

**Retail Food Safety Regulatory Association Collaborative
FDA Office of Training, Education and Development
11919 Rockville Pike, Room 203
Rockville, MD 20852
Wednesday – Thursday, January 29-30, 2020
DRAFT Meeting Minutes**

I. Attendees:

CFP: David Lawrence, David McSwane, Brenda Bacon

NEHA: David Dyjack, Vince Radke, Eric Bradley

NACCHO: Amy Chang, Jennifer Li, Chelsea Gridley-Smith

AFDO: Steve Moris, Natalie Adan, Steve Mandernach

FDA/OP: Tim Weigner, Alan Tart

FDA/OTED: John Stoll, Jim Fear

FDA/OSCP: Laurie Farmer, Chris Smith, John Marcello, Liz O'Malley, Kim Destromp

FDA/CFSAN: Girvin Liggans, Mary Cartagena

CDC: Laura Brown

Absent:

CFSAN: Glenda Lewis

OP: Wendy Campbell

II. Opening intro with Ice breakers (2 items for bucket list) and Reviews:

Conducted review of action plans / initiatives from the June 2019 Summit Meeting – John M

- Highlighted long term objectives from June Meeting
- Highlighted Healthy People 2030 goals
- Highlighted Healthy People 2030 Retail goals

III. Review of Minutes to Jan 16, 2020 Web Ex Meeting:

- Review of recommendation for changing language for Article II.
- Alan Tart provided an overview of funding opportunity to support the efforts of the Retail Collaborative Association to support the priorities of the Collaborative. Functions of the project manager moved under Article VI for the facilitators.
- Review of Article III, Section 3 (David Lawrence), and Article V, Section 3 and 5.
- Discussion noting that the changes made to the ground rule would not trigger FACA requirements.

DECISION: Collaborative accepted and finalized minutes from their 1-16-2020 Web Ex.

IV. Association Collaborative Ground Rules – David Lawrence led discussion for work group

- Suggested changes from the 1-16-20 were reviewed:
 - Section I: Purpose – The Collaborative is a group of dedicated professionals from strategic partners with roles in ~~regulatory protection of~~ protecting the nation's retail food supply and public health.
 - Change title of Article VI to read: Collaborative Facilitator and Work Groups
 - Remove Section 1: Project Manager from Article VI

- Incorporate current wording in Section 1 into the Collaborative Facilitators role and responsibilities as they relate to:
 - ✓ Setting Meetings
 - ✓ Developing Agendas
 - ✓ Other duties assigned by the Collaborative
- Renumber the Sections in Article VI to reflect the removal of the current Section 1 – Project Manager
- Review the rest of the Ground Rules document for any reference to a Project Manager and revise as necessary to ensure consistency with the changes listed above.

DECISION: Collaborative accepted the revised version of the Ground Rules as the foundation for their operating procedures.

DECISION: Ground Rules subsequently updated during the meeting to incorporate Collaborative decision to recognize and add the Centers for Disease Control and Prevention as a Member.

V. Association Collaborative Communication Tool – discussion led by David Lawrence

Changes to the Communication Tool as suggested during the 1-16-2020 Web Ex meeting were reviewed with the Collaborative.

- Remove reference to short term objectives. Ground Rules and Communication Tool are in place.
- Change reference to “Long-Term Collaborative Objectives to Collaborative Objectives
- Place development of a Food Code Adoption Tool Kit under Collaborative Objectives.

DECISION TO TABLE: Collaborative tabled finalizing the Communication Tool as it is subject to potential change based on review and discussion of objectives from the Summit and the HP2030 meeting

DECISION: Collaborative agreed to discuss and develop a communication plan /strategy for engaging stakeholders understanding of the Collaborative’s purpose and objective. Slated as a Day 2 agenda item.

