

Item 3.1.6

Template approved: 07/13/2021

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COMMITTEE NAME: Food Safety Management System

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

Date submitted: March 7, 2024, *Click here to enter a date.* **Date amended (if applicable):** *Click here to enter a date.* **Date accepted by Executive Board:** *Click here to enter a date.*

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

REPORT SUBMITTED BY: Mandy Sedlak and David Morales

COMMITTEE CHARGE(S):

Issue # 1 Collaborate with the Retail Food Safety Regulatory Association Collaborative to create resources for establishments to develop a FSMS.

1. A. Toolbox may include instructions on how to create SOPs, draft SOP templates, job aids, case studies, etc. The committee should consider reviewing the "Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles."
2. B. Review the CDC EHS-Net project on employee health and consider collaborating to build on the results to further expand a framework to address employee health SOPs.

Issue #2 Review 2021-2023 FSMS Committee

1. Committee Charges Report and identify specific items to develop remedies.

Issue #3 Develop recommendations on next steps to promote universal development and implementation of a documented FSMS to be included in a future edition of the Food Code.

1. A. Conduct a gap analysis of Food Code § 2-103.11 to identify opportunities to incorporate a FSMS into the duties of the person in charge.

Issue #4 Collaborate with the Retail Food Safety Regulatory Association Collaborative to conduct a cost/benefit analysis of an implemented FSMS.

Issue #5 Report the committee's findings and recommendations at the next Biennial Meeting of the Conference for Food Protection

COMMITTEE WORK PLAN AND TIMELINE:

Created 3 subcommittees and strategically placed members into them based on the charge and work required to accomplish it. The Subcommittees were divided up as follows:

Subcommittee 1- Will be working on Issue #1

Subcommittee 2- Will be working on Issue #2 & 3

Subcommittee 3 – Will be working on #4 & 5

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

Full Committee Meetings:

- 12/14/2024-First committee meeting via Microsoft Teams
- 02/08/2024- Second committee meeting via Microsoft Teams

Sub-Committee Meetings

- 01/11/2024 Sub-committee chair leads
- 02/07/2024 Sub-committee #3 meeting
- 02/13/2024 Sub-committee #1 meeting
- 02/21/2024 Sub-committee #2 meeting
- 02/27/2024 Sub-committee #1 chair leads
- 03/06/2024 Sub-committee #3 meeting
- 03/06/2024 Sub-committee #1 chair leads

2. Overview of committee activities:

- 10/06/2023 Invited to a Strategic Planning Committee 2023-2025- Meeting 1- Finalize the Plan
 - The Chairs of this committee were invited to a meeting to meet key players from other agencies and committees outside of CFP who are already working on projects similar to the committee's charges. It also identified key players in our committee connected to each of these outside projects. The overall goal is to work together to achieve this committee's charges while at the same time using resources already created so as not to replicate work.
- Full committee meetings and subcommittee meetings:
 - Introductions
 - Reviewed the 2021-2023 Committee Charges Report and discussed an overall approach and a good starting point.
 - Set up a timeline for work to be completed and report due dates
 - Scribe: Linda Zaziski
 - Set up reoccurring meeting times for the larger committee and subcommittees to meet (total of 4 (+) meetings/month)
 - Full meetings standing agenda:

Welcome	Mandy Sedlak /Dave Morales
Called to Order – Quorum	Started at pm EST/Yes majority
Anti-Trust	Mandy Sedlak
Roll Call/Attendance	Mandy Sedlak/Dave Morales
Collaborative Update	David Lawrence
Subcommittee 1 Update	Traci Slowinski
Subcommittee 2 Update	Natalie Seymour
Subcommittee 3 Update	Eric Moore
Norovirus HP 2030 Update	Patrick Guzzle
Committee Administration	Mandy Sedlak/David Morales
Meeting Adjourned	pm EST

- Decided to place all documents collected into sub-committee folder in MS Teams Folder
- Reviewed how to use MS Teams and the folders
- Gather information on cost/benefit analysis documents
- Started FSMS outline and focus on employee health, additional risk factors
- Twenty Voting Members
- 32 Alternate Members
- CDC/FDA Consultants
- Two members dropped off the committee, change in jobs
 - Michael Touhey
 - Ray Campa

3. Charges COMPLETED and the rationale for each specific recommendation:

- a. None
- b. None

4. **Status of charges still PENDING and activities yet to be completed:**

Subcommittee 1 (Working on Issue 1):

- All charges are yet to be completed.
- The Subcommittee met on 2/13/24 to kick off their assignments and align on goals, objectives and action items.
- A smaller workgroup met on 2/27/24 and 3/06/24 to work on Step 1 – drafting an outline for the FSMS guidance resource. This will be presented to the full Subcommittee I on 3/12/24 and then the full FSMS Committee on 3/14 for feedback before moving forward giving all committee members an opportunity to comment.
- Set up meeting with Patrick Guzzle to learn more about the resources gathered for the HP 2030 Norovirus initiative to consider sharing work and adding another risk factor to the FSMS toolbox this biennium.

Subcommittee 2 (Working on Issues # 2 & 3):

- Has begun work on Charge 2 and has not started work on Charge 3.
- Work completed so far includes a review of the economic barriers outlined in the report from the 2021-2023 Biennium and narrowing to three areas of focus. (Economic, People and Training)
- In addition, the Subcommittee has begun strategizing approach to charges, including a focus on suggesting solutions that are achievable for small businesses and scalable for large companies.

Subcommittee 3 (Working on Issues # 4 & 5):

- Kick-off meeting held on 2/7/24 and second meeting on 3/6/24
- Member introductions
- Review of charges
- Scribe: Kenyetta Davis
- Monthly meeting cadence determined
- Cost analysis documents gathered and reviewed

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**
 Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

- 1.
- 2.

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** See changes noted above under "requested action" No changes to previously approved roster
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time

2. **Supporting Attachments (OPTIONAL):** Not applicable