Template approved: 07/13/20/21

Committee Progress Reports are considered DRAFT until accepted by the Executive Board

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COMMITTEE NAME: Program Standards (PSC)

DATE OF REPORT: ☐ ***Initial fall progress report*** ☐ ***Spring progress report*** ☒ ***Second fall progress report***
Date submitted: 9/13/2022 **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: Angie Wheeler, Chair; Kenesha Williamson, Co-Vice Chair; DeBrena Hilton, Co-Vice Chair

COMMITTEE CHARGE(S):

Issue # __2020 II-017_____

1. Identify inconsistencies in language between all Standards in the Retail Program Standards
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities
3. Maintain the “Crosswalk – Requirements for Foodborne Illness Training Programs” document as a resource for content baseline for foodborne illness training

Issue # __2020 II-023_____

1. The Program Standards committee and FDA staff continue to explore the feasibility of incorporation of plan review functions into the standards either as a stand-alone standard or inserted into the existing standards in the Voluntary National Retail Food Regulatory Program Standards
2. Acknowledgement of the Preliminary Plan Review Proposal document to be utilized as a starting point for the Program Standards Committee work on this issue

Issue # __2020 II-033_____

1. Conduct a thorough review of Standard 5 "Foodborne Illness and Food Defense Preparedness and Response of the FDA Voluntary National Retail Food Regulatory Program Standards (VNRFRPS).
2. The review should include comparing the Standard to other similar FDA standards in food.
3. Review the "Description of Requirements" to ensure the requirements provide program flexibility and include items generally part of a retail food program.
4. Review Standard 5 "Data Review and Analysis" from a sampling of jurisdictions to determine if certain data analysis requirements typically have no or such limited data to make the information not valuable.
5. Review the Center for Disease Control and Prevention's National Environmental Assessment Reporting System (NEARS), Environmental Assessment Training Series (EATS), and Council to Improve Foodborne Outbreak Response (CIFOR) to consider inclusion of specific components.
6. Propose amendments to Standard 5 of the VNRFRPS.
7. Report back committee findings and recommendations to the next Biennial Meeting.

Subcommittee #5 Retail Program Standards Symposium

This subcommittee worked to develop the agenda and identify speakers for a 2 ½ day virtual meeting in 2022 focused on sharing information about the Retail Program Standards. The co-chairs of the subcommittee, as well as other Program Standards Committee members, worked with NEHA on the symposium. The dates of the symposium were June 7-9, 2022.

COMMITTEE WORK PLAN AND TIMELINE: The assigned charges were divided into 5 subcommittees. Each subcommittee set their workplan and timeline with a goal for all subcommittees to complete their work by 10/31/22 and then draft issues for pre-submittal.

COMMITTEE ACTIVITIES:

1. ***Dates of committee meetings or conference calls:***

   a. PSC leadership met on November 3, 2021.

   b. Full PSC meeting was held on November 16, 2021. Members interest in a specific subcommittee was gathered. Subcommittee co-chairs were assigned in December 2021.

   c. PSC leadership met on January 6, 2022, to discuss the subcommittee assignments.

   d. Subcommittee 2 co-chairs met on January 6, 2022, to discuss the charges, develop a base plan for meeting charges, meeting dates, meeting platforms and set agenda for the first meeting.

   e. Subcommittee 1 met on January 13, 2022, February 17, 2022, March 15, 2022, April 19, 2022, May 31, 2022, June 28, 2022, August 24, 2022, and September 8, 2022.

   f. Subcommittee 2 met on January 18, 2022, February 15, 2022, March 15, 2022, April 19, 2022, and July 19, 2022.

   g. PSC leadership met with FDA to discuss the Standard 6 worksheet as well as other changes to the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) on January 24, 2022.

   h. Subcommittee 3 met on January 25, 2022, February 8, 2022, February 28, 2022, April 11, 2022, April 25, 2022, and September 8, 2022.

   i. Subcommittee 4 met on February 23, 2022, March 21, 2022, April 18, 2022, May 25, 2022, June 22, 2022, July 27, 2022, and August 31, 2022.

   j. Subcommittee 5 met bi-weekly beginning on February 4, 2022, through June 6, 2022.

   k. Full PSC met on March 1, 2022, and August 18, 2022.

   l. Subcommittee 5 co-chairs, NEHA and the PSC Chair and Co-Vice Chairs met with FDA representatives on March 24, 2022 to discuss the needs for the Retail Program Symposium in June 2022.

   m. Subcommittee 5 chair met with FDA consultants on March 30, 2022 to further discuss support needs for the Retail Program Symposium.

   n. The PSC leadership, along with subcommittee 1 co-chairs, met with representatives from FDA on June 23, 2022 to discuss re-standardization requirements for those that don't standardize others.

   o. The subcommittee co-chairs, along with the PSC leadership met on May 3, 2022, and August 18, 2022.

   p. Subcommittee 1 leadership, committee members, the PSC Chair and FDA met on August 23, 2022 to discuss Issue 2020 II-31. It was determined that this subcommittee would look further at this issue as part of their charges even though it was not assigned to the PSC for action.

   q. The PSC chair attended a meeting of the Clearinghouse Workgroup on September 8, 2022 to get instructions for pilot testing a new Retail Program Standards reference system database that's being developed for the interpretations.

2. ***Overview of committee activities:***

   a. The Chair and Co Vice-Chairs developed the committee roster from those who expressed interest in participating on the PSC. There has been turnover of members, including the local representative serving as the Co-Vice Chair. Additional members were solicited and added to the roster. Five subcommittees were formed to work on the charges. Microsoft Teams folders were created for each of the subcommittees. All the subcommittees have been routinely meeting to work on their assigned charges.

   b. Issue 2020 II-17 Charges 1 and 2 (subcommittee #1) reviewed the committee charges, determined the timeline for addressing charges and decided to use Microsoft Teams for document sharing. A preliminary discussion of the Retail Program Standards and review of poll responses regarding initial feedback on any know*n* gaps within the Retail Program Standards was conducted. Charge 2 was addressed during the February 3, 2022 call, and a list of training, evaluation and/or certification courses available to food safety inspection officers was reviewed based on the draft

created during the last biennium. *Starting* February 17, 2022*,* the committee started work on edits to the list of training, evaluation and/or certification courses. The addition and removal of entries to the list of courses was completed through screen sharing. Committee members provided feedback on their review assignments. Changes to member assignments were made based on the feedback and overall experience with the Retail Program Standards.

At the request of our FDA consultants, a special meeting was held on March 15, 2022 for Standard 6 to discuss the Standardized Key Crosswalk to the 2017 FDA Food Code and the Compliance and Enforcement worksheet. For this discussion, we hosted issue submitter Dan Joseph from State of Colorado. The conference call on April 19, 2022 was another special session which focused on Standard 8. Issue submitter Jo Ann Monroy presented at the meeting to review their staffing model pilot study on Standard 8 – Program Resources. On May 31, 2022 we began discussing the updates from the workgroups to review their assigned Standards. As each workgroup presented, the group screenshared the notes and discussions within the CFP Microsoft Teams folder. On June 28, 2022, the workgroups screenshared notes within the CFP Microsoft Teams folders and discussed possible Issues to be drafted for Standard 2 and 3 in the coming months.