VI. Food Code Adoption Tool Kit

- Brenda Bacon highlighted Food Code Adoption Tool Kit, including:
 - Overview of Components of the Tool Kit
 - Work Group Needs for Tool Kit
 - Action Plan for Completing the Tool Kit
- Collaborative Discussion:
 - Challenge reaching out to states to see what support they need. Similar issue with industry needs/concerns and alignment with the associations needs/concerns.
 - Recognition of FDA’s jurisdiction listing of FDA Food Code. Recognition of successes of adoption processes by the states, but also the need to capture the lessons learned to share with other states.

- Recognition to have a support group in place to support the adoption. Outreach has been initiated with NASDA. Need to include ASTHO and NCSL in the outreach.
- Discussion on what are the base components of the tool kit?
- Recognition that several associations have developed policy statements on the Food Code and Food Code Adoption.
- Recognition of regulatory timeline for adoption by states is a reality and challenge that must be taken into consideration.
- Recognition of home rule states where counties and cities may have different adoption process and priorities.
- Recognition that states may have an adoption cycle that is approximately a 6-year cycle vs. 2-years as reflected by the FDA Food Code update cycle.
- Reinforcement moving forward to identify the target audience for the tool kit.
- CDC may be able to provide some historical information that they were involved in with a smaller audience of states adopting the Food Code.
- AFDO conducted a survey of retail food safety and identified that states regulate approximately 1/3 of the retail food inventory, whereas the local/counties regulate the remaining 2/3rd of the retail inventory.
- Recognition that regulators cannot lobby or proactively push for Food Code adoption, but to utilize the associations and industry to lobby/proactively push/collaborate with Food Code adoption.
- How does this align with a strategy for uniform adoption of the Food Code?
- John Marcello provided a summary of the discussions:
 - Messages have to be crafted for specific targeted audiences. Need to identify the various audiences.
 - Developed messages for each of the targeted audiences.
 - Need for consistent messaging (challenge with different versions of the Food Code).
 - Need to reach out to the targeted audience to solicit the successes to provide with adoption (common themes, what strategies have work and the barriers).
 - Need for keeping this simple, e.g., one-pager as a product.
 - The foundational pieces to the tool kit have been established.

ACTION ITEM: Workgroup members identified the following as potential target audience for inclusion in outreach efforts:

- **Local Environmental Health Agency Representative (home rule)**
- **National Council of State Legislators (NCSL)**
- **Association of State and Territorial Health Officials (ASTHO)**
- **Industry Representation including**
 - **National Restaurant Association (NRA)**
 - **National Council of Chain Restaurants (NCCR)**
 - **Food Marketing Institute (FMI)**
 - **National Association of Convenience Stores (NASC)**
- **National Association of State Department of Agricultures (NASDA)**
- **Association Collaborative Members - (1 Rep from each of the members)**
- **US Department of Agriculture – Food Safety Inspection Service (FSIS)**
- **Public/Consumer Association Representative – such as Safe Tables Our Priority (STOP)**
- **FDA OSCP – Retail Food Specialists**

ACTION Plan and Time Line: Food Code Adoption Strategy incorporating the Food Code Adoption Tool Kit was developed by the Collaborative:

