

**Retail Food Safety Regulatory Association Collaborative
Web Ex Meeting
Friday, November 13, 2020
DRAFT Meeting Minutes**

I. Attendees:

AFDO: Steve Mandernach, Natalie Adan, Steve Moris
CFP: David McSwane, David Lawrence, Brenda Bacon
NEHA: David Dyjack, Laura Wildey, Rance Baker
NACCHO: Chelsea Gridley-Smith, Jennifer Li, Amy Chang
FDA: Glenda Lewis, Laurie Farmer
CDC: Laura Brown

FDA Component Representation

FDA/OP: Alan Tart, Jenice Butler
FDA/OTED: Toni Ravelli
FDA/OSCP: Chris Smith, Tressa Madden (On Detail)

Guests

Elizabeth Nutt - AFDO

Meeting Facilitator: FDA/OSCP: John Marcello

II. DRAFT Minutes from the Association Collaborative August 28, 2020 Web Ex Meeting

Association Collaborative Members indicated that the August 28, 2020 Web Ex Meeting Minutes were ready to post as final on the Association Collaborative FoodShield Work Group site.

ACTION ITEM: John will post the August 28, 2020 minutes as final on the FoodShield Work Group web site.

III. UPDATE – Association Collaborative Organizational Changes

- Laura Wildey is succeeding Steve Mandernach as the Lead of the Association Collaborative Communication Work Group. The Collaborative thanks Steve for organizing this work group.
- The development of the marketing strategy for the Food Code Adoption Tool Kit has been incorporated as an Association Collaborative Communication Work Group charge.

IV. Development of an Association Collaborative “Operational” Plan

- Representatives from AFDO, NACCHO, NEHA, and CFP indicated that the Action Plan Crosswalk distributed after the 8-28-20 meeting that organizes initiatives in their funded cooperative agreements under each Association Collaborative long term objective has been a useful tool.
- Association Collaborative Members receiving cooperative agreement funding have used the tool as a road map for executing their action plans.
- Some modifications have been made to the crosswalk.

- Collaborative Members supported the concept of developing an Association Collaborative “Operational Plan” that laid out chronological milestones for the collective work of the Collaborative.
- Once Collaborative “Operational Plan” is drafted, request that it be posted on the Collaboratives FoodShield site as a working document..

ACTION ITEM: AFDO, CFP, NACCHO, and NEHA to send their revised action plans to John M by **Friday, November 20, 2020.**

ACTION ITEM: John M will draft an Association Collaborative Operational Plan and post it on the FoodShield site by **Friday, December 4, 2020.**

V. Status of the Development of the Food Code Adoption Tool Kit

Brenda provide a review of the action plan (below) for the development of the Food Code Adoption Tool Kit.

FOOD CODE ADOPTION TOOL KIT WORK GROUP ACTION PLAN

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Food Code Adoption Work Group incorporates success stories obtained through the interview process into the toolkit	<u>Food Code Adoption Tool Kit WG</u> Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, November 6, 2020	COMPLETED
Retail Food Safety Regulatory Association Collaborative will review Food Code Adoption Tool Kit and submit comments to Food Code Adoption Work Group	All Collaborative Members	Provide to the Collaborative by Friday, November 13, comments due by Friday December 18, 2020	
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); Laura Wildey (NEHA)	WG will provide draft by Friday, January 1, 2020	

FOOD CODE ADOPTION TOOL KIT WORK GROUP ACTION PLAN (continued)

ACTION ITEM	PERSON(S) RESPONSIBLE	DUE DATE	STATUS
Food Code Adoption Tool Kit WG will have developed a foundational toolkit and a presentation to provide to collaborative members for national and regional seminars/conferences and posting on an agreed upon web site.	Food Code Adoption Tool Kit WG Lead – Brenda Bacon (CFP); Steve Moris (AFDO); Glenda Lewis (FDA); Jennifer Li (NACCHO); Laura Wildey (NEHA)	Friday, January 29, 2020	

- Food Code has developed an inventory of items that are to be included in the tool kit. The inventory is included below. Items that have been developed for the tool kit have been posted on the Association Collaborative FoodShield site.