c. Issue 2020 II-17 Charge 3 and Issue 2020 II-33 Charge 5 (subcommittee #2): During each meeting, members were assigned sections of the Crosswalk-Requirements for Foodborne Illness Training Programs to evaluate and report updates and changes at the next meeting. Subcommittee members has reviewed NEARS, EATS and CIFOR to consider including additional components in VNRFRPS Standard 5. The subcommittee review has been finalized with no major changes or revisions noted. They do recommend adding a reference/resource information regarding the Crosswalk document to VNRFRPS Standards 2 and 5 to bring more awareness to the document as a resource. They will also be recommending clean up of the documents on the CFP website so only the current version of the Crosswalk is available to reduce confusion.
d. Issue # 2020 II-023 (subcommittee #3) Issue documents have been drafted to incorporate plan review within Standard 3 as a new element seven as well as adding the new element to the self-assessment/verification audit form, as well as to re-create the Plan Review Committee to update the CFP Plan Review Guidance document to include requirements in the current food code as well as incorporating food safety management system elements within the plan review document.
e. Issue 2020 II-33 Charges 1-4 & 6-7 (subcommittee #4) has reviewed the charges, compared the Retail Program Standard 5 with the Manufactured Food Regulatory Program Standard 5 to determine if they can be aligned to achieve the desired outcomes. The committee solicited input from enrolled jurisdictions about concerns with Retail Program Standard 5 and possible guidance on solutions. They looked at whether the Retail Program Standards need to be more flexible to achieve the intent of Standard 5. The committee determined that Standard 5 was aligned with achieving the best approach to respond to foodborne illness outbreaks but a Road Map to assist jurisdictions on how to meet the standard would be a resource to include in the Standard. The Road Map would provide steps to set up relationships with other agencies involved with outbreak response and tools to collect and track data.
f. Subcommittee 5 co-chairs attended multiple meetings weekly and bi-weekly with stakeholders to develop the agenda, speakers, symposium layout, registration, and website development for a Retail Program Standards Symposium (RPSS). An initial Save the Date was developed, as well as a website. A timeline was developed as well as identification of the responsible individual(s) for each task. The registration announcement was drafted and registration for the symposium opened on March 24, 2022. An agenda grid was developed, and speakers and moderators were contacted. The final agenda and speaker information was completed on March 30, 2022. The RPSS was held June 7-9, 2022.

3. ***Charges <u>COMPLETED</u> and the rationale for each specific recommendation:***
   a. Issue #2020 II-023 charges have been completed and Issue documents have been drafted to incorporate plan review within Standard 3 as well as to re-create the Plan Review Committee to update the CFP Plan Review document to the current food code as well as incorporating food safety management system elements within the plan review document.
   b. The Retail Program Standards Symposium (RPSS) was held in June 7-9, 2022. 958 individuals

registered (not including speakers) for the RPSS, while 755 individuals attended the symposium. A complete breakdown of attendance is provided in the RPSS Post Event Data document. Planning for the next RPSS in 2024 has begun.

c. Issue 2020 II-33 Charge 1 involved a review of Standard 5, it was determined that no further action is needed.
d. Issue 2020 II-33 Charge 2 involved a comparison of the VNRFRPS Standard 5 with the MFRPS Standard 5, it was determined that no further action is needed.

4. ***Status of charges still PENDING and activities yet to be completed:***
   a. Issue 2020 II-17 Charges 1 and 2 are pending.
   b. Issue 2020 II-17 Charge 3, and Issue 2020 II-33 Charge 5 are pending.
   c. Issue 2020 II-33 charges 3 & 4 are pending, and the subcommittee is working on a Road Map to assist jurisdictions in assessing Standard 5.

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.***

Approve the PSC roster change – Remove Brianna Davis from the roster since she is no longer participating in the committee work.

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***
   a. Subcommittee 1 Meeting Minutes 3 15 22
   b. Subcommittee 1 Meeting Minutes 4 19 22
   c. Subcommittee 1 Meeting Minutes 5 31 22
   d. Subcommittee 1 Meeting Minutes 6 28 22
   e. Subcommittee 2 Meeting Minutes 4 19 22
   f. Subcommittee 2 Meeting Minutes 7 19 22
   g. Subcommittee 3 Meeting Minutes 4 11 22
   h. Subcommittee 3 Meeting Minutes 4 25 22
   i. Subcommittee 4 Meeting Minutes 4 18 22
   j. Subcommittee 4 Meeting Minutes 5 25 22
   k. Subcommittee 4 Meeting Minutes 6 22 22
   l. Subcommittee 4 Meeting Minutes 7 27 22
   m. Subcommittee 4 Meeting Minutes 8 31 22
   n. Subcommittee 5 Meeting Minutes 3 14 22
   o. Subcommittee 5 Meeting Minutes 3 28 22
   p. Subcommittee 5 Meeting Minutes 4 11 22
   q. Subcommittee 5 Meeting Minutes 4 25 22
   r. Subcommittee 5 Meeting Minutes 5 9 22
   s. Subcommittee 5 Meeting Minutes 5 23 22
   t. Subcommittee 5 Final Check-in Meeting Minutes 6 6 22
   u. RPSS Post Event Data

Committee Name: Program Standards Committee (PSC)								
Voting Members								
Last Name	**First Name**	**Position on Committee**	**Constituency**	**Employer**	**City**	**State**	**Phone**	**Email**
Wheeler	Angela	Chair	Regulatory - State	Minnesota Department of Health	St. Paul	MN	6512015634	angie.wheeler@state.mn.us
Hilton	DeBrena	Co Vice-Chair	Regulatory - Local	Tulsa Health Department	Tulsa	OK	9187201618	dhilton@tulsa-health.org
Williamson	Kenesha	Co Vice-Chair	Industry - Retail Food	Publix Super Markets	Lakeland	FL	8636881188 ext 32472	kenesha.williamson@publix.com
Carlson	Eric	Member	Regulatory - State	New Mexico Environmental Department	Las Cruces	NM	5753394657	eric.carlson@state.nm.us
Pohjola	Carrie	Member	Regulatory - State	WI DATCP	Madison	WI	7155799487	carrie.pohjola@wisconsin.gov
Feeney	Catherine	Member	Regulatory - State	Rhode Island Department of Health	Providence	RI	4012227717	catherine.feeney@health.ri.gov
Brandt	Matthew	Member	Regulatory - State	Colorado Department of Public Health	Denver	CO	7205500322	matthew.brandt@state.co.us
Mickiewicz	Courtney	Member	Regulatory - State	VDACS	Virginia Beach	VA	7574780307	Courtney.Mickiewicz@vdacs.virginia.gov
Walker	Matthew	Member	Regulatory - State	Idaho Department of Health	Boise	ID	2089855403	matthew.walker@dhw.idaho.gov
Touhey	Michael	Member	Regulatory - Local	Washoe County Health District	Reno	NV	7752208599	mtouhey@washoecounty.us

Anderson	Amanda	Member	Regulatory - Local	Pima County Health Department	Tucson	AZ	5203017575	amanda.anderson@pima.gov
Sylvis	Christine	Member	Regulatory - Local	Southern Nevada Health District	Las Vegas	NV	7027590507	sylvis@snhd.org
Bell	Wendy	Member	Regulatory - Local	Mecklenburg County Public Health	Indian Trail	NC	980-257-3999	wendy.bell@mecklenburgCountyNC.gov
Wiedmeyer	Lindy	Member	Regulatory - Local	City of Racine Public Health Dept.	Racine	WI	2626369567	lindy.wiedmeyer@cityofracine.org
Walker	Stevan	Member	Regulatory - Local	City of Lubbock	Lubbock	TX	8067752116	mswalker@mylubbock.us
Gillam	Tim	Member	Industry - Foodservice	Subway Restaurants	Milfrord	CT	5706883310	gillam_t@subway.com
Corchado Torres	Liz	Member	Industry - Retail Food	National Registry of Food Safety Professionals	Apopka	FL	4079285249	lcorchado@nrfsp.com
Lindholm	Jeffrey	Member	Industry - Support	iCertainty	Chevy Chase	MD	7142691007	jeff.lindholm@icertainty.com
Baker	Rance	Member	Industry - Support	NEHA	Denver	CO	3033241161	rbaker@neha.org
Nutt	Elizabeth	Member	Industry - Support	AFDO	Tulsa	OK	9182711420	enutt@afdo.org
Read	David	Member	Industry - Support	IFPTI	North St Paul	MN	6514858905	davidread2861@gmail.com
Broad Leib	Emily	Member	Academia	Harvard Law School	Cambridge	MA	6174965879	ebroad@law.harvard.edu