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE
Brenda Bacon will send John her FC Adoption questionnaire – John will distribute to Collaborative Members	Brenda Bacon; John Marcello	Monday, Feb. 3, 2020
Mary Cartagena to provide list of adoption by various formats (send to John) by next Feb 7th. John send to Collaborative who will then develop their contact priorities by	Mary Cartagena; John Marcello	Friday, Feb. 7, 2020
The AFDO; CFP; NEHA; and NACCHO Collaborative Members provide SLTT regulatory retail food program contacts that could provide success stories on Food Code Adoptions back to the FC Adoption WG	Steve Mandernach (AFDO) Brenda Bacon (CFP) Amy Change (NACCHO) Vince Radke (NEHA)	Friday, Feb. 14, 2020.
Reach out to Doug Farquhar (NCSL) to initiate the call with the purpose of the Food Code Adoption Tool Kit Briefing Paper Development. Include Doug on the initial outreach for the Toolkit. Determine the components of a briefing paper that will positively resonate with state legislators to garner support for universal adoption of the Food Code	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Vince Radke (NEHA)	Call to be set up with Doug Farquhar with (NCSL) by Friday Feb. 14, 2020.
To avoid duplication with contacting jurisdictions the Food Code Adoption Work Group identifies the list of contacts for each of the Collaborative Members.	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Vince Radke (NEHA)	Friday, Feb. 21, 2020
Based on discussions with Doug Farquhar (NCSL) initiate the drafting of the Food Code Adoption briefing paper.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Vince Radke (NEHA)	Wednesday, Mar. 18, 2020.
Collaborative Members (AFDO; CFP; NEHA; NACCHO) to use and completes interviews with their assigned contacts using the FC Adoption Tool Kit questionnaire to solicit success stories, challenges and how they overcome the challenges., the “WHY”, and the lessons learned. Need 5-6 example of each of these. Completed questions to be submitted to Brenda Bacon	Steve Mandernach (AFDO) Brenda Bacon (CFP) Amy Change (NACCHO) Vince Radke (NEHA)	Wednesday, Mar. 25, 2020.
Send out DRAFT of the Food Code Adoption briefing paper to Collaborative Members for review and comment.	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Vince Radke (NEHA)	Friday, Apr. 17, 2020.
Food Code Adoption Work Group incorporates success stories obtained through the interview process into a toolkit	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Vince Radke (NEHA)	Friday, Apr. 17, 2020.

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE
Collaborative Members to have completed their review and submitted comments to Steve Mandernach on the draft Food Code Adoption briefing paper	Point Person - Steve Mandernach (AFDO); Jennifer Li (NACCHO); Vince Radke (NEHA)	Friday, May 8, 2020
CDC to review their agency's current status on a position paper supporting uniform adoption of the Food Code – Provide update to the Collaborative,	Laura Brown (CDC)	Friday, May 15, 2020 as part of Collaborative Web Ex Meeting Agenda
Food Code Adoption Tool Kit Work Group will be share draft tool kit to the larger group to solicit input and feedback. Organizations the Collaborative has identified to target the review of the tool kit include: Local Environmental Health Agency Representation (home rule); NCSL; ASTHO; Industry Participation (FMI; NCCR; NRA, CVA); Convenience Stores Representation; NASDA; Assoc Collaborative – 1 Rep from each Member; FSIS; STOP	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Vince Radke (NEHA)	Comments due back to the Food Code Adoption Work Group by Friday, May 15, 2020.
Food Code Adoption Tool Kit WG will have developed a foundational toolkit to provide to collaborative members for national and regional seminars/conferences and posting on an agreed upon web site.	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Vince Radke (NEHA)	Friday, June 5, 2020

Collaborative Members developed an outline for the Food Code Adoption Briefing paper. This is a working framework that is subject to change based on discussions with the National Council of State Legislators (NCSL).

- Background
- Goal
- Timeline
- Role of Group
- Time Commitment.

Brenda's workgroup will assume the responsibility for develop the briefing paper and bring this back to the Collaboration by the next call.

- Need to develop a clear charge for the workgroup.
- Need to define the overall strategic framework for the development of a tool kit for adoption of the Food Code (also an objective from the Healthy People 2030 meeting). Strategy should focus on development and execution for delivery.
- Briefing paper should include: Strategic Framework, Strategic Priority and Communication

VII. FDA National Retail Team Update:

Alan Tart provided an overview (PPT) of the National Retail Team update (included the FDA Retail Team audit findings, direction, development of Strategic Plan, organizational structure, etc.

ACTION ITEM: John will distribute the PowerPoint to Collaborative members. - COMPLETED

VIII. Revisit Long Term Strategies of the Collaborative:

John Marcello reviewed the 9 long term objectives and facilitate a Collaborative review.