Items for Tool Kit
Nov 2020.docx

ACTION ITEM: Association Collaborative Members are to review the enclosed Food Code Adoption Tool Kit inventory list and provide Brenda their suggestions or recommendations by **Friday, December 18, 2020**. Feedback to include suggestions for items that do not currently appear in the inventory. Collaborative members are encouraged to provide templates or resources to address any identified gaps.

- Some suggestions and revisions to the inventory list offered during the web ex meeting that Brenda offered to bring back to the Work Group for discussion included:
 - ✓ Glenda L. - providing the link to the current version of the 2019 Food Code Adoption Report
 - ✓ Steve M. - recommending inclusion of a template for developing a Fiscal Impact Statement for Food Code Adoptions
 - ✓ Brenda B – Following up with Dr. Brown on CDC’s Kitchen Manager Certification Research
 - ✓ Providing a response to Dr. Brown regarding CDC establishing a link from the National Center for Environmental Health web site to the Food Code adoption tool kit.
 - ✓ NEHA has in their cooperative agreement a deliverable to develop a “How To” guide for the use of the tool kit.
 - ✓ Following up on a recommendation from Laurie F., Steve M. offered the services of AFDO staff to develop a general how to guide for new program managers seeking to initiate a process for Food Code Adoption. Steve M. will work with Brenda and the Communication WG.
 - ✓ David M. – recommending a list of jurisdiction’s and corresponding staff contact who have demonstrated consistent success with obtaining adoptions of the most recent version of the Food Code. List could include demographic on the jurisdictions so interest parties could compare and match to their jurisdiction accordingly. – Challenge noted regarding keeping such a list current.

ACTION ITEM: Brenda will review with the Food Code Adoption Tool Kit Work Group the above suggestions that came from the Collaborative Members during this web ex meeting and be prepared to provide an update during the Collaborative's **1 -29-2021 Web Ex Meeting.**

ACTION ITEM: Steve M. offered to work with AFDO staff on the development of a general guide for new retail food program managers on steps for initiating and managing a Food Code Adoption process. Steve to coordinate with Brenda on the development of this "How to" guide by **Friday, December 18, 2020.** Goal to have the guide as part of the Food Code Adoption Tool Kit that is posted on the Association Collaborative web site at the end of January,2021.

ACTION ITEM: Chris Smith will distribute the Food Code Adoption Tool kit inventory to the FDA Retail Food Specialists for their review and comment. Chris will provide a summary of their feedback to Brenda and the Work Group by **Friday, December 18, 2020.**

ACTION ITEM: Laura W. will be working with the Communication WG to develop a Collaborative Communication Plan that includes a marketing strategy for the Food Code Adoption Tool Kit. A skeleton draft of the communication plan for review by Collaborative Members is targeted for early **January 2021.** Communication Plan will be highlighting big ticket items such as the ribbon cutting event; the Food Code Adoption Tool Kit, etc. Communication Work Group will initially focus on establishing an internal communication structure and process for developing consistent messaging among the Collaborative Members.

- Food Code Adoption Tool Kit Work has also developed a draft report summarizing the responses received from the recent survey monkey that served as the foundation for collecting success stories. The Summary Report is included below:



DRAFT_Food_Code_Adoption_Survey_Report

ACTION ITEM: Collaborative members are to review the Food Code Adoption Summary Report and provide their feedback to Brenda B. and the Food Code Adoption WG by **Friday, December 18, 2021**

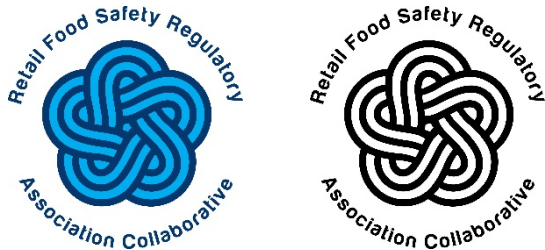
VI. Status of the Development of an Association Collaborative Web Page

- NEHA Team in process of developing a demo page with completion of the demo targeted for mid-December.
- Demo page will be shared with the Collaborative Communication work group for their input.
- Target date to go Live with the web page is mid-February. Hope is to have it done by the end of the January so it can be used to promote the Ribbon Cutting event.
- NEHA offered some suggest domain names for the Association Collaborative web link.

