planning Committee (above).

## 4. Special Committees and Reports

### 4.1. Sponsorship Committee – Eric Moore and James O’Donnell, Co-Chairs *(see written report and attached documents)*

Committee Co-Chairs were unable to participate so Dave McSwane provided an overview of the Sponsorship Committee written periodic report and the final Board-approved promotional flyer titled *2020 CFP Sponsorship & Donation Opportunities* (attached as agenda item 4.1.2 in Binder 4).

A message was sent out by the ED last week to all CFP members announcing the availability of the 2020 sustaining sponsorship and donation opportunities.

Discussion:

- How to handle conflicting requests for donations is to be determined (i.e., more than one company vying for the same event or service).
- It was clarified that the “event / support donation” categories are intended to be “in addition to” Sustaining Sponsorship.
- The advertised deadline to receive payments for donations and sponsorship is March 1, 2020.

<b>Action Items</b>	Motion to acknowledge the Sponsorship Committee written report with the correction to unmark the Council I box. <i>(Fletcher / Johnson)</i>
	Motion passed by voice vote, with three (3) abstentions.
	<input type="checkbox"/> Sponsorship Committee Chair to correct the committee report as noted in above motion and provide the corrected copy to the ED.

### 4.2. Safe Handling and Cooking of Roaster Pigs Committee – Erika Stapp-Kamotani and Susan Shelton, Co-Chairs *(see written report)*

Erika Stapp-Kamotani participated by telephone and reviewed the Safe Handling and Cooking of Roaster Pigs Committee written periodic report and revised roster. Their draft guidance document is in the final stages of completion.

The committee was thanked for their work and the excellent organization of their report was acknowledged.

<b>Action Item</b>	Motion to acknowledge the Safe Handling and Cooking of Roaster Pigs Committee written report and approve the revised roster. <i>(Kryzanowski / Jackson)</i>
	Motion passed by voice vote.

**4.3. ANSI-CFP Accreditation Committee (ACAC) Report – Joyce Jensen and Julie Albrecht** *(see written report)*

Dr. Julie Albrecht participated by telephone and read the ACAC written periodic report.

Discussion:

- Question was raised regarding the suspension of a certification organization. It was clarified that any reason for suspension would be re-examined, but details remain confidential.
- Joyce Jensen is currently filling a vacant ACAC position and is asking the Board to find a replacement when that term expires in 2020; Julie was asked to provide recommendations.

<b>Action Item</b>	Motion to acknowledge the ANSI-CFP Accreditation Committee (ACAC) written report. <i>(Johnson / Sparks)</i>
	Motion passed by voice vote.

**4.4. Local Arrangements Committee (LAC) – Troy Huffman, Chair**

A representative of the LAC was unable to participate in the meeting. Dave McSwane discussed the LAC Report and summarized their July conference call. The LAC Planning Document is in use and they have assigned different projects to various LAC members.

Discussion:

- Clarification is needed regarding the “equivalence” of donated items; the LAC and Sponsorship Committee need to be in sync. Is “in kind” equivalent to “cash”?
  - ✓ Giveaway items provided in an attendee “goodie bag” are not considered a sponsorship unless the company can show the total cost of donated items exceeds the Sustaining Sponsor bronze level.
- The top floor “Pinnacle Room” (in adjoining building) with a panoramic view is reserved for the LAC reception.

<b>Action Items</b>	Motion to acknowledge the LAC report. <i>(Rossow / Johnson)</i>
	Motion passed by voice vote.
	LAC to work with the Sponsorship Committee to clarify: <ul style="list-style-type: none"> <li><input type="checkbox"/> “Equivalency” of items donated by local vendors and companies.</li> <li><input type="checkbox"/> Process for acknowledging “in kind” donations and their equivalency to “cash.”</li> </ul>

**4.5. Association of Food and Drug Officials (AFDO) Report – Steve Moris**

A verbal AFDO report was provided by Steve Moris; highlights include:

- The recent AFDO Annual Educational Conference (AEC) had record attendance. At that time, Ernest Julian from Rhode Island took over as President.
- There are new hires working for AFDO administration including the appointment of Brenda Morris to lead the AFDO portion of collaborative efforts with NACCHO and FDA on the implementation of FSMA’s produce safety.
- The 2020 AFDO AEC will be the last week in June in Phoenix, Arizona.

<b>Action Item</b>	Motion to acknowledge the AFDO report. <i>(Sanchez / Rossow)</i>
	Motion passed by voice vote.