Coffman	Vanessa	Member	Consumer	Alliance to STOP Foodborne Illness	Chicago	IL	9714094968	vcoffman@STOPfoodborneillness.org
Non-Voting Members								
Last Name	**First Name**	**Position on Committee**	**Constituency**	**Employer**	**City**	**State**	**Phone**	**Email**
Sudler	Robert	FDA Consultant	Regulatory - Federal	FDA			2404021943	robert.sudler@fda.hhs.gov
Engelskirchen	David	FDA Consultant	Regulatory - Federal	FDA			2533835252 ext 122	david.engelskirchen@fda.hhs.gov
Wittry	Beth	CDC Consultant	Regulatory - Federal	CDC			7704887333	Xks5@cdc.gov
Kramer	Adam	CDC Consultant - Alternate	Regulatory - Federal	CDC			4044981228	ank5@cdc.gov
Carmody	Steve	Alternate	Regulatory - State	Florida Department of Agriculture	Orlando	FL	8507288849	stephen.carmody@fdacs.gov
Hutson	Jennifer	Alternate	Regulatory - State	WV DHHR Bureau for Public Health	Charlston	WV	3045505292	jennifer.eb.hutson@wv.gov
Woodbury	Thomas	Alternate	Industry - Support	ComplianceMate	Holladay	UT	8013309511	thomas.g.woodbury@gmail.com
Lawrence	David	Alternate	CFP staff	CFP	Fairfax	VA	5712259182	dlawrence.cfp@outlook.com

Pollock	Evelin	Alternate	Regulatory - Local	Food & Neighborhood Nuisance Programs Harris County Public Health	Houston	TX	7132746452	evelin.pollock@phs.hctx.net
Woods	Yolanda	Alternate	Regulatory - Local	Shelby County Environmental Health	Memphis	TN	9012229190	yolanda.woods@shelbycountytn.gov
Morrill	Brandon	Alternate	Regulatory - Local	Washtenaw County Health Department	Ann Arbor	MI	7342223819	morrilb@washntenaw.org

Item 3.8b

Retail Food Subcommittee 4: Program Standard 5 Minutes-**DRAFT**

July 27, 2022, 3:00ET/2:00CT

Attendees: Nutt, Sudler, Kramer, Carlson, Engelskirchen, Wiedmeyer, Brandt, Morrill
Guests: Katula, Straughn, Hilton

Absent: Lindholm, Wittry, Hutson

Approval of Minutes 6-22-22

Charges for the committee were reviewed with questions surrounding charge number 5 (reviewing NEARS, EATS and CIFOR). Elizabeth Nutt determined through Angie Wheeler, Program Standards Committee Chair, that this charge will be done by subcommittee #2. We will provide any input on this process.

Timeline for reporting was shared with the committee: Fall report due August 15, final report due in November and Issues deadline in January 2023.

At the invitation from David Engelskirchen, two jurisdictions were invited to share their experiences in meeting Standard 5. Dayna Katula from Kitsap Public Health District walked the committee through what her agency (small local in WA State) did to complete Std 5. Starting with doing a preliminary assessment to determine gaps, obtaining input from all the stakeholders, and proceeding to develop or update any procedures involved in the Standard Elements. After approval a final self assessment was conducted.

Dayne provided what her agency felt were the biggest hurdles: Element 1F-the 24 hour response to complaints has been a big challenge. Realizing the importance of a prompt response, for a small jurisdiction to have on-call personnel is not practical. She suggested “next business day” or some other ways to meet this requirement. They have developed a website complaint response system in order to meet this. There were also challenges to Element 3b in locating a lab to perform sample testing. Element 7-Data Collection and Analysis was also a challenge. They collect all the data but do not necessarily collect all components on those complaints that are not considered outbreaks.

Ki Straughn with Seattle/King Co WA also provided her suggestions on Std 5. This is a difficult standard and would not suggest that an enrollee start with this one. It is important to have the infrastructure and resources in place. Have a team in place to assist-Laboratory-Communications-EHS-Epi.

She had concerns that the Road map was another tool or list that would add to all the other lists in the standard. So need to keep it simple and useful. The Road Map is mainly for smaller jurisdictions that may not have as many resources to review and meet the standard. Dayna thought the roadmap could be useful to help jurisdictions get started.

Dayna suggested a Q&A Hotline for quick response to questions that are not covered in the Clearinghouse. If the questions were complex then they would need to be referred to the Clearinghouse. The FDA Retail Specialist could assist in this role.

Time ran out for further input and questions. If you have any questions please let Elizabeth or Jeff know.

Action Items: Elizabeth will reach out to a smaller subgroup to dive deeper in to the Road Map. Please continue to solicit challenges and solutions from other jurisdictions that the committee may want to address in the Road Map.

Next Meeting: August 31, 2022, 3:00ET/2:00CT.

Item 3.8c

Retail Food Subcommittee 4: Program Standard 5 Minutes-DRAFT

August 31, 2022 3:00ET/2:00CT

Attendees: Lindholm, Wiedmeyer, Carlson, Nutt, Kramer, Morrill, Engelskirchen, Sudler, Woodbury

Absent: Hutson, Wittry (Emily Broad Leib has stepped off the committee)

Approval of Minutes: 7-27-22 Jeff Lindholm motioned. Lindy Wiedmeyer second

Discussion about how the committee would submit an issue for our charges. Issues will be due to Angie Wheeler, Chair of the Programs Standards Committee in November. Committee members discussed best solution for housing the Road Map. It was decided that the Road Map would not be included in Standard 5. The issue solution would include posting the Road Map on the CFP website and also on FoodSHIELD. Dependent on the completion of the Road Map. If the RM is not completed in time we will suggest that the subcommittee be retained for the next biennium cycle.

Committee began to look at each section of the RM to continue providing steps and guidance language. The RM will be sent to the committee members to continue looking at possible solutions and ideas on how to help jurisdiction meet the elements. The RM is intended for all jurisdictions but particularly for smaller jurisdictions that may not have as many resources as larger jurisdictions. Went thru the RM stopped at section 3 Laboratory Support. Created action items (below) to provide steps to the RM.

ACTION Items:

1c-Lindy Wiedmeyer will look for an example to include in Section 1c. MOU's with appropriate epi program.

1d-Complaint Log-Adam Kramer will continue to look or other collection tools. Please look over the tool Adam submitted for possible edits.

1e-Lindy will ask a contact how they handle the disposition, action or follow-up of complaints.

1f-Any members who know of how jurisdictions (mainly small) meet the 24 hour response time please let Elizabeth and Jeff know.

1g-Brandon Morrill to look at a flowchart for small jurisdictions on how to collect the necessary data for environmental investigations.

Will continue to convene small subgroup (Carlson, Morrill, Nutt, Wiedmeyer) to populate the RM with steps and resources.

Next Meeting: September 23, 2022, 2:00ET/1:00CT

Item 3.8d

Program Standards Subcommittee #5 RPSS Check In meeting

6/6/2022

Attendees: Amanda Anderson, Christine Sylvis, David Lawrence, DeBrena Hilton, Elizabeth Grenier, David Enchelskirchen, Joetta DeFrancesco, Adam Kramer, Davide McSwane, Rance Baker, Stevan Walker, Robert Sudler, Angie Wheeler

No major changes to the run of show as of Friday, some minor changes were made and Elizabeth will send the final run of show at the end of the day. She requested to join as early as possible in the green room that you are assigned to. This will ensure that ever if there are issues there is time to address them. She has received all the slides for the sessions. Angie will be assisting Robert in the Admin Procedures in the exhibit hall. THANKS ANGIE! David E can provide the timeline via email but they cannot post it yet.

The other panel sessions have been well planned and prepared.

The count for registrants in the platform is 963! Woohoo!!!! Robert requested numbers for track sessions as well and Elizabeth this is the number of attendees who have reserved that track in the agenda:

Day 1	Day 2	Day 3
Track 1: 58	Track 1: 76	Track 1: 44
Track 2: 51	Track 2: 46	Track 2: 59
Track 3: 44	Track 3: 26	Track 3: 42

Track Sessions and General Sessions will be recorded so the moderators can make that announcement at the end of each day.

Christine asked if she was able to share the screen, this is an option. Christine as asked if virtual backgrounds were ok, there are no issues with that as well.