ACTION ITEM: Laura W. will set up a poll for Collaborative Associations to select the domain preferences. Each Collaborative organization is to submit their preference as a collective body

(AFDO, CFP, NACCHO, NEHA, CDC and FDA). Domain preference are to be submitted by **Friday, November 20, 2020.**

- Collaborative Members selected a logo for the Association Collaborative which is included below:



VII. Association Collaborative Ribbon Cutting Event

- NEHA is coordinating a virtual Association Collaborative Ribbon Cutting Event to provide a platform for Collaborative Members to convey their thoughts on the importance of this collaboration and highlight some of the work that is currently being addressed through this forum. One-page description of the event is included below.



Collaborative
Premiere 1 Pager.doc

- Event is targeted for February 16, 2021
- NEHA has sent out a notice to a point of contact for each Association/organization to schedule a time to do a recording for the event. The recording will be integrated into a video. Ribbon Cutting event will include a live chat to allow the audience to interact with Collaborative Members.

ACTION ITEM: Points of contact for each Collaborative organization were requested to respond to NEHA's scheduling request by November 10, 2020, so that advertising for the event can be initiated. The recording sessions are anticipated to be 90-120 minutes in length. If you are your organization's point of contact for this event and have not responded, please do so **by November 20, 2020.**

VIII. Association Collaborative's Long-Term Objectives linkages with New Era for Smarter Food Safety Deliverables

- Collaborative Member supported the proposal to have a specific web ex meeting to review the linkages between the Association Collaborative's long-term objectives and their linkages with the New Era for Smarter Food Safety deliverables impact retail food protection.

ACTION ITEM: John will send out a WhenIsGood Meeting scheduler to determine an appropriate time in early January to convene this meeting. Meeting will be scheduled to ensure a representative

from each Collaborative organization can attend. Scheduler to be distributed by **Monday, November 16, 2020.**

IX. Office of Partnership's – Update on the Association Collaborative FOA and Status of the Retail Food Flexible Funding Model

- This past July 39 awards were issued to State/Local/Tribal/Territorial jurisdictions as part of FDA Retail Food Program Cooperative Agreement. This funding agreement allocates up to \$70K/year for initiatives designed to build the capacity of regulatory retail food protection programs. A total of \$2.6M has been allocated to support the FY21 awards.
- FY21 is the last year of the current Retail Food Regulatory Program Standards Cooperative Agreement cohort that is administered through AFDO. Currently, \$1.6M has been allocated to support applications for funding.
- NACCHO has developed the pairing document for the Retail Food Program Standards mentorship program.
- The Retail Food Flexible Funding Model FOA should be posted within the next couple of months
- Updates on the Association Collaborative include:
 - ✓ Formation of the Joint Advisory Group (JAG) in August.
 - ✓ The kick off meeting for the JAG on September 23, 2020
 - ✓ Monthly calls will be scheduled for the JAG - next schedule call is 12-2-2020.
 - ✓ Office of Partnerships has conducted 1:1 meetings with each of the Associations that received cooperative agreement funding.
 - ✓ Constituent Update Newsletter distributed in early November and shared with JAG.
 - Retail Food Flexible Funding Model (RFFM):
 - Has been approved by FDA senior leadership.
 - Currently with the Office of Chief Counsel – Last step need before posting the announcement.
 - Plans are to post the announcement this fall and issue the award in early 2021 for the grantee to set up a sub-award program that is built around the (RFFM).
 - In the Fall of 2021, announcement would go out on availability of funding for SLTT jurisdiction to apply for based on the RFFM criteria.
 - FDA is working on a funding source for the model.

X. Summary of Action Items from Meeting

- **ACTION ITEM: John will post the August 28, 2020 web ex meeting minutes as final on the FoodShield Work Group web site. Completed by Friday November 20, 2020.**
- **ACTION ITEM: Laura W. will set up a poll for Collaborative Associations to select the domain preferences. Each Collaborative organization is to submit their preference as a collective body (AFDO, CFP, NACCHO, NEHA, CDC and FDA). Domain preference are to be submitted by Friday, November 20, 2020.**

