

Conference for Food Protection 2010 Issue Committee FINAL Report

COMMITTEE NAME: Issue Committee
COUNCIL (I, II, or III): Standing Committee – Council II
DATE OF REPORT: March 9, 2010
SUBMITTED BY: Vicki Everly, Issue Chair

REQUESTED ACTION: *see page 2 and 3 for details*

1. Review and approval of draft “neutrality guideline” for Council Chairs and Vice Chairs
2. Assignment of new charges

COMMITTEE CHARGE(s):

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges established at the 2008 Biennial Meeting (Issue II-032)

1. Enhance and maintain the online Issue submission process.
2. Draft policies and procedures regarding the Issue process, including submission, review, and Council consideration.
3. Recommend improvements to the Issue Committee structure to more effectively manage responsibilities and workload.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

- Developed tools approved by the Executive Board and posted on the CFP web site:
 - Issue Review Process and Checklist.
 - CFP Committee Final Report Template.
- Worked with our web master, Kevin Hamstra of 1EightyDesign, regarding online Issue process:
 - reviewed and updated the submission process and instructions.
 - dealt with numerous challenges including those with “attachments” and the server.
 - ✓ Thank you to Kevin Hamstra for his constant attention to the Committee’s work and for his ability to consistently provide effective and timely response and work-around solutions to challenges.
- Completed Issue Review process:
 - December 2009 – conducted preliminary review of all submitted committee reports, draft Issues, and attachments.
 - ✓ Comments and suggested edits provided to Council Chairs for dissemination to committee chairs
 - ✓ All but 2 committees submitted documents as required for review in advance of Issue submission.
 - ✓ 1 committee chair failed to respond to Council Chair reminders and failed to meet the online deadline forcing the Council Chair to submit “placeholder” Issues.
 - January-February 2010 – final review of all submitted Issues and attachments.
 - ✓ Online review of all submitted documents (including committee submittals previously reviewed); comments and suggested edits were forwarded directly to submitter. In some cases, there were more than 20 email exchanges with an individual submitter prior to Issue finalization.
 - ✓ Thank you to Lisa Wright for her invaluable work in the review and management of the majority of independently submitted Issues.
 - ✓ 4 submitted Issues were “withdrawn” – 1 withdrawn by the submitter and the other 3 were “placeholder” Issues submitted by the Issue Chair.
 - ✓ No Issues were “rejected.”

- ✓ FYI – based on the time interval between multiple Issues from a single submitter, it takes an average of 5 minutes to complete an online Issue submittal when using “cut and paste” from a Pre-submission Template.
- February 12 – Issue review finalized; Issues sent to Committee for assignment recommendations.
- February 19 – Issue Committee members complete their work.
- February 23 – Issue Chair conference call with Council Chairs/Vice Chairs for final assignment.
 - ✓ Only 3 Issues were assigned differently than the majority recommendation from the Committee.
 - ✓ 8 Issues were identified as possible “transfers” to another Council during deliberation.
- February 25 – final Issue assignments sequenced by Council Chairs initiating the creation of final Issue packets
- February 26-27 – “final-final” review of all Issues, attachments, and links conducted.
- February 28 – final Issue Packet released to Executive Director
- March 1 – final Issue Packets posted on the CFP web site
- No Issues were submitted by the Issue Committee for deliberation at the 2010 Biennial Meeting.

Issue Submittal History									
Issues	2010 Biennial Mtg			2008 Biennial Mtg			2006 Biennial Mtg		
Submitted	90			116			Info not available		
Finalized	86			112			111		
<i>Final Assignments by Council</i>	<i>I-26</i>	<i>II-35</i>	<i>III-25</i>	<i>I-27</i>	<i>II-57</i>	<i>III-28</i>	<i>I-41</i>	<i>II-44</i>	<i>III-26</i>
Independent Submissions	44			41			50		
Committee Issues Submitted	42			71 <i>(note: 31 issues submitted by one committee)</i>			61		
<i>Committee Issues by Council</i>	<i>I-6</i>	<i>II-20</i>	<i>III-8</i>	<i>I-8</i>	<i>II-52</i>	<i>III-11</i>	<i>I-13</i>	<i>II-41</i>	<i>III-7</i>

REQUESTED ACTION:

1. **Requesting Executive Board review / approval of draft “Neutrality Guideline” outlined below.**
Background: at the 2006 and 2008 Biennial Meetings, this guideline was discussed and agreed upon by Council Chairs, Vice Chairs, and the Executive Board; however, there is no record of acceptance.