The exhibit hall questions will try to be captured by the RFSs. David E did send an email to the RFSs and they will be able to capture questions that have never been raised before. Any documents that the exhibitor uploads will remain on the platform through January. Robert did suggest that the documents be dumped onto Foodshield.

Recordings will also be available onto the LMS for attendees who cannot attend.

A final blast email went out today for a registration reminder. David L did suggest a reminder to update profile, complete agenda, etc.

Item 3.8e

CFP Program Standards Committee-Subcommittee 5 Meeting Notes

3/14/2022, 2-3 PM ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for the 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

1. **Member Attendance:** David Lawrence, Angie Wheeler, Wendy Bell, Stevan Walker, Robert Sudler, Rance Baker, Courtney Mickiewicz, Adam Kramer, DeBrena Hilton. From NEHA-CFP RPSS Planning Workgroup: David McSwane and Elizabeth Grenier.
2. **Recap of last meeting (2/28/22):** David L. recapped the last meeting minutes, and no issues were noted by subcommittee members. Other than Christine Sylvis, no other members of the full Program Standards Committee have self-identified as subject matter experts on one or more of the Retail Program Standards. The following regulators stated that they had some level of responsibility in response to a question about Retail Program Standards Coordinators posed by David L. on the 3/1/22 meeting of the full committee: Jennifer Hutson, Christine Sylvis, Wendy Bell, and Catherine Feeney. Angie identified Kim Carlton with her department as a potential speaker regarding experience with the NEHA-FDA RFFM Grant application process.
3. **Where we are with RPSS agenda**: David L. and Carrie met on 3/10/22 to set the RPSS agenda structure with the preliminary content developed by this subcommittee and the NEHA-CFP RPSS Planning Workgroup – this task was completed ahead of the 3/23/22 deadline…good work everyone! The agenda includes times between sessions for breaks. Although the content remains preliminary, additional "ideas" for inclusion should be directly related to the purpose of this symposium. There may also need to be changes over the course of the next task of identifying speakers and presenters. The most recent version of the agenda will be shared with subcommittee members following this meeting.
4. **Moderators, speakers, presenters, panelists:** Our next task is to finalize as much as we can with identifying potential speakers, presenters, panelists, and moderators with a drop dead date of March 30th. We will begin reaching out to those who have been identified to confirm their availability and interest. FDA continues its work to address resources needed to meet the expectations outlined in the agenda. Rance suggested we develop an SOP/template for slide presentations and incorporate instructor skill training. NEHA is also working on 30 second "commercials" that will air at certain points during the RPSS.

The assignment to the subcommittee is to identify potential speakers, presenters, etc. from within your formal and informal networks. Email Carrie and David L. with the contact information and topic area(s) you think they can effectively address.

Meeting ended at 2:59 PM ET

Item 3.8f

CFP Program Standards Committee-Subcommittee 5

3/28/2022, 2-3 ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for the 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

1. Member attendance: David Lawrence, Wendy Bell, David Engelskirchen, Adam Kramer, DeBrena Hilton, Carrie Pohjola, David McSwane, Christine Sylvis, Elizabeth Grenier, Rance Baker, Stevan Walker, Robert Sudler, Angie Wheeler, Courtney Mickiewicz
2. Recap of last meeting was done by David.
3. Where are we with the RPSS agenda and outcomes of the 3/24 meeting with FDA. David shared the agenda to review with the subcommittee. Robert did share his concerns with speakers and the March 30th date for speaker information. The agenda structure is in place with timeframes. The call with FDA last Thursday was to determine where we would need FDA participation. The exhibit hall was discussed and where we would require participation. If we had to prioritize the standards, it was determined for Standard 6, 8, 9. Deanna Copeland was suggested to be an exhibitor for Standard 8 as well.
4. Moderators, speakers, presenters, and panelists. David reviewed the agenda to confirm what we have in place thus far and to review areas where speakers would be needed. It was suggested to possibly have a motivation speaker each day. Continue working on getting speakers for open sessions. Slots were filled in during the meeting as well.

Meeting adjourned at 2:59 pm ET.

Item 3.8g

CFP Program Standards Committee-Subcommittee 5

4/11/2022, 2-3 ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for the 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

1. Member attendance: David Lawrence, Carrie Pohjola, DeBrena Hilton, Adam Kramer, Robert Sudler, Dr. David McSwane, Wendy Bell, Amanda Anderson, Christine Sylvis, David Engelskirchen, Rance Baker, Elizabeth Grenier, Beth Wittry, Courtney Michiewicz
2. Recap of last meeting. David L reviewed the meeting and things are going very well on filling slots for speaker. One area David stated we needed filling was Sustaining Retail Program standards and continuing progress. Gary Coggins has given the presentation before but is there anyone who may be available that someone in the committee knows of. Christine suggested Tim Hurst from Maricopa County. Commercials are being developed as well with NEHA.
3. Review of agenda to continue to fill in speakers. There was a discussion on Track 3, Day 1 on filling in the slot with a state person who may have had a succession plan in place. DeBrena will talk with Oklahoma and Christine did mention Nevada as well and some other possibilities. David E also had some suggestions from Arizona as well. He has a call with Arizona tomorrow and will ask if a state level person is available. David L is working with Tiara from NACCHO as well for mentors and mentees. Rance also stated that he had a conversation with Steve M from AFDO and he stated that Elizabeth from ADFO is on board. David L also had questions on the Grant Writing topics and who will fill those. Rance will work with Art on the topic/conversation. He is ask if anyone has any experience that could also fill a discussion panel slot. David L had brought up Christopher Sparks from Houston, David M also stated that Anne filled that spot for the Crumbine for the last couple years. David L will loop her in.
4. FDA speaker discussion. Courtney did state that they had a discussion regarding the Day 1 FDA Panel discussion and the request from the FDA on questions beforehand with Courtney and Wendy as moderators, during the Q & A session the facilitator/moderator will field the questions and only have the chat visible to the individuals facilitating the session. Courtney had a question regarding training for using the platform through Pathable, training will occur for all presenters. David E did stress specific question could be routed to the exhibit hall. The FDA panel Day 1 confirmed name is Glenda from CFSAN, they are looking for 2 more speakers.
5. Other agenda items. Wendy did have a question regarding the general session timeframes and are they concurrent or separate events. They will be separate agenda item/presentation. Those sessions on Day 1 will 12:30 to 1:40 and 1:40 to 2:00 pm. Elizabeth G did state that there are green rooms for the presenters to be in 20 minutes prior. Courtney did state that we want specific RFSs for certain topics. David E shared a working document that they have been using for FDA speaker selection. Updates were made to agenda items as well. It was suggested to keep bios brief and intros minimum. The speaker information template will be required by April 26th.
6. Meeting adjourned at 2:03 PM CT.

Item 3.8h

CFP Program Standards Committee-Subcommittee 5

4/25/2022, 2-3 ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for The 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

Attendees: David Lawrence, Robert Sudler, Angie Wheeler, Beth Wittry, David Engelskirchen, Rance Baker, Wendy Bell, Elizabeth Grenier, Courtney Mickiewicz, Carrie Pohjola, Adam Kramer, Stevan Walker

1. David gave a short recap of the April 11th meeting. There was an answer to the chat function during the symposium and it will be available per Elizabeth. There will be instructions on an intro slide. If there are questions regarding standards, to direct them to exhibit hall. So if questions come to the panel that are specific to a particular standard. Wendy would for questions to be directed to she and Courtney. Rance suggested a hot wash at the end of each day with the core group to discuss issues that occurred throughout the day. At the end of days 1 and 2 that will be covered in a wrap up by David and Carrie. Rance did suggest setting up a half hour ahead of time to chat prior to the start of the symposium.
2. RPSS Agenda review. The grid was discussed and reviewed. The grid was confirmed except for the NACCHO staff, mentors and mentees. Courtney did suggest splitting the general slot up into times so each person knows how much time they have for their presentation/session. The FDA Panel on day 1 will be noted as 12:15 to 1:40 and Christine's session can be done in 20 minutes. Courtney had questions regarding the flow of speakers and will it go from 1 speaker to the next and turning over control. David suggested that the transition could be handled by the panel moderator. Elizabeth did state that the sessions will be open 20 minutes prior in the "green room" and will enter the session using their speaker link. Rance recommended that the speaker be able to advance slides so there is not the "next slide please". Courtney did request the group review the FDA panel questions, the questions were discussed and Wendy and Courtney will provide the questions to panel. David E did suggest that Andre be copied on the email and that he has a connection on what Dr. McSwane discusses on the last day. Courtney will CC appropriate parties. Rance requested David E review Anna's slides on SA-VA resource session, David E will need to defer to Tracynda Davis who is planning the workshop. Rance also suggested that we reach out to Elizabeth Nutt to be sure she is available. David L did request that the sessions for he and Art be written by them to be sure the session captures what is being discussed. The "What does a RPS Coordinator Do" session is a panel discussion and David will meet with the participants to develop questions for the panel to answer. The panel with industry was also reviewed.
3. Meeting adjourned at 2:03 pm