ASSOCIATION COLLABORATIVE LONG TERM OBJECTIVES FROM THE JUNE SUMMIT MEETING

- Develop a national Food Code adoption strategy (includes integrating FC Adoption Tool Kit into the strategy)
- Assess application of risk-based inspections (RBIs) by SLTT jurisdictions make recommendations to enhance implementation by SLTT:
 - At what level are RBIs occurring?
 - Is OTED training changing behavior?
 - What are the barriers to RBIs
 - Develop strategy to overcome barriers.
- Conduct field testing of regulatory intervention strategies designed to reduce FBI risk factor occurrence (includes developing evaluation criteria)
- Develop National integrated Strategy to Provide “Multiplier Effect” for Retail Food Program Standards Technical Assistance.
- Develop a way to aid/fund jurisdictions that need the assistance the most (Expanding equitable outreach to all jurisdictions)
- Identify and assess industry interventions strategies designed to reduce FBI risk factor occurrence (Includes developing evaluation criteria).
- Develop a strategy to better tell our story (Includes developing a story brand and celebrating/marketing SLTT retail food programs successes.
- Issue joint recommendations on emerging issues.
- Develop a way to easily share information and a strategy to promote and connect available resources among SLTT/retail stakeholders.

The Collaborative also reviewed objectives that were identified as part of the AFDO Roadmap to Health People 2030 meeting.

AFDO ROADMAP – HEALTH PEOPLE 2030 OBJECTIVES RELATED TO RETAIL FOOD

- Provide support to adopt Food Code with the development of a toolkit for adoption that also includes implementation and sustainability.
- Increase number of establishments that have a certified food protection manager.
- Improve the regulatory approach, competency, and food safety culture in the regulatory community.
- Increase enrollment and active participation and application of the Retail Food Regulatory Program Standards.
- Increase number of establishments that have well developed and implemented FSMSs (Includes well developed employee health program).
- Increase number of establishments that have trained food handlers.
- Improve effective handwashing using technology and incentive programs.

The Collaborative reviewed the objectives from both the Summit and HP2030 meetings and identified a few additional objectives that addressed areas not previously captured above:

Additional Objectives

- Improve field staff use of root cause analysis as part of retail food and foodservice inspections.
- Improve Outbreak Investigations
- Improve the use of Environmental Health Assessments as part of outbreak investigations
 - Identify contributing factors
 - Identify environment antecedents

The Collaborative assessed the identified objectives against the HP2030 goals applicable to retail food protection:

Healthy People 2030 Goals (From Post It Notes):

- Increase the proportion of retail food store delis where employees practice proper handwashing.
- Increase proportion of where food contact surfaces are properly cleaned and sanitized.
- Increase proportion of where food requiring refrigeration are held at proper temperatures.
- Increase proportion of where foods displayed, or stored hot are held at the proper temperatures.
- Reduce the number of outbreaks of infectious caused by Norovirus.

Meeting Action Items: The group aligned the Association Collaborative (AC) Long-term Objectives with the Healthy People 2030 Objectives from the AFDO Roadmap meeting. The Collaborative identified 6 overarching objectives. The Collaborative placed some of the previously identified objectives as bullets (components) of the agreed upon overarching objective. The objectives below do not necessarily reflect priority order though the Collaborative is currently working collectively on Objective 1.

OBJECTIVE 1: Develop a national Food Code adoption strategy (includes integrating FC Adoption Tool Kit into the strategy

- Provide support to adopt Food Code with the development of a toolkit for adoption that also includes implementation and sustainability.
- Increase number of establishments that have a certified food protection manager.

OBJECTIVE 2: Improve the regulatory approach, competency, and food safety culture in the regulatory community

- Assess application of risk-based inspections (RBIs) by SLTT jurisdictions make recommendations to enhance implementation by SLTT:
 - At what level are RBIs occurring?
 - Is OTED training changing behavior?
 - What are the barriers to RBIs?
 - Develop strategy to overcome barriers.
- Improve field staff use of root cause analysis as part of retail food and foodservice inspections.

- Conduct field testing of regulatory intervention strategies designed to reduce FBI risk factor occurrence (includes developing evaluation criteria)
- Discussion for Objective identified the need to identify risk intervention and verify risk control.

