

2004 – 2006 CONFERENCE FOR FOOD PROTECTION (CFP)
ISSUE COMMITTEE REPORT
August 26 and 27, 2005 Executive Board meeting

Standing Committee: Issue Committee

Chairs: Marsha Robbins and Frank Ferko

Date of Report: July 28, 2005

Report prepared by: Marsha Robbins, Issue Co Chair

Constitutional Charge:

1. *Article XIII Duties of the Committees*

Section 1. The Issue Committee shall review all Issues submitted at least seventy-five (75) 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 XI, Section 1, Subsection 1, Section 2, Subsection 1 and Section 3, Subsection 1.

Status: Issue Deadline January 23, 2005. Review process begins upon receipt of first Issue.

Additional Charges:

1. Computerize Issue submission process

Status: Completed prior to January deadline.

http://foodprotect.org/2006_issue_submit_information.html

2. Complete instructions for new Issue submission process

Status: Completed prior to January deadline.

http://foodprotect.org/2006_issuesubmit_b.html

3. Organize Council Instructions

Status: Summary based on request from previous Council Vice Chair is completed.

See attachment A

Suggestion: Add information from Council Chairs and Vice Chairs following 2006 Conference.

4. Procedures for Issue Review and Issue Criteria (acceptance/rejection)

Status: Recommendations to be presented at August Board meeting

See attachment B

Suggestion: Complete review of recommendations. Revise report based on Board discussion, and finalize report.

5. Revise instructions to Issue Committee for Council assignment.

Status: Instructions for previous years are available for updating. Additional instructions will depend on revised report and recommendations. Instructions will be updated following completion of report for Additional Charge 4 (Page 1).

Committee and Workgroup Members: See Attachment C.

Progress Report: Since June 2004, the Issue committee has been extremely busy. The Committee is larger than ever and has been working in 5 work groups. Through conference calls and e-mails, 4 of the workgroups have completed their tasks.

1. Issue Form and Instructions to Submitter – Completed and on the Web
2. Issue Process – Completed and on the Web
3. Website organization, communication, and design - Completed
4. Council Instructions – draft completed – Additional information to be gathered at 2006 Conference. Attachment A.
5. Procedures for Issue Review, Issue Criteria (acceptance/rejection), and Instructions to Issue Committee. – Rough draft of report for Issue Criteria is attached (Attachment B)

Timelines: See Attachment D

Requested Board Discussion:

Review of acceptance/rejection procedures. See Additional Charge 4 and Attachment B.

Can these procedures be implemented in 2006? Do they need an Issue and Delegate approval or are they additional procedures that can be approved by the Board?

Due to time constraints, should the initial review be completed by Issue Chairs only, a subgroup of Issue committee, or all committee members?

Long term suggestions

1. Have two deadlines
 - a. soft deadline – final date for submission (85 days prior to Conference)
 - b. hard deadline – final date for modifications (75 days prior to Conference)
2. If the Committee is going to review the Issues for modifications then create 2 workgroups:
 - a. one to review Issues
 - b. one to assign Issues.

2006: I am concerned that the committee is too large for efficiency. The size of the committee is due to the charges we had for 2006. Issue review will also be difficult due to time constraints. Council Assignments have always been based on 100% committee participation and we may have to accept whatever responses we receive.

2006 Suggestion: Create a subgroup for Issue Assignment and the finalize assignment through the Council Chair Call and follow up e-mails. This may also be a long term suggestion.

Recommendations for Future Charges:

Finalize Procedures for Issue Committee – returning to basic Issue assignment.

Finalize Council Instructions for Issues.

Provide a 2 year timeline for Conference dates and deadlines as soon after the Conference as possible.

Thank you. Just a few words to cover so many hours of work: Thank you to all the committee members for their support and diligence. The workgroup Chairs (Dee Williams, Brian Nummer, John Krakowski, Ellen Laymon, and Glenda Lewis) have worked especially hard to get this much work done.

In the past I have sent thank you letters and/or certificates to committee members to thank them. I plan on continuing this practice following completion of our charges in February.

Marsha Robbins and Frank Ferko, Issue Committee Co Chairs



Conference for Food Protection **How Issues Are Considered and** **Addressed During a Council** **Meeting**

Updated 06/17/05

Purpose: This guidance is designed to help both Council Members and Issue submitters understand the Issue process during a Council meeting.

Rationale: Consistent Issue amendment and/or revision processes will:

- help Council Members understand and recognize their responsibilities and duties;
- help Issue submitters understand their role during a Council meeting;
- define what actions may be taken with an Issue during a Council meeting;
- provide an effective, efficient and fair process with reasonable time for Council deliberation and action.

Process:

An issue amendment or revision for consideration by a Council during the biennial Conference meeting will adhere to the following:

1. A Council Member who is the original Issue submitter may bring the amendment/revision to the table as recognized by the Council Chair.
2. If the Issue submitter is not a Council Member, then a council member must bring the amendment/revision to the table as recognized by the Council Chair. Issue submitter may address the amendment/revision as recognized by the Council Chair.
3. Revisions must be:
 - a. provided to the scribe in an acceptable electronic format* with handouts for all Council Members.
 - b. submitted in an underline/strikeover format to allow Council Members to locate changes.
 - c. dated and timed to reduce confusion with previous submissions.
4. Content language and formatting of final Issue recommendation will be in the proper format (written examples attached).

* Acceptable electronic formats (e.g., floppy, CD, USB memory modules, wireless e-mail) will be determined in advance of each Conference based on available computer capabilities. All Conference attendees will receive advance notification on acceptable electronic formats.