**4.6. CFP-ISSC Shellfish Ad hoc Committee Report – Glenda Lewis and Julie Henderson** *(see written report)*

Julie Henderson participating by telephone and reviewed the written periodic report from the CFP-ISSC Shellfish Ad hoc Committee.

The Committee’s first meeting was held on March 22, 2019 (incorrectly listed on written report as April 16, 2019).

The committee is requesting permission to submit an Issue for the 2020 Biennial Meeting to amend Food Code to reconcile inconsistencies and to mirror requirements from the last ISSC conference.

Discussion:

- Will the committee have time to complete their tasks, will charges be assigned to another committee, or will the ad hoc committee be reconvened for another biennium?
  - ✓ If the committee needs more time to create educational materials, they need to submit an Issue asking for committee formation with specific charges for the 2020-2022 biennium.
  - ✓ Regulators have access to the CIFOR manual for conducting outbreak investigations. What might be more beneficial is to create educational materials for operators regarding the importance of record keeping.

<b>Action Items</b>	Motion to acknowledge the CFP-ISSC Shellfish Ad hoc Committee Report with a correction of the first meeting date to read March 22, 2019 in two (2) locations in the report. <i>(Johnson / Krzyzanowski)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> CFP-ISSC Shellfish Ad hoc Committee to correct the committee report as noted in above motion and provide the corrected copy to the ED <input type="checkbox"/> CFP-ISSC Shellfish Ad hoc Committee to draft two (2) Issues for Board review: 1) amend / reconcile Food Code to mirror ISSC requirements; and 2) establish a committee for the 2020-2022 biennium to develop educational materials.

**4.7. Update on Issue 2018-I-027 – Consumer Purchase (Shopper Card) – Glenda Lewis**  
*(see written report)*

Glenda Lewis distributed hard copies of a report, roster, and draft Food Code language (also provided by ED via email) from the FDA-USDA-CDC-CIFOR Workgroup on Consumer Food Purchase History for Outbreak Investigations. Glenda provided an overview of workgroup activities, statistics regarding survey results, and requested Board actions items:

- The Board to maintain oversight of any decision making regarding this workgroup’s recommendations in Issue 2018-I-027 (e.g., draft language for inclusion in the Food Code).
- Approve the workgroup to develop a FAQ document to address stakeholder questions about consumer shopper information as a tool in foodborne illness investigations.

Clarification was provided by David Lawrence that this is not a Board ad hoc committee; rather, an original Board ad hoc committee had recommended that a letter be sent to the FDA asking that the FDA work with the UDSA, CDC, and CIFOR for resolution on this Issue. He also read from the Procedures Manual describing the Board’s authority regarding extracted Issues.

1. *Confirmation of no action;*
2. *Support of the Assembly rejection with a recommendation to forward the Issue to an existing or created committee to deliberate and resubmit at the next biennial meeting; and*
3. *Other appropriate actions as the Executive Board determines.*

Option #3 was taken by the Board and a letter was sent to the FDA asking them to work with the named agencies to resolve the concerns (during this discussion, Dave McSwane forwarded via email the original letter to the Board Members). This letter requested that the participating agencies report back to the Board.

Discussion:

- Concerns were raised regarding privacy issues related to “shopper cards” and the legality of gathering that type of information. The workgroup will do their due diligence with each state regarding legal concerns once draft language is finalized; a survey has been submitted to states and the workgroup has some information on this topic.
- Clarification was asked about the intent of work on this 2018 Issue staying with the Board rather than via submittal of another Issue to the 2020 Biennial Meeting.
  - ✓ If the authority for decisions stays with the Board, concerns were expressed about bypassing the traditional Issue process, Council vetting, and Assembly of Delegates approval of proposed Food Code changes.

- ✓ The workgroup roster does not provide a balanced representation so recommendations may not reflect the will of the entire country. The need for consensus building was emphasized; the lack of vetting may prevent states from adopting Food Code.
- Was the workgroup report drafted in conjunction with the USDA shopper card workgroup? It was confirmed that a USDA liaison brought that perspective to the workgroup, but the draft language has not yet been shared with the shopper card workgroup.
- The original letter to the FDA asked for science and privacy issues regarding this Issue; this information seems to be missing. The question was also raised if a definition of “consumer purchase card information” has been addressed.