3.8i

CFP Program Standards Committee-Subcommittee 5

5/9/2022, 2-3 ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for The 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

Attendees: David Lawrence, Amanda Anderson, Angie Wheeler, Beth Wittry, Wendy Bell, Elizabeth Grenier, Courtney Mickiewicz, Carrie Pohjola, Stevan Walker, David McSwane

1. David gave a short recap of the April 25th meeting. David feels that she feels pretty good with the agenda and speakers.
2. RPSS Agenda Update
    a. DeBrena did make a change on the exhibit hall representation. Emails did go out to the presenters. The general sessions and track sessions have had meetings that are being scheduled by the leads to provide guidance on what the session will entail. Elizabeth is sending email for tutorials on using Pathable on the 17th and 25th and includes any additional information that we would like communicated them and she will be collecting presentations from speakers but not the exhibit hall. As for the exhibit hall, it was requested that there be a "run of the show" in the exhibit halls. Elizabeth did create a moderator how to sheet that we can use for the exhibit hall as well. June 2nd will be a rehearsal for the symposium. Angie suggested having a meeting prior next. Carrie set up an open meeting to answer any questions that the exhibitors may have prior to the 17th. Technological information for the hall will be provided in the sessions on the 17th and the 25th. NEHA will provide the CSIP and resources in the exhibit hall. Carrie will copy Elizabeth as the point person for Symposium specific questions and David L.
        i. Speaker/Exhibitor Live Tutorials: May 17th, 2022 @ 1pm EST & May 25th, 2022 @ 1pm EST (1 hour)
        ii. RPSS Program Rehearsal: June 2nd, 2022 @ 3pm EST (2 hours)
    b. FDA panel discussion-Wendy and Courtney held a meeting, all 3 panelists attended and did agree to the questions that were discussed prior and did "reconfigure" some questions and decided to keep the future of the program standards. Wendy did want to reconfirm that the chat will be open and that Courtney and Wendy will monitor the chat. Wendy did reiterate that they may not be able to cover all 10 questions and they will decide how to cover the questions. She asked if they can put visual aids in the chat for reference which could then be added to the session page. Elizabeth will find out who can upload documents into the chat, but will confirm. As soon as Wendy gets the questions back, she will share them.
    c. Track sessions-It was discussed who would keep track of the times and moderator the tracks as well. David suggested himself, Carrie and any other members of the committee. We may need additional people to be given moderator status. Angie did suggest that she would be available to help where needed as well. Elizabeth did suggest that she loop in NEHA to provide moderators to free up Carrie and David. Angie did request an email to the full program standards committee looking for volunteers as well.

d. Keynote and Closing remarks-David L, David M and Andre Pierce will be meeting on Thursday to get ideas on the keynote and closing remarks.
e. Day 3 panel-Julie Hults will be moderating.
f. Registration-current number of registered is at 660!
g. Meeting adjourned at 1:37 pm

Item 3.8j

CFP Program Standards Committee-Subcommittee 5

5/23/2022, 2-3 ET, MS Teams

PSC Sub Com 5 Charge: Develop the content, themes, and agenda, and identify speakers/presenters for The 2022 Retail Program Standards Symposium (RPSS) to be held virtually June 7 – 9, 2022.

Attendees: David Lawrence, Amanda Anderson, Angie Wheeler, Beth Wittry, Wendy Bell, Elizabeth Grenier, Carrie Pohjola, David McSwane, David Engelskirchen, Christine Sylvis, DeBrena Hilton

1. David gave a short recap of the May 9th, 2022 meeting.
2. RPSS Agenda Update
    a. A Exhibit hall meeting was held with good participation. David L did send out a follow up meeting as there was concern that some individuals did not receive the email to update their profile on the website.
    b. There has been a change in order of general session order on day 3. The panel will go first and NEHA will follow.
    c. David L covered the day slots and indicated that Christine's session may be cut down to 15 minutes on buy in. Elizabeth shared the run of show for the RPSS and will make adjustments as needed. Each track for the 3 days will have a moderator.
    d. Day 3 panel needs a name. David L was looking for ideas on what to call the panel discussion session on day 3. David E suggested that the panel would be the best people to name the panel agenda item, but did suggest something with "perspective" in the title as a catching title and go along with the perspective videos. DeBrena suggested Retail Program Standard Stakeholder Perspective Discussion.
    e. Elizabeth is going to look for a date to meet with the moderators and will discuss some points on moderating.
    f. David E requested a finalized agenda, the agenda is current and online at the NEHA website. Elizabeth covered the agenda on the RPSS website.
    g. Slide presentations are due May 31st by presenters. June 2nd will be dedicated for the rehearsal for presenters. Link will be sent directly once it is ready to go. David L will send an email explaining the meeting and that an invite and link will be coming from Pathable.
    h. Speakers do not need to register because they are already registered. Elizabeth did state that if a link has been lost for your profile, she can resend it.
    i. Wendy sent out the question set for the FDA panel to David L and Carrie for review. Wendy is waiting for response for a follow up meeting if the panel feels they need it. When Courtney returns, they will develop a script. David E will reach out to the panelists asking if they want a follow up meeting.
3. The June 6th meeting is tentative and David L asked if we need to meet the day before and we can just do a final wrap up. Wendy suggested to keep the meeting just in case. The committee agreed.
4. Meeting adjourned at 2:42 PM ET

Item 3.8k

CFP PSC Subcommittee #1

Minutes 03/19/2022

Charges: 2020 II-017 Charges 1 & 2
1. Identify inconsistencies in language between all Standards in the Retail Program Standards.
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities.

Agenda

Acknowledge the antitrust statement

Discuss assignments for reviewing Standards and intersectionality with Subcommittees 2 & 4 (Charge 1)

Discuss Standard 6 documents (Charge 1)

- Crosswalk pgs. 6.33 through 6.35
- Compliance and Enforcement Worksheet pg. 6.31

Charge 1 - To move forward in our workplan, we propose that committee members be paired up to go through the standards and then discuss them as a group. Proposed assignments are as follows.

Assignments for Reviewing Standards for gaps or inconsistencies in language across the Standards	
Standard 1	Mike Touhey
Standard 2	Kenesha Williamson Dave Read Brianna Davis
Standard 3	Rance Baker Dave Read
Standard 4	Jennifer Hutson Christine Sylvis
Standard 5	Matt Brandt Tim Gillam
Standard 6	Jennifer Hutson Christine Sylvis
Standard 7	Mike Touhey Brianna Davis
Standard 8	Rance Baker Matt Brandt
Standard 9	Mike Touhey Kenesha Williamson

Charge 1 (gaps or inconsistencies in language across the Standards) Discussion points:

Standard 6 – Discuss recommendations for better alignment of the Standard 6 Crosswalk document with the Compliance and Enforcement Worksheet.

David gave a little background about the request for recommendations to achieve better alignment between the two documents.

He shared that Colorado provided a strong basis for the need to align the documents. There will eventually have to be an Issue submitted in order to make the changes.

Dan Joseph shared an example from their inspection form to be applied to the first column "unsafe source". He said in consideration of the current Crosswalk, can we get the table to match better. For example, could we add more columns to be more user friendly across all jurisdictions which are using various inspection forms.