ATTACHMENT B
Procedures for Issue Review and Issue Criteria (acceptance/rejection)

ISSUE REVIEW PROCESS FOR ISSUES SUBMITTED BY THE SUBMISSION DEADLINE

CONSTITUTIONAL REQUEST: The Issue Committee will be submitting an Issue to request a Constitutional change to begin with the 2008 Conference. The Issue will be based on 2 deadlines:

- a. Issue Submission – 75 days
- b. Modification - 70 days

The Issue Committee suggests that the Issue submission deadline continue to be 75 days prior to the Conference with additional wording that allows for structured revisions by the submitter after that submission deadline. Prior interpretations of the Constitution and Bylaws have indicated that all changes must be finalized by the submission (75 days prior to Conference) deadline.

A firm revision deadline and a limit on the type of modifications allowed are needed to avoid changes being submitted by the submitter through the Conference date. The revisions after the submission deadline will be limited to those requested by the Issue Committee.

A revision deadline of 70 days prior to the Conference can be used to minimize the amount of time allowed. The only problem with this deadline is that the review workgroup only has a few days to complete the task; they will have to be prepared and finish the task quickly. If desired, this date can be added to the policies and procedures, making it easier to change if needed in the future. The other Issue Committee deadlines can then be shifted closer to the Conference dates. This may decrease the amount of time allowed between the Issue assignment report to the Executive Director and the Directors deadline to send the Issues to the members

This decrease in time should not create a problem in creating mailing packets for the members. There have been many changes in the past few Conferences that minimize the amount of time that the Executive Director spends with Issues. Computerization and changes in reporting mean that the Executive Director no longer downloads or receives Issues or Attachments. The new WEB based process also eliminates or minimizes two problems that occurred in 2004

1. Due to limitations of a dial up connection, the Issue Chair had to download a series of Issues and attachments and send them to the Executive Director.
2. Risk of lost Issues

The Issue Chair types in the Council and sequence numbers (for example, 1-2) following the assignment process and creates the list of Issues to be included with the Issues. In the past, this was manually compiled by the Issue Chair prior to submission to the Executive Director.

With the computerization of the process and final Issue formatting, the Issues will be submitted to the Executive Director in final format. A scribe version of the Issues is also created, eliminating the need for manual creation of this format of the Issues. A Table of Contents for viewing, printing (single Issues of print all by Council) and linking to assignments will be included.

The responsibility of the Executive Director then becomes receiving the final version of the assigned Issues (complete and scribe edited versions), creating a CD, and sending the Issues to the members and to Sterling to post on the Web.

SUBMISSION:

Due to the need for Constitutional change, the process described below can not be used until 2008 (if approved by delegates). The only difference for the recommended 2006 process is that all modifications will have to be made by the submission deadline (75 days). This is the process used in the past.

Deadline for Submission – 01 23 06
Submitter automatically received notification that Issue submitted by deadline.
A tracking number is assigned to the submitted Issue.

REVIEW:

Level 1 Review: Basic criteria review: retail-oriented, all sections completed, not commercial, submitted by deadline.

Level 1 Review

Level 2 Review: Spelling, grammar, and clarity.

Assignment process:

ATTACHMENT C: **CFP ISSUE COMMITTEE**
2004 - 2006 CONFERENCE FOR FOOD PROTECTION

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WORKGROUP MEMBERSHIP

1. Issue Form and Instructions to Submitter

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2. Issue Process – from Issue form to Proceedings posting

Marsha Robbins, Frank Ferko

3. Website organization, communication, and design

Richard Linton, Kevin Hamstra, David Ludwig, Janice Buchanon, Marsha Robbins, Frank Ferko

4. Council Instructions

John Krakowski Co Chair, Ellen Laymon Co Chair, Wayne Derstine, Frank Yiannas, Larry Kohl, Glenda Christy, Vicki Everly, John Gurrisi, Frank Ferko

5. Procedures for Issue Review, Issue Criteria, and Instructions to Issue Committee

Glenda Lewis Co Chair, Linda Jones, Mary Fandrey, Alison Rein, Petrona Lee, Charles McGuffey, Marsha Robbins

Attachment D **Timelines:**

<u>Date</u>	<u>Days prior</u>	<u>Function</u>
2006 Conference – Saturday workshop has previously been used as day 1		
Dec 09, 2005 (Friday)	120 days	Executive Director mails registration packet
Jan 23, 2006 (Monday)	75 days	Deadline for receipt of Issues
Mar 09, 2006 (Thursday)	30 days	Executive Director mails Issue packets
Apr 07-12, 2006 (Fri – W)	0 days	Conference
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2006 Issue Committee Potential Timeline – working document – to be revised post Board meeting		
Dec 18, 2005		Committee reports and Issues due to Council Chairs
Jan 24, 2006	74 days	Issue Chairs access final Issues
Jan 28	70 days	Issue modifications – final deadline
Feb 01, 2006	66 days	Issue Chairs review and finalize versions of Issues 7 working days
Feb 02, 2006	65 days	Issues posted to Committee
Feb 13, 2006	54 days	Issues assigned by Committee 7 working days
Feb 16, 2006	51 days	Council Chair Conference Call and final Council assignment 3 working days
Feb 21, 2006	46 days	Council Chair final sequence assignment 3 working days
	days	Issue Chairs finalize packets and notify Conference Chair and Executive Director that the Issue Committee has finalized its tasks 4 working days