

Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Plan Review Committee

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Council 1(003)

DATE OF REPORT: July 24, 2014

SUBMITTED BY: Albert Espinoza and Rebecca Krzyanowski

COMMITTEE MEMBER ROSTER:

see attached roster for updated member listing and Executive Board approval

committee membership has not changed; see previously submitted and approved roster dated: _

COMMITTEE CHARGE(s): *Re-create - Plan Review Committee (PRC)*

Our Plan Review Committee's Charge:

The document titled "Food Establishment Plan Review Guideline" (publication date 2000) be immediately removed from the CFP website and replaced with the more current document titled "Plan Review for Food Establishments" (draft publication date May 2008), and re-creating the Plan Review Committee following the CFP 2014 Biennial Meeting to continue its review and update of the following Conference for Food Protection document, Food Establishment Plan Review Guide (2008), and present their findings at the 2016 CFP Biennial Meeting.

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. **Progress on Overall Committee Activities**
 - a. **As of July 24, 2014 we have received confirmation from our initial list of committee participants(1)**
 - b. **August, 2014 we will complete the list with as much a representation of constituency as possible (2).**
 - c. **In August, 2014 we the Co-Chairs will review the Plan Review Guide (2008) and share with our members.**
 - d. **We will propose a conference call date for September, 2014 with a proposed agenda.**
 - e.
2. **Progress Addressing each Assigned Committee Charge**