- **ACTION ITEM:** AFDO, CFP, NACCHO, and NEHA to send their revised action plans to John M by **Friday, November 20, 2020.**
- **ACTION ITEM:** Points of contact for each Collaborative organization were requested to respond to NEHA's scheduling request by November 10, 2020, so that advertising for the event can be initiated. The recording sessions are anticipated to be 90-120 minutes in length. If you are your organization's point of contact for this event and have not responded, please do so **by November 20, 2020.**
- **ACTION ITEM:** John M will draft an Association Collaborative Operational Plan and post it on the FoodShield site by **Friday, December 4, 2020.**
- **ACTION ITEM:** Association Collaborative Members are to review the enclosed Food Code Adoption Tool Kit inventory list and provide Brenda their suggestions or recommendations by **Friday, December 18, 2020.** Feedback to include suggestions for items that do not currently appear in the inventory. Collaborative members are encouraged to provide templates or resources to address any identified gaps.
- **ACTION ITEM:** Brenda will review with the Food Code Adoption Tool Kit Work Group the suggestions delineated below that came from the Collaborative Members during this web ex meeting and be prepared to provide an update during the Collaborative's **1-29-2021 Web Ex Meeting**
 - ✓ Glenda L. - providing the link to the current version of the 2019 Food Code Adoption Report.
 - ✓ Steve M. - recommending inclusion of a template for developing a Fiscal Impact Statement for Food Code Adoptions.
 - ✓ Brenda B – Following up with Dr. Brown on CDC's Kitchen Manager Certification Research.
 - ✓ Providing a response to Dr. Brown regarding CDC establishing a link from the National Center for Environmental Health web site to the Food Code adoption tool kit.
 - ✓ NEHA has in their cooperative agreement a deliverable to develop a "How To" guide for the use of the tool kit.
 - ✓ Following up on a recommendation from Laurie F., Steve M. offered the services of AFDO staff to develop a general how to guide for new program managers seeking to initiate a process for Food Code Adoption. Steve M. will work with Brenda and the Communication WG.
 - ✓ David M. – recommending a list of jurisdiction's and corresponding staff contact who have demonstrated consistent success with obtaining adoptions of the most recent version of the Food Code. List could include demographic on the jurisdictions so interest parties could compare and match to their jurisdiction accordingly. – Challenge noted regarding keeping such a list current.
- **ACTION ITEM:** Steve M. offered to work with AFDO staff on the development of a general guide for new retail food program managers on steps for initiating and managing a Food Code Adoption process. Steve to coordinate with Brenda on the development of this "How to" guide by **Friday, December 18, 2020.** Goal to have the guide as part of the Food Code Adoption Tool Kit that is posted on the Association Collaborative web site at the end of

January,2021.

- **ACTION ITEM:** Chris Smith will distribute the Food Code Adoption Tool kit inventory to the FDA Retail Food Specialists for their review and comment. Chris will provide a summary of their feedback to Brenda and the Work Group by **Friday, December 18, 2020**.
- **ACTION ITEM:** Collaborative members are to review the Food Code Adoption summary report drafted by NEHA as part of the Food Code Adoption Tool Kit Work Group efforts to obtain success stories from SLTT jurisdictions and provide their feedback to Brenda B. and the work group by **Friday, December 18, 2021**.
- **ACTION ITEM:** Collaborative members are to provide the Food Code Adoption Tool Kit WG feedback as to whether an initiative should be taken to publish the Summary Report or to keep it as an internal Collaborative resource document. Feedback to be submitted to the Brenda B. and the work group by **Friday, December 18, 2021**.
- **ACTION ITEM:** Laura W. will be working with the Communication WG to develop a Collaborative Communication Plans that includes a marketing strategy for the Food Code Adoption Tool Kit. A skeleton draft of the communication plan for review by Collaborative Members is targeted for **early January 2021**. Communication Plan will be highlighting big ticket items such as the ribbon cutting event; the Food Code Adoption Tool Kit, etc. Communication Work Group will initially focus on establishing an internal communication structure and process for developing consistent messaging among the Collaborative Members.

XI. Next Association Collaborative Meetings:

Retail Food Safety Regulatory Association Collaborative Web Ex Meeting.	All Collaborative Members	Friday, Janaury 29, 2020, 1-2PM ET
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- **ACTION ITEM:** John will send out a WhenIsGood Meeting scheduler to determine an appropriate time in early January to convene this meeting. Meeting will be scheduled to ensure a representative from each Collaborative organization can attend. Scheduler to be distributed by **Monday, November 16, 2020**.

Draft Minutes Respectfully Submitted By: John Marcello