<b>Action Items</b>	Motion to acknowledge the written report from the FDA-USDA-CDC-CIFOR Workgroup with a correction to the workgroup title (removing reference to CFP Ad hoc Committee), and to encourage any interested party to present a new Issue to the 2020 Biennial Meeting along with background information on this topic. <i>(Horn / Johnson)</i>
	Motion passed by voice vote, with three (3) abstentions.
	Amended motion to encourage the FDA-USDA-CDC-CIFOR Workgroup to develop an FAQ document to address stakeholder questions about consumer shopper information as a tool in foodborne illness investigations. <i>(Moris / Krzyzanowski; amendment by Johnson accepted)</i>
	Motion passed by voice vote, with one (1) abstention.
	<input type="checkbox"/> FDA-USDA-CDC-CIFOR Workgroup to revise their written report to accurately reflect the title of this group and remove reference to this being a CFP Ad hoc Board Committee.

#### 4.8. Federal Agency Reports

##### 4.8.1. FDA Report – Glenda Lewis *(see written report)*

Glenda Lewis reviewed the FDA’s submitted written report via a PowerPoint presentation and the following handouts:

- ✓ *5 Tips to preparing policy recommendations for Retail Food Policy Debate* (tool for states, locals, and industry for debates within their own constituency).
- ✓ *FDA & NACCHO Retail Program Standards Mentorship Program 2019-2020 Cohort.*
- ✓ *Map of NACCHO Mentorship Program for Retail Program Standards Cohort 1-8.*

Glenda highlighted the following:

- Developing a blueprint for a “new era of smarter food safety” building on FSMA.
- Overview of the FDA process for working on retail food concerns.
- Initiatives for Food Code adoption.
- Increasing conformance with the Retail Food Program Standards.
- Retail Food Association Summit – identifying 5 major outcomes.
- CFSAN update and getting ready for the next CFP biennial meeting.
- Menu labeling implementation.
- Availability of new educational materials.

Discussion:

- Comment to ensure that the FDA Council Consultant is made fully aware of the Issues and committee work in advance of the biennial meeting.
- Query regarding percentage of Food Code changes over the years originated through CFP.

<b>Action Item</b>	Motion to acknowledge the FDA written report. <i>(Moris / Johnson)</i>
	Motion passed by voice vote.

#### 4.8.2. USDA Report – Kristi Barlow

A verbal USDA report was presented by Kristi Barlow; a written report is pending. Highlights include:

- Working jointly with CDC and FDA to perform focus groups to determine utility of outreach materials for *Listeria monocytogenes* (Lm) at retail delis.
- Retail guidance documents are available on the FSIS website.
- Continuing to perform surveillance of Lm at retail delis.
- Meeting monthly with FDA to harmonize language in the Food Code, especially regarding mechanically tenderized and injected meats.

<b>Action Item</b>	Motion to acknowledge the USDA verbal report. <i>(Moris / Garren)</i>
	Motion passed by voice vote.

#### 4.8.3. CDC Report – Dr. Adam Kramer *(see written report)*

Dr. Kramer reviewed the CDC’s submitted written report and the InFORM 2020 Call for Abstracts. It was noted that the InFORM 2020 conference conflicts with the AFDO Produce Safety Rapid Response Team (RRT) meeting.

<b>Action Item</b>	Motion to acknowledge the CDC written report. <i>(Johnson / Mers)</i>
	Motion passed by voice vote.

### 5. New Business

#### 5.1. Proposed Revision to CFP-ANSI Contract – Jeff Hawley *(see attached draft revision)*

Jeff Hawley, FPMCC Bylaws Workgroup Chair, was present to discuss the CFP-ANSI contract revision. This contract was created many years ago and has not been revised. First revised draft was sent to the Board; a second revised draft has since been developed and provided to the Board via email on 08/12/2019 (hard copies distributed).

Jeff outlined major changes in the contract:

- ANSI has purchased an accreditation organization and is changing their name to the American National Accreditation Board (ANAB). A representative of ANAB has assisted in the process to update the contract draft.
- There were no requirements for ANSI to report to the CFP Board in the original contract; this has been added under 1.53, 1.54, and 1.55 on the revised draft to provide representation and require written reports.
- Removing the fee schedule in the annex; in its place, a requirement is added to provide a revised fee schedule in an annual report.
- A “term” was added for automatic contract renewal every 4 years; the FPMCC will review the contract on the 3<sup>rd</sup> year of the 4-year cycle. This charge should be added as a continuing charge for the committee via Issue. In the past, any standing change to a committee or to the FPMCC Bylaws have been done through the Issue process for vetting by Council and approval of the Assembly of Delegates; one stated interpretation of the CFP Constitution and Bylaws allows the Board to approve these changes without following the Issue process.
- Next steps: the food manager certification documents will be amended to read ANAB rather than ANSI.