David acknowledged that Dan had a great suggestion about adding more columns. However, he considers it be impractical.

Dan cited that multiple code provisions are incorrect related to item 6 and item 10. The applicable code reference sections, David noted, are not listing the risk level.

As we discussed formatting changes, Dan said there could be asterisks next to core violations.

Example - The column for Unsafe source does not match "approved source" on the Crosswalk. So, if those did match, the jurisdiction would know that items 11 through 14 would be entered into that column.

Mike shared that they are not in compliance with Standard 6 because their system does not meet the format of the worksheet. For example - if a food is found uncovered, they are not enforcing immediate corrective actions because the risk level is not assigned priority risk level.

Dan shared some questions to the Clearinghouse which address the issues Mike Touhey shared. Would Dan or Matt share those with us?

David shared that on the Crosswalk, the protection from contamination section address food stored uncovered if there has been adulteration. The table for item 15, there are provisions in there which do address criticals/priority violations.

DeBrena (Tulsa, OH) currently is not meeting Standard 6. She said they need to update their procedures.

David said the Crosswalk comes directly from Annex 5. So, the recommendation initially was to change the headers of the Worksheet. Secondly, the risk levels would be identified clearly on the Crosswalk. So, we first want to first align before making major changes to the Worksheet.

FDA has a draft doc to see the suggested changes. They can share it after the meeting.

Another Option is to allow the top header to be blank so that a jurisdiction could enter a customized header.

Robert shared that the Crosswalk is going to be updated with the newer version of the Food Code. He said there seems to be many aspects of both documents that need adjustment.

Robert said there could potentially be two Issues. He recommends just capturing every piece of feedback in our recommendations.

Robert also says we also need to put forth the various options for upgrades to the Worksheet. It seems pretty clear what needs to happen with the Crosswalk. However, there would be multiple versions to recommend for the Worksheet. Example -

Option A FDA Code users

Option B SLTT code users

Option C Blank headers

Let's also consider for first time users a blank form may not be useful for them. Rance shared that it's good to have standard template because we can gain trending data and insights across the country.

Matt shared that for first time use, it's best for the jurisdictions to compare their code to the item numbers on the Crosswalk.

Rance - he suggested to bring this discussion to the full PSC for additional feedback before we vote and draft our Issues.

Tracynda shared that the CDC risk factors are in the preface of the Food Code. So, the risk factor descriptors are in conflict because the risk factors listed on the Worksheet are CDC risk factors and the Crosswalk contains FDA risk factors - unsafe sources versus approved sources.

Attendees: David Engelskirchen, Rance Baker, Matt Brandt, Tracynda Davis, Alisha Johnson, Robert Sudler, Evelin Pollock, Dan Joseph, Mike Touhey, Dave Read, DeBrena Hilton, and Kenesha Williamson

Follow-up >>>> Next meeting is scheduled for 4/19/2022.

Item 3.8l

CFP PSC Subcommittee #1

Minutes 04/19/2022

Charges: 2020 II-017 Charges 1 & 2
1. Identify inconsistencies in language between all Standards in the Retail Program Standards.
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities.

Agenda

Discuss Standard 8 Alternative Conformance Method for staffing levels (Charge 1) document edits. Attached is the response to Issue 2020 II-018.

- Invited guests are Issue submitter Mike Schaffer, Environmental Health Director with Harris County, TX, and Celeste Parker, FDA Retail Food Specialist.
- Here's the link to the specific Standard 8 page on the CFP website: http://www.foodprotect.org/guides-documents/standard-8-staffing-levels/.

Charge 1 (gaps or inconsistencies in language across the Standards) Discussion points:

Standard 8 – Jo Ann Monroy with Harris County, TX presented the Issue during the last biennium. She shared the background information on how the proposals for edits to the staffing model. Harris County recruited other health departments to assist in exploring a different option. Their study questioned why a health department would fail the standard yet be viewed as having too many staff. In their study, they asked how the model could be improved given that several jurisdictions are approaching this differently. They sampled 100 health departments in their attempt to validate the model they proposed. A Rice University statistician reviewed the data.

We reviewed the Standard 8 Staffing Level Pilot Study on screen. It is located on the CFP site under guidance documents. Jo Ann explained the pilot study. Page 4 shows the number of hours spent conducting inspections and stratified the results based upon the number of Standards met by each health department. The study shows that jurisdictions listed as overstaffed were in fact sufficiently staffed if there were some adjustments allowed in the staffing calculator.

We viewed the staffing level model Word doc on screen. Robert Sudler with FDA asked Jo Ann for some clarification on the three options that were submitted in the recommendations. Jo Ann did not participate on the subcommittee directly. However, she shared that they ultimately included three options because they did not want to be very rigid in offering a single conformance option.

Robert shared that as proposed, the alternative staffing model document is not something FDA would necessarily edit. As presented, it is suitable as a CFP guidance document. David Engelskirchen mentioned

that he was concerned to hear that some jurisdictions thought that they failed because they did not meet the ratio of 280 inspections per FTE. Perhaps this indicates a gap in the verbiage that is confusing health departments. For example, a jurisdiction with a ratio of 260 per FTE, when accounting for other factors, could potentially meet the standard without hiring additional staff. He shared that there is an opportunity to address Option 1 by clarifying that health departments can meet the Standard 8 requirement by verifying successful completion of their mandated inspections with their existing staffing level and while maintaining the standard of conducting quality, risk-based inspections.

David E. said it was never the intention of the Standard for jurisdictions to fail when they do in fact have adequate staff.

Mike Touhey said that Option 1 is very vague. Others agreed. Deanna screenshared the proposed FTE Excel workbook using Harris County data parameters: frequency of inspections based upon risk type and length of inspections including varying average travel times. Jo Ann explained the workbook and that some jurisdictions do not vary inspection frequency based on risk category. David suggested that maybe in the future the Standard 8 FTE workbook could be provided on the CFP website for use by jurisdictions which would like to use an alternative model. Rance suggested that a metric be attached to option 1 (*not sure what it would be grading, reduced outbreaks perhaps). Also, Rance stated that Risk based/risk frequency must be included to be consistent with the other standards. Angie will submit a request to post the workbook as an Excel file instead of pdf.

Attendees: Kenesha Williamson, Matt Brandt, Angie Wheeler, DeBrena Hilton, FDA Celeste Parker, CDC Adam Kramer, Mike Touhey, David Engelskirchen, Dave Read, Robert Sudler, Jo Ann Monroy, Rance Baker, Alexander May, and Deanna Copeland

Follow-up >>>> Next meeting date will be determined by poll.

Item 3.8m

CFP PSC Subcommittee #1

Minutes 05/31/2022

Charges: 2020 II-017 Charges 1 & 2
1. Identify inconsistencies in language between all Standards in the Retail Program Standards.
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities.

Agenda

Acknowledge the antitrust statement

Discuss updates from the workgroups on reviewing Standards 1 through 9

Follow-up on special meetings which focused on Standard 6 and Standard 8

(see reviewer notes in Teams folders)

Charge 1 (gaps or inconsistencies in language across the Standards) Discussion points:

We screenshared the review notes within the CFP Teams site,

Standard 1 - Mike shared that he and Evelin have not started to review Standard 1 yet.

Standard 2 - Kenesha shared an update based on feedback from Elizabeth Nutt and meetings with Dave Read and Evelin Pollock.

Standard 3 - Rance shared his update on Standard 3. Validation versus verification. Robert said he does not believe there would need to be an Issue submitted to update the language. David E. clarified that the language meets the intent of the Standard. He said the validation aspect is the responsibility of the operators to seek lab analysis. Afterward, the regulators verify that the validation is complete. However, Rance identified that this is the actual point of confusion. Rance shared that the same words are being used too often. When the regulatory authority evaluates the HACCP plan, the actions are a verification step. Definitions for the terms validation and verification need to be added to the Standard. There would need to be an Issue submitted for defining the terms to ensure stakeholders understand the Standard. Adding definitions would be in addition to rearranging the terms in the Standard. Christine recommended adding more language to the Standard to ensure the correct interpretation by jurisdictions. In Christine's jurisdiction, their processes follow what Rance described as the issue.

