Conference for Food Protection
Council II Periodic Summary
Report

Date of Report: March 6, 2018

Submitted By: David Lawrence, Council Chair
Sharon Wood, Council Vice Chair

Committee Charges and Activities: *Refer to Issue packet for committee charges and detailed submitted Issues*

1. **List of Committees:**

   a. Employee Food Safety Training (EFST) Committee
   Co-Chairs: Ben Chapman (academia) and Susan Quam (industry)
   Submitting two Issues:
   - i. 2018 II-001 Report – Employee Food Safety Training (EFST) Committee
   - ii. 2018 II-002 EFST 2 – Approval and Posting of Guidance Document

   b. Demonstration of Knowledge (DOK) Committee
   Co-Chairs: Eric Moore (industry) and Joetta DeFrancesco (state regulatory)
   Submitting two (2) Issues:
   - i. 2018 II-004 Report – Demonstration of Knowledge (DOK) Committee
   - ii. 2018 II-005 DOK 2 – Amend Food Code for Demonstration of Knowledge

2. **List of Standing Committees Assigned to the Executive Board and Reporting through Council II:**

   a. Constitution, Bylaws and Procedures (CBP) Committee
   Chair: John Luker (state regulatory)
   Submitting five (5) Issues:
   - i. 2018 II-024 Report – Constitution, Bylaws and Procedures (CBP) Committee
   - ii. 2018 II-025 CBP 2 – Nominating Committee Duties
   - iii. 2018 II-026 CBP 3 – Strategic Planning Committee (SPC) Duties
   - iv. 2018 II-027 CBP 4 – Publications Committee as Standing Committee – Duties and Charges
   - v. 2018 II-028 CBP 5 – Amend CFP Constitution and Bylaws, Membership

   b. Food Protection Manager Certification Committee (FPMCC)
   Chair: Sean Dunleavy (state regulatory)
   Vice-Chair: Sharon Wood (industry)
   Submitting four (4) Issues:
   - i. 2018 II-009 Report – Food Protection Manager Certification Committee (FPMCC)
   - ii. 2018 II-010 FPMCC 2 – Standards of Accreditation of Food Protection Mgr Certification
   - iii. 2018 II-011 FPMCC 3 – Bylaws Revisions
   - iv. 2018 II-012 FPMCC 4 – Normative Document ISO17024 option to Standards-FPM Cert

   c. Program Standards Committee (PSC)
   Chair: Angie Cyr (state regulatory)
   Co Vice-Chairs: Amanda Douglas (industry) and Joyce Theard (local regulatory)

Submitting eight (8) Issues:

    i. 2018 II-013 Report – Program Standards Committee (PSC)
    ii. 2018 II-014 PSC 2 - Improvements to VNRFRPS
    iii. 2018 II-015 PSC 4 - Amend VNRFRPS Standard 3, Inspections Based on HACCP Principles
    iv. 2018 II-016 PSC 5 - Amend VNRFRPS Standard 6, Compliance and Enforcement
    v. 2018 II-017 PSC 6 - Posting of Self-Assessment Audit Verification Tool
    vi. 2018 II-018 PSC 3 - Continue Revision of VNRFRPS Standard 8 Staffing Level Criteria
    vii. 2018 II-019 PSC 7 - Training of Food Safety Regulatory Professionals
    viii. 2018 II-020 PSC 8 - Approval & Posting of Updated Foodborne Illness Training Crosswalk

3. **Council leadership requested action:**

   a. Council II Committee Co-Chairs had to find ways to effectively manage the inclusion of multiple "at-large" members during conference calls of the full group and when forming subcommittees. Even housekeeping items such as roll-call took more time than expected from the hour-long conference calls. Council II leadership requests that the Executive Board through the Constitution, Bylaws and Procedures Committee continues to clarify the intent of the CFP Constitution and Bylaws with regards to "at-large" members for Council Committees.

   b. Council II leadership also requests that the Executive Board works through its federal agency representatives to better define and clarify the role of the federal agency consultants assigned to Council Committees. This includes more timely response to Committee Chairs' request for information to assist Committee work and providing a substitute to participate in conference calls when both the assigned consultant and alternate are not able to attend.

4. **Council Issue Breakdown:**

   a. Council II has a total of 28 Issues for the 2018 CFP Biennial Meeting
          i. Council II Committee and Standing Committees
          ii. Seven (7) independent Issues
   b. Two Council Committees, EFST and DOK, have asked not to be recreated.