Discussion:

- The committee was commended for their work and Jeff read a list of FPMCC members who served on the workgroup reviewing the contract.
- ANAB has participated in the drafting of the revised language; it is anticipated that ANAB will accept the changes.
- Is legal review by CFP needed? Many Board Members were uncomfortable not conducting a legal review of the final contract.

<b>Action Items</b>	Amended motion to approve the revised draft of the CFP contract with ANAB (formerly ANSI) with the following corrections: add position titles to the signatory names, correct any incorrect reference from ANSI to “American National Accreditation Board,” and change (under 12.3) the governing law from State of New York to the Commonwealth of Virginia. And, a legal review will be conducted by CFP after the final document is submitted to us from ANAB. <i>(Johnson / Fletcher; amendments by McMahan, Moris, and Jackson accepted)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> The FPMCC will provide the revised Board-approved contract to ANAB for their review and approval. <input type="checkbox"/> A legal review to be conducted after the final revised contract is submitted to CFP from ANAB. Donna Garren will assist in finding a legal team to conduct this review pro bono. <input type="checkbox"/> The FPMCC to follow the appropriate process to: <ul style="list-style-type: none"> <li>▫ Change reference from ANSI to ANAB in all committee documents.</li> <li>▫ Establish a recurring charge to review the ANAB contract every 3<sup>rd</sup> year of the 4-year renewal cycle.</li> </ul>
	Per C&B Article V, Section 1, all MOUs or <u>other formal agreements</u> , must be approved or rejected by the Assembly of Delegates; in addition, Article XIII, Section 2, states MOUs and “the like” are assigned to Council II (which implies the required Issue submission).

## 5.2 Review of Articles of Incorporation – Finance Committee

Terry Levee, Finance Committee Chair, participated by telephone and raised the question about whether there should be a 3<sup>rd</sup> party legal review of the organizational documents and how often. Terry recommended that a review be conducted every 3 to 5 years unless the tax code changes. He suggests that an upcoming review be completed by the accounting firm who conducts our independent audit with a request that they provide feedback as to whether we need a legal review of our articles of incorporation. Of primary concern is to preserve our non-profit status.

<b>Action Items</b>	Motion to accept the approval of a 3 <sup>rd</sup> party review of the Articles of Incorporation in 2020. <i>(Garren / Krzyzanowski)</i>
	Motion passed by voice vote.
	<input type="checkbox"/> ET will coordinate with the Finance Committee a 3 <sup>rd</sup> party review of the Articles of Incorporation at the same time as the audit is occurring with the CPA firm.

## 5.3 Retail Food Association Summit Strategic Plan – David Lawrence and Brenda Bacon

Presented as part of the Conference Chair’s Update – see agenda item 1.7 (above).

## 5.4 Draft Information Booklet for the 2020 Biennial Meeting – David McSwane *(see written draft document)*

Due to time limitations, discussion on the draft Information Booklet for the 2020 Biennial Meeting was postponed to the Board conference call.

Dave McSwane presented the Information Booklet for the 2020 Biennial Meeting as an information only item. Board members offered some suggested changes which will be made prior to sending it to the CFP membership by mid-October.

Discussion:

- Posted government rates are different for March and April and a query was raised about exactly which price would be charged. The contract guarantees room rates so Dave will clarify the exact rate and provide feedback to the Board.
- There is an overlap for luncheons and meetings on Tuesday; however, the luncheon is a buffet so flexibility with meetings is available.

- Clarification is needed regarding the Tuesday regulatory meeting and whether this is intended to include the state and locals together or separately.
- Agency updates have been moved from the opening session and this change should be highlighted.
- A query was raised about attendance obligations of the Board and Council members during the biennial meeting. Dave clarified when Board members are required to attend and David Lawrence encouraged Council Leaders to take the opportunity to meet in advance of deliberations to ensure all councils are conducting business on the “same page.”

**5.5. Revised CFP Travel Subsidy Policy – David McSwane** *(see written draft document)*

Due to time limitations, discussion on the revised Travel Subsidy Policy was postponed to the Board conference call.

See also agenda item 1.8.2 (above) regarding the motion to postpone any vote on the budget or biennial registration fees pending the outcome of discussion on the revised CFP travel policy.

