

Item 1.8.1R



**MEMORANDUM**

**TO: EXECUTIVE BOARD  
CONFERENCE FOR FOOD PROTECTION**

**FROM: David McSwane**

**DATE: October 4, 2022**

**SUBJECT: FALL 2022 BOARD MEETING  
EXECUTIVE DIRECTOR'S REPORT**

We have been very busy since the last regularly scheduled Executive Board Meeting in April 2022. While it's not possible to provide a detailed report of all activities undertaken in the past 6 months, the following provides a few of the highlights. The projects I have worked on since the last Executive Board meeting include CFP projects for start of the 2021-2023 Biennium, the NACCHO-CFP grant project that started on August 1, 2020, preparing the application for a NACCHO-CFP project for FY23-FY25, and the Retail Program Standards Symposium that will be held from June 7-9, 2022. My report will focus on specific CFP activities performed in relation to those four projects.

**CFP ACTIVITIES FOR THE 2021-23 BIENNIUM**

- I have participated in the following meetings since April 2022:
  - I worked with the Chair of the Finance Committee to interview three potential wealth management advisors and discuss potential investment strategies that CFP could use to invest its discretionary finds. I also participated in the interviews the Finance Committee held with two of the wealth management advisors and served as a source of information about CFP finances and financial goals.

- The Strategic Planning Committee (SPC) has been working on projects related to the Pre-Conference Workshop and the Biennial Meeting in 2023. The SPC recommended the workshop be held as a totally virtual event and the biennial meeting be held as both in person and live stream events. I worked with the SPC and the Board to identify which events at the biennial meeting would be broadcast using live stream. I created a Request for Proposal (RFP) that was sent to potential providers for AV equipment and live stream. Three companies provided bids, and Alliant Events was chosen to provide the following:
  - AV equipment and technical support required for the in person meeting;
  - The equipment and technical support needed to live stream the opening session, committee reports and updates session, council sessions, committee formation session, and closing session;
  - The Bizzabo Platform & App Package will be used to broadcast the live stream events and support the 2023 Biennial Meeting; and
  - Support for the caucuses that will be voting on Board Representatives at the Wednesday afternoon session.
- Created the agenda and binders for the July and October Board meetings.
- Worked with Tom McMahan and Karen Peña to plan for the onsite Executive Board meeting and lodging in Grand Rapids.
- Supported the EA with the Council Application Process.
- The Board approved this recommendation at the July Board meeting decided the. I have been able to provide historical information about previous events of this type and the contractual obligation that CFP has with the Hotel and over vendors for the 2023 meeting in Houston.
- Sessions with NewPath Consulting to facilitate the migration of membership management and meeting management services from Eventbrite to Wild Apricot.
- I have participated in bi-weekly meetings of the CFP Leadership Team with Becky Vought, Todd Rossow, Vicki Everly, and David Lawrence. These meetings are used to provide an update on various activities and determine priorities for the next weeks and months.

### **NACCHO-CFP Grant Project**

- Since April the CFP research team has worked with its counterparts at NACCHO to complete projects that were the deliverables for year 2 of cycle 1 of the project. These deliverables were submitted on or before July 1, 2022, as required in our contract with NACCHO. Some highlights include:

- Angie Wheeler led a panel at the National Environmental Health Association's AEC that focused on the identified barriers and success factors for jurisdictions implementing risk-based inspections.
- I assisted the CFP research team with compiling information and crating the PowerPoint slides for two virtual information sharing sessions. The topics for these sessions were:
  - Analysis of Factors Influencing the Implementation of Risk-Based Inspections.
  - Breaking the Barriers to Implementing Risk-Based Inspections in Retail Food Safety.
- Creating a white paper on the feasibility of creating a Retail Food Regulatory Program Standard Alliance.
- Planning and co-leading the bi-monthly meetings of the Retail Food Safety Advisory Group.
- Submitted edits and comments for a Factsheet entitled, "Why Risk-based Inspections in Retail Food Safety Matter." and a one-pager entitled, "Strategies to Support Implementation of Risk Based Inspection Methods created by NACCHO using information compiled by CFP.
- Attended meetings of the Retail Food Regulatory Association Collaborative and monthly meetings of the Collaborative Communications work group, the NACCHO-CFP staff, the NACCHO-CFP administrators, the Joint Advisory Council, and the QUAD comprised of AFDO, CFP, NACCHO and NEHA representatives.
- The CFP research team collaborated with NACCHO to create a proposal in response to a Funding Opportunity Announcement from the Food and Drug Administration. A spent considerable amount of time and effort was spent by CFP staff to provide information related to the Research Strategy that outline the approach and identified the innovations and measurable objectives that would be part of the three-year project. NACCHO received a Notice of Award that the first year of the project (August 1, 2022 – July 31, 2023) had been funded. More information about the projects in FY23 will be presented in the report that will be presented as agenda item 4.6.
- During the second year of the project the staff and I have focused on the following activities:
  - A priority activity of the Retail Food Safety Regulatory Association Collaborative was developing a national food code adoption strategy to increase uniform adoption of the FDA food code by state, local, tribal, and territorial (SLTT) retail food protection programs. A Retail Food Code Adoption toolkit was created to allow a jurisdiction an easier path for conformance with Standard 1 - Regulatory Foundation.
    - ❖ Brenda Bacon has chaired the Food Code Adoption Workgroup since its inception, and I have supported the workgroup by disseminating information about resource(s) using our listserv and website.

## **RETAIL PROGRAM STANDARDS SYMPOSIUM**

- I worked with David Lawrence and staff at the National Environmental Health Association to plan a virtual Retail Food Standards Symposium that was held on June 7-9, 2022. This meeting drew approximately 650 participants and received very positive reviews from attendees. Planning is currently underway to plan a hybrid event on topics related to the Retail Program Standards in 2024.

## **ACTION ITEMS COMPLETED SINCE JULY 19, 2022 BOARD MEETING**

- Travel Subsidy Policy was amended to increase the maximum travel subsidy for Board meetings held independent of the Biennial Meeting to \$1,200 and the subsidy for board meetings held in conjunction with the Biennial Meeting to \$1,400.
- Voting for those caucus meetings held during the Biennial Meeting will be provided by Alliant Event Services.
- Discussions were held with various staff members at ConferenceDirect and it was determined that Special Event or Short-Term Event insurance typically items such as:
  - Severe Adverse Weather (hurricanes, tornados, severe winter storms)
  - Acts of Terrorism (9/11 terrorist attacks, Spain 2004, London 2005)
  - Venue Unavailability (from perils such as fire, structural collapse, gas leaks, and flooding)
  - Earthquakes
  - Power Blackouts (like that occurred across the U.S. in 2003)
  - Non-Appearance of a key Speaker or Entertainer (upon request)
  - National Mourning (i.e. death of the U.S. President)

We believe if any of these events should occur and prevented the Biennial Meeting from being held, the Force Majeure clause in our contract would be enforced to relieve CFP from financial liability.