Council Chairs and Vice-Chairs:

- *will not engage in “politicking or lobbying.”*
 - *will not try to “sway” the outcome of an Issue.*
 - *may answer questions related to a specific Issue if the intent of the response is to educate or clarify.*
 - *may offer personal opinions in the following situations:*
 - *outside of council deliberations, including constituency Consensus Meetings and Caucuses, only with a clarification that one is offering a private opinion and not speaking as the council chair or vice-chair.*
 - *during council deliberations, only when one’s position as chair or vice-chair has been clearly relinquished to someone else (per Robert’s Rules of Order).*
2. Based on the 2010 Issue experience, a number of areas have been identified as needing clarity and/or the establishment of revised policy, procedure, or guidelines.

Requesting Executive Board assignment of the following charges to identified Standing Committees with a requirement to report-back to the Executive Board with RECOMMENDATIONS no later than the August 2011 meeting so that any required Issues can be prepared in advance of the 2012 submittal deadline.

Constitution and Bylaws / Procedures Committee:

- Clarify “scope” of activities assigned to committees, including:
 - development of a process for expanding or adding charges between biennial meetings.
 - clarification of language in Conference Procedures Section VIII F (Duties of Committee

Members and the Chair) and H (Committee Meetings).

(NOTE: to provide timely guidance, it is recommended that this charge be addressed prior to the August 2010 committee assignments.)

- Develop procedures for approval of committee “independent” activities such as grant applications, RFP development and dissemination, outreach presentations, publication of documents, etc.
- Clarify the term “retail” as it relates to the mission and focus of the Conference.
- Clarify or expand on “assignments” for each Council as described in subsections to Article XIII (Duties and Responsibilities of Councils) of the Constitution and Bylaws. (NOTE: this request was made by the Council Chairs and Vice Chairs.)
- Clarify requirements and guidelines when drafting recommended code changes (i.e., underline/strikeover format as currently required OR recommendations clear in their intent allowing federal agencies to “wordsmith”). (NOTE: this request originated with the FDA in order to help focus Council discussion on the concepts, principles, science, and intended impact of the recommendation... rather than on the wording of specific Food Code text.)

Issue Committee:

- Clarify concerns regarding “final” committee reports, Issues, and attachments, including:
 - requirements for content and format.
 - instructions regarding the process for review and online submittal.
 - clarification of roles of Council Chair and Issue Chair in final approval.
 - clarification of when Standing Committee final reports need to be submitted as an Issue.
- Revise, modify, or clarify Issue submittal criteria and review tools, including:
 - Issue “rejection” process and procedure, including roles and responsibilities for committee-submitted documents and “independent” submittals.
 - CFP Commercialism Policy as it relates to Issue “attachments” (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
 - appropriate location of Issue “endorsements” (i.e., by an organization, agency, or individual) within the Issue submittal documentation.
 - final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on “stand-by” until midnight).
- Clarify concerns regarding “content attachments” (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
 - review and approval process prior to Issue submission.
 - development of a “masthead, flag, nameplate, or style guide” to readily identify approved and posted documents as belonging to the Conference.
 - archive and posting of documents revised after Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council).
- Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
 - procedures and responsibilities for each biennium.
 - tools to facilitate tracking of charges to aid in review of committee reports and attachments.

COMMITTEE MEMBER ROSTER: *final roster provided to Executive Secretary in required Excel format*

Last Name	First Name	Constituency	Employer
Armatis	David	Industry - Food Service	Safe Foods First, LLC.
Benton	Angela	Industry - Retail Food Stores	Warehouse Realty LLC
Bhatt	Chirag	Other - Computer Services	Garrison Enterprises, Inc.
Cannon	Beth	Other - Sanitation Services	Steritech
Casazza	Gene	Industry - Retail Food Stores	Warehouse Realty LLC
Cornman	Lee	Regulatory - State	Florida Dept of Agriculture and Consumer Services
Derstine	Wayne	Other - Sanitation Services	SGS North America
Everly	Vicki	Regulatory - Local	Santa Clara County Department of Environmental Health
Finkenbinder	Dean	Regulatory - State	Wyoming Department of Agriculture
Hale	Aggie	Regulatory - State	Florida Dept. of Agriculture and Consumer Services

Hazan	Stan	Other - Standards and Compliance	NSF International
Konop	David	Industry - Food Service	Target Corporation
Levee	Terry	Industry - Retail Food Stores	Giant of Maryland
Lewis	Glenda	Regulatory - Federal	USFDA/CFSAN
Linton	Richard	Academia	Purdue University
Marlow	Deborah	Regulatory - State	Texas Department of State Health Services
Martin	Eric	Industry - Food Service	Margaritaville
Odom	Alan	Industry - Food Service	Compass Group
Reid	Karen	Industry - Food Service	Walt Disney World Co.
Reinhard	Robert	Industry - Food Processing	Sara Lee Corporation
Rosenwinkel	Kenneth	Industry - Retail Food Stores	Supervalu
Sandford	Mary	Industry - Food Service	Burger King Corporation
Williams	Dee	Industry - Food Service	Jack in the Box Inc.
Wright	Lisa	Other - CFP Administration	Conference for Food Protection