The purpose of the travel policy revisions are to clarify language regarding reimbursement when Conference leaders are approved to represent CFP at meetings of allied organizations; the proposed changes do not alter funding limits.

Discussion:

- Query regarding the statement where Board members are encouraged to obtain funding from their employers. Can this be changed to clarify that some Board members receive no subsidy from an employer? Is this concern covered by the exception where the Board can approve on a case-by-case basis amounts in excess of the limit?
- The Board needs to carefully look at meeting locations that provide a lower overall cost. Locations hosted by industry partners can save significant amounts on meeting room rental and food and beverage costs but may increase other travel/time costs. In future, should the Board review and approve overall meeting costs when approving a specific meeting location?
- Every Board member has an obligation to plan on being at the meeting for the entire duration of the meeting; people leaving early means the meeting may need to end early due to lack of quorum.
  - ✓ If the Conference subsidizes travel, Board members need to be present and serve for the entire meeting.
  - ✓ It was stated that employers may not always approve the extra time or expense to stay over for another night, so decisions on flight schedules are not always in the control of Board members.

<b>Action Items</b>	Motion to approve the revised CFP Travel Subsidy Policy as submitted. <i>(Daniels / Johnson)</i>
	Motion passed during conference call with one (1) abstention.
	<input type="checkbox"/> An item will be added to the spring 2020 Board meeting agenda under new business to establish a process for Board approval of subsidies in excess of \$800 for attendance at Board meetings other than the meeting that occurs during the Biennial Meeting. The Conference Chair will work with the Executive Treasurer to gather information to inform the Board’s discussion.

**5.6 Ad hoc Board Committee for Review of Archiving and Retention Policies – Vicki Everly** *(see written draft document attached to the EA Report as agenda item #1.8.3)*

Due to time limitations, this agenda item on establishing an ad hoc committee to review the Archiving and Retention Policies was not discussed and will be moved to “unfinished business” for the spring 2020 Board meeting.

**5.7 Conference-Developed Guides and Documents Template – Vicki Everly** (see written draft document attached to the EA Report as agenda item #1.8.3)

Due to time limitations, this agenda item on a proposed Conference-Developed Guides and Document Template was not discussed and will be moved to “unfinished business” for the spring 2020 Board meeting.

**5.8 Spring 2020 Board Meeting – David McSwane**

Due to time limitations, discussion on the spring 2020 Board meeting was postponed to the Board conference call.

The Board is encouraged to book hotel rooms early; overflow hotel information will not be released until we meet our contractual obligations with the meeting hotel.

**5.9 Extend Time Allotted for Board Meetings Between Biennial Meetings – Brenda Bacon** (added via Agenda Review – see item 1.4 above)

Due to time limitations, discussion on allotting additional time for Board meetings was postponed to the Board conference call.

Brenda brought up the point that the Board needs to be aware of the large number of items to be discussed during meetings and we need to be realistic about the amount of work we can accomplish in a short amount of time. A lot of work is done by committees and, at times, their work may be “slighted” due to time limitations. We need to be able to deliberate and discuss issues appropriately and extend discussion time, when needed.

Discussion:

- If we consider extending the meeting to a full 2-days, it will require extra costs but will not have the challenges of people leaving early.
- Those who cannot attend in person, could be asked to submit a written report rather than a verbal phone report.
- Where there is no Board action required, could these reports be submitted via webinar and reviewed in advance of the face-to-face meeting?

<b>Action Items</b>	Motion to form an ad hoc Board committee to consider time saving options for face-to-face Board meetings held between the biennial meetings; committee to report its findings at the spring 2020 Board meeting. (Kryzanowski / Moris)
	Motion passed during conference call without objection.
	<input type="checkbox"/> The following volunteered to serve on this committee: Brenda Bacon, Kristi Barlow, Becky Kryzanowski, Todd Rossow, Steve Moris. <input type="checkbox"/> Conference Chair will send an email to solicit other interested Board members to serve on this committee. <i>NOTE: additional volunteers were confirmed in an 08/30/2019 email from Conference Chair: Amber Daniels, Patrick Guzzle, Angela Sanchez; and Dave McSwane and Vicki Everly as non-voting, ex-officio members. In addition, Becky Kryzanowski was appointed as chair.</i> <input type="checkbox"/> Committee to report its findings at the spring 2020 Board meeting.

**6. Adjournment**

<b>Action Item</b>	Motion passed to adjourn this Board meeting.
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