Standard 4 – Christine and Jennifer will set time to start their review soon.

Standard 5 – Matt and Tim will start soon on their review. DeBrena shared that she has attended some of Standard 4 meetings. Jennifer said their lingering question is whether to add the Crosswalk to Standard 5.

Standard 6 – Kenesha updated Jennifer and Christine on the notes from the Standard 6 meeting.

Standard 7 - Kenesha will assist Mike Touhey with Standard 7 because Brianna Davis is no longer part of the committee.

Standard 8 – Matt and Rance are reviewing. Robert shared that the struggle will be in determining how the Standard will be audited with consideration of the new alternate methods for demonstrating adequate staffing levels. The recommended options 1 and 3 are very broad. So, it's nearly impossible to write an audit procedure for the new options to demonstrate staffing levels. Option 1 is very open-ended and does not include an FTE ratio. Harris County was really trying to clarify that option 3 was derived from a custom approach to just Harris County's information. At least the alternative model yielded a gap to goal that was more reasonable when petitioning their district for more staff. Mike noted that it was interesting that Harris County thought they didn't meet the Standard because they seemingly had too many staff using the 280 – 320 FTE. Christine mentioned there can be major variability in the mandates per risk category for inspection frequency. That will then make a big difference in the number of staff needed to meet the mandates. Perhaps, the committee should submit an Issue to address the fact that there is truly no minimum. So, we could remove the lower limit. Also, David E. said it would be a good idea to discuss offering some consideration for jurisdictions successfully meeting their mandates. Rance suggested drafting an Issue for guidance and parameters around how to audit this.

Standard 9 – Kenesha and Mike will begin review soon.

Attendees: Kenesha Williamson, Robert Sudler, David Engelskirchen, DeBrena Hilton, Matt Brandt, Rance Baker, Dave Read, Mike Touhey, Christine Sylvis, Jennifer Hutson

Follow-up >>>> Next meeting date will be determined by poll.

3.8n

CFP PSC Subcommittee #1

Minutes 06/28/2022

Charges: 2020 II-017 Charges 1 & 2
1. Identify inconsistencies in language between all Standards in the Retail Program Standards.
2. Continue review of initiatives (existing, new or under development) involving the training, evaluation and/or certification of food safety inspection officers to ensure the sharing of information and eliminate unnecessary redundancy in the creation of work products or assignments of tasks/responsibilities.

Agenda

Acknowledge the antitrust statement

Discuss updates from the workgroups on reviewing Standards 1 through 9

Follow-up on special meetings which focused on Standard 6 and Standard 8

(see reviewer notes in Teams folders)

Charge 1 (gaps or inconsistencies in language across the Standards) Discussion points:

We reviewed updates from the workgroups present on the call by screensharing the CFP Microsoft Teams folders.

Standard 2

Question – Issue for edits to Appendix B-1 line 5 under prevailing statutes? Robert Sudler said no action is required. The edits are accepted.

Question – Appendix B-1 is an evolving list of coursework. Robert said to proceed. Rance asked if there is something more we need to do codify this charge or will still carry charge 2 through every biennium? Robert said this charge serves to keep an avenue open for continuous review of coursework and allow for addition or replacement of courses. He recommends inviting OTED to the next meeting. Rance shared that we can just update the list with what we have.

Question – Removing Appendix B-1 from Standard 2. Dave Read shared that if we remove Appendix B-1, course listing, there would be more flexibility to manage courses. Appendix B-1 is an obstacle to advancing the curriculum. We would need a process for adding coursework. A course review process has already been developed by IFPTI. Rance shared that the framework for the review process is adequate. There would have to be an Issue submitted to remove Appendix B-1. Robert said the Issue could request that it be specified that a transition period of two years will be in effect.

Question – State sponsored exam? Dave asked whether we should add a statement explaining that the options are comparable but not equivalent. Mike offered that he understood these options to simply offer a baseline to start training.

Standard 3 – Will we submit an Issue on this? Robert will speak with his team on it.

Standard 6 – Robert let Colorado know that they can submit an Issue themselves. It seems that Colorado supports an Option C - Blank Compliance and Enforcement Worksheet.

Standard 8 – Rance recommends submitting another Issue that requests more clarity than such a nebulous option of jurisdictions creating anything they would like for calculating staffing levels. The Harris County model is not the concern. Robert recommends the Program Standards Committee do more work on the new options put forward. The biggest concern is how the will the Standard be audited. In the May meeting, Rance suggested drafting an Issue for guidance and parameters around how to audit this. Perhaps, the committee should submit an Issue to address the fact that there is truly no minimum. So, we could remove the lower limit. Also, David E. said it would be a good idea to discuss offering some consideration for jurisdictions successfully meeting their mandates.

Attendees: Kenesha Williamson, Evelin Pollock, Juhi Williams, Mike Touhey, Dave Read, DeBrena Hilton, Rance Baker, Robert Sudler

Follow-up >>>> Next meeting date will be determined by poll.

Item 3.8o

CFP Program Standards Standing Committee Subcommittee 2 Meeting
Date: 4/19/2022
Time 10:02am CST/11:02 am EST

Attendees: DeBrena Hilton & Jennifer Hutson Co-Chairs, David Engelskirchen (FDA), and Robert Sudler (FDA)

- CFP Antitrust Statement Acknowledged
- PSC#2 subcommittee charges reviewed

Discussion:

- Discussed Subcommittee 1 informing Subcommittee 4 of any suggestions or inconsistencies that are related to Standard 5.
    - Crosswalk shouldn't be referred to as something that has to be used to meet Standard 5 but should be referred to only as a tool to assist with meeting various components of Standard 5.
- Reviewed remaining tools and references remaining to be reviewed and split out remaining references for complete review.
- Committee members agreed to finalized review of each reference document as follows and would meet in July to report out on any reference material updates.

Tool	Reviewer(s)
RRT	Liz
CIFOR	Liz
MFRPS	David & Robert
IAFP	Vanessa
NASDA Version 4 August 2011 FERP	DeBrena
NEHA Epi-Ready	Jennifer
NEHA 1-FITT-RR	Jennifer
IFSCOE	No changes ✓
EATS	No changes ✓
FREE	No changes ✓
NEHA (CFOI)	No changes ✓

    - Agreed to forgo meeting dates scheduled in May and June.
    - Report OUT during Next meeting – July 12, 2022 10am CST – 11am EST

Adjourned 10:35amCST/11:35am EST

Item 3.8p

CFP Program Standards Standing Committee Subcommittee 2 Meeting
Date: 7/19/2022
Time 10:05am CST/11:05 am EST

Attendees: DeBrena Hilton & Jennifer Hutson Co-Chairs, Elizabeth Nutt, Kenesha Williams (PSC co-chair), and Robert Sudler (FDA)

- CFP Antitrust Statement Acknowledged
- PSC#2 subcommittee charges reviewed

Discussion:

- Not many changes have been made to crosswalk.
- Subcommittee has forwarded information to PSC subcommittee 4 to include crosswalk reference as a tool to assist with meeting various components of Standard 5.
    - E. Nutt (PSC 4 chair) working on creating a roadmap and discussed importance of emphasizing relationship building amongst SLTT's.
        - Roadmap plan includes covering how to get started and provide templates and tools to assist large and small jurisdictions with meeting Standard 5.
    - Plans to submit charge to add crosswalk as a reference in Standard 2 & Standard 5.
    - Recommendation made to also referencing in Standard 2 – continuing education resource.
- Various reiterations of Standard 5 Crosswalk posted on CFP website.
    - Committee recommends cleaning up and only posting most current version of crosswalk to not cause confusion.
- NEHA IFITT-RR (directed to food industry) and Epi-Ready course and all other documents/resources should be easier to find for review.

Submitted reports received from committee attached.