Objective 3: Increase enrollment and active participation and application of the Retail Food Regulatory Program Standards.

- Develop National integrated Strategy to Provide “Multiplier Effect” for Retail Food Program Standards Technical Assistance.
- Develop a way to aid/fund jurisdictions that need the assistance the most (Expanding equitable outreach to all jurisdictions)

Objective 4: Improve Outbreak Investigations

- Improve the use of Environmental Health Assessments as part of outbreak investigations
 - Identify contributing factors
 - Identify environment antecedents

Objective 5: Increase number of establishments that have well developed and implemented Food Safety Management Systems (FSMS)s (Includes well developed employee health program)

- Increase number of establishments that have trained food handlers.
- Improve effective handwashing using technology and incentive programs.
- Identify and assess industry interventions strategies designed to reduce FBI risk factor occurrence (Includes developing evaluation criteria).
- Reduce the number of foodborne outbreaks caused by ill employees by identifying, assessing and evaluating employee health programs.

Objective 6: Develop a strategy to enhance communication and better tell our story

- Develop a strategy to better tell our story (Includes developing a story brand and celebrating/marketing SLTT retail food programs successes.
- Issue joint recommendations on emerging issues.
- Develop a way to easily share information and a strategy to promote and connect available resources among SLTT/retail stakeholders.

Ended Day 1 meeting with a change in the Day 2 schedule noting the Collaborative principles (AFDO; CFP; NACCHO, and NRHA) will meet on third floor first this in the morning, and the remaining members will meet to revisit Objective 1. Execution of the other Collaborative objectives will be with the Associations (NACCHO, NEHA, AFDO and CFP) and they will report back to the entire Collaborative membership any updates and actions.

Thursday, Jan 30, 2020

IX. Develop Briefing Paper Strategy Development to Support Objective 1:

OBJECTIVE 1: Develop a national Food Code adoption strategy (includes integrating FC Adoption Tool Kit into the strategy

- Provide support to adopt Food Code with the development of a toolkit for adoption that also includes implementation and sustainability.
- Increase number of establishments that have a certified food protection manager.

ACTION PLAN AND TIME LINE: Reference Section VI – Food Code Adoption Tool Kit which incorporates the action plan and time line to achieve Objective 1.

- Girvin will be added to Brenda's workgroup during Glenda's absence.
- Consider target audience for calling.
- The workgroup recognized that the Collaborative message will be written by June.
- Discussion and recognition that the workgroup will reach out to NCSL to develop the foundational piece first for the briefing paper.
- Question raised regarding who will lead this group and who will reach out to NCSL.
 - Steve, Jen, and Vince to reach out to Doug Farquhar (NCSL) to initiate the call with the purpose of the Food Code Adoption Kit Briefing Paper Development. Point person will be Steve Mandernach. Include Brenda on the call. Include Doug on the initial outreach for the Toolkit.
 - Set up call by Feb 14th.
 - Have Briefing Paper by June 1st.

X. Development of a Collaborative Communication Strategy that includes the developed tool

This Collaborative objective has been given to the Communication Work Group that developed the Collaborative Communication Tool (Steve M. Lead (AFDO), David Lawrence (CFP). Amy Chang (NACCHO), Vince Radke. (NEHA), and Chris Smith (FDA)

ACTION ITEM: Each Collaborative would put out a call to their membership on soliciting communication strategies. Each Collaborative rep reach out to their organization Communication Specialists to join the work group in developing a communication strategy for the Collaborative. Formation of the Work Group with Communication Specialists to be completed by March 1st. At that time the work group will begin the process of drafting the communication strategy.

XI. Future Meetings/Calls:

Next Web Ex Collaborative meetings:

- WebEx call on May 15th, 1 pm (ET)
- WebEx call on Aug 28th, 1 pm (ET)
- WebEx call Nov 13th, (1 pm (ET)

ACTION ITEM: John will schedule calls and send out Web Ex invitations to Collaborative Members. COMPLETED

Draft Minutes Respectfully Submitted By: Tim Weigner and John Marcello