Adjourned 10:34amCST/11:34am EST

Item 3.8q

4/11/2022

Agenda

Attendance:

Catherine Feeney
Amanda Anderson
Matthew Walker
Stevan Walker
David Engelskirchen
Robert Sudler
Adam Kramer
Beth Wittry

Discussion

Reviewed the draft plan review language for incorporation into Standard 3 and the Standard 3 VA/SA. Discussed carrying number 7 to top section of the SA/VA since that was missed.

Suggestion to add language to clarify that we are including construction and food safety plan review.

Discussed the Plan Review for Establishments Guidance on CFP website. Agreed that it looked accurate but there were some broken links. This committee could recommend a new charge for a committee to review the document and update links. The Vessel Sanitation guidance was mentioned, and the link provided to look at that as a resource.

Discussed drafting an issue to submit. Cathy will start and CDC will provide some of the data that they have regarding contributing factors.

The team listed ways that plan review could reduce risk factors related to hand washing, equipment layout, easily cleaned food contact surfaces, and refrigerator capacity and how that impacts cold holding.

Next Meeting: April 25th, 3:30 pm EST

Item 3.8r

Retail Food Program Standard 5 Subcommittee Workgroup Minutes

April 18, 2022, 10:00ET/9:00CT

Attendees: Elizabeth Nutt, Jeff Lindholm, Robert Sudler, Brandon Morrill, Lindy Wiedmeyer, David Engelskirchen, Eric Carlson, Beth Wittry, DeBrena Hilton

Absent: Adam Kramer, Jennifer Hutson, Emily Broad Lieb, Thomas Woodbury

Interim Report sent to Program Standards Chairs for Executive Board approval.

Subcommittee 1 of Program Standards Committee is reviewing all standards, including 5 for any gaps and comparing the CFP Crosswalk. The Crosswalk of the Standards will be revised, seems to have a lot of repetitive information. Asked to use as a resource for Std 5

Beth W. will review the crosswalk to see if there are any gaps or edits needed, include Adam K. and David E.

Review of the Manufacturing Standard 10 for laboratory was not needed for Retail Std 5. Std 5 covers the laboratory component by allowing MOU's with state labs.

Discussed the data analysis of Std 5. DeBrena H. noted that this was the most difficult to meet and it helps to have a data analyst (most small jurisdictions do not have this).

With smaller jurisdictions they should know about their outbreaks, with fewer outbreaks they should be able to do an annual review. Include Free-B, EATS, CIFOR as resources in Std 5.

It is important to know that Std 5 is about building relationships with other agencies involved and have good communication. Discussed that the standard could be made more clear.

Suggestion to develop a "Road Map" on the Standard. Include forms and templates, sample policies. If any team members know of any of these documents, please send to Elizabeth and Jeff so we can include them in the Road Map. Begin with section 7 of the Standard for the Road Map.

Eric C. will see about finding examples of Road Maps we can use to develop one for Standard 5.

Beth W. mentioned that NEARS provides analytical support to food borne illness investigations.

There are resources on FoodShield available to jurisdiction. Suggest that team members review these materials.

If any other team members know of examples, please share with the group.

ACTION ITEMS:

- Eric to look for and send Road Map templates
- Gather documents to include in template: policies, forms and templates used for section 7
- Review CFP Crosswalk for any gaps involved with Standard 5

Next Meeting: May25, 2022 10:00ET/9:00CT

Item 3.8s

4/25/2022

Agenda

Attendance:

Catherine Feeney
Amanda Anderson
Matthew Walker
Stevan Walker
Steve Carmody
David Engelskirchen
Robert Sudler
Adam Kramer
Beth Wittry
Angie Wheeler

Discussion

Committee drafted an issue to include plan review in Standard 3. A recommendation was made to submit an additional issue for the plan review committee to reconvene and update the CFP Plan Review Guidance document. It was originally done in 2016 and a few of the links are broken at the end of the document.

Next Meeting: TBD

Item 3.8t

Retail Food Program Standard 5 Subcommittee Workgroup Minutes

May 25th, 2022, 10:00ET/9:00CT

Attendees: Elizabeth Nutt, Jeff Lindholm, Lindy Wiedmeyer, David Engelskirchen, Eric Carlson, Beth Wittry, Adam Kramer, Jennifer Hutson, Emily Broad Lieb, Thomas Woodbury, DeBrena Hilton

Absent: Brandon Morrill, Robert Sudler

Approval of Minutes 4-18-22 Jeff Lindholm moved to approve; Lindy Wiedmeyer seconded.

The committee was reminded of the charges and discussed the various aspects of what the Standard is trying to accomplish. Many jurisdictions do not have the resources to meet all of the components outlined in the Standard. The Road Map should account for this by providing examples of different ways to meet such as MOU's

Discussed further about section 7 of the Standard. If no outbreaks then you would not have the data. 7 a requires maintaining a log of complaints and an annual review. If there are no data for outbreaks then this would suffice. Further discussion took place on the difficulty of 7c. The Roadmap can also provide resources and suggestions for this area as well. EATS 101 and 102 were mentioned as well as FREE-B. Mock outbreaks could be scheduled during annual conferences. Could look at state's RRTs if they have one to see if they have any resources. The Program Standards Crosswalk has resources. The committee recommended this be included in the Road Map.

Eric Carlson provided the committee with an analogy on the RoadMap. A trip from NYC to LA with 7 major cities you must visit. The cities are the 7 sections of the Standard. Within each "city" there are "tourist attractions" or suburbs. These are the sub-bullets with in the 7 sections. He suggested that we start with section 1 Investigative Procedures a thru d.

Committee will look at 1a-d and begin to flesh out in a RoadMap fashion. Eric will send us his thoughts on the process. David Engelskirchen will see about sharing other jurisdictions assessments as well as DeBrena Hilton. Other committee members can see if there are other jurisdictions that have met Standard 5 and get their materials. Currently there are 36 jurisdictions with self-assessments for Standard 5 and 8 that have verification audits.

David also highly recommended we attend the Program Standards Symposium and visit the exhibit hall for Standard 5. The Symposium is free and is scheduled for June 7-9. 12:00-5:00 pm ET. Link to register is below.

Retail Program Standards Symposium

Action Items: Committee members will look at section 1a-d and begin developing what to include in the RoadMap to flesh out the sections.

Eric will send his ideas on the process.

David and other committee members will look into getting access to Standard 5 assessments from other jurisdictions to help us with the process.

Please send any materials to me, Elizabeth, to distribute to the committee.

Next Meeting: June 22, 2022, 3:00ET/2:00CT

Item 3.8u

Retail Food Program Standard 5 Subcommittee Minutes

June 22, 2022, 3:00ET/2:00CT

Attendees: Nutt, Lindholm, Kramer, Engelskirchen, Hutson, Carlson, Sudler, Washington

Absent: Morrill, Wittry, Wiedmeyer, Broad Lieb

Approval of Minutes 5-25-22

Adam Kramer shared the data spreadsheet that may be useful for jurisdictions to collect complaint information data. The Standard requires that complaint data be tracked, and this template may be useful for smaller jurisdictions that do not have IT support. David will reach out to his jurisdictions that have met the standard to see if there are any reports, procedures or other tools we can use in the Roadmap.

Eric Carlson went through the draft roadmap with the group. A lot of discussion centered around MOU's. This seems to trip some jurisdictions up. This can be explained in the Roadmap on how to meet this requirement not necessarily with an MOU but knowing who is responsible for the particular duty in the Standard. Robert pointed out that the language for Epi and Lab sections is not consistent and could be a recommendation in the Issue Report. Discussion on determining what peoples roles are and listing that in you procedures. Suggested that we include a Roles and Responsibilities area in the Roadmap and/or the Standard.

Another area that will need to be researched for the Roadmap is the area requiring the 24 hour timeframe for responding to a complaint. Many jurisdictions do not have an after-hours process. We can ask jurisdictions how they met this requirement and include in the Roadmap.

Action Items: David will reach out to his jurisdictions that have to get ideas for tools and templates. If any one else can do this as well and share with the group.

Continue to review the Draft Roadmap and complete each of the sections with the steps involved.

May need to convene a small workgroup of the regulatory members to complete this.

Next Meeting: July 27, 2022, 3:00ET/2:00CT