

Item 1.7.3



MEMORANDUM

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

FROM: David McSwane

DATE: March 26, 2024

**SUBJECT: SPRING 2024 EXECUTIVE BOARD MEETING
EXECUTIVE DIRECTOR'S REPORT**

It has been a busy time since the last Executive Board Meeting in August/September 2023, and many of the activities worked on are likely to have long term effects on the Conference. While it's not possible to provide a detailed report of all day-to-day activities undertaken in the past 6 months, the following provides a few of the highlights.

CFP ACTIVITIES

• **Hiring a new Executive Assistant**

I served as an ex-officio member of the ad hoc Search Committee that was formed to conduct a search and make a recommendation to hire an Executive Assistant to replace Vicki Everly. Seven applications were received for the position, and the pool of candidates was very strong. The committee held informal meet and greet sessions with each of the candidates. Following those meetings, the top three applicants were selected for an additional interview. Upon completion of the personal interview, the group agreed to recommend to the Executive Board that Angie Wheeler be hired. The process was conducted in a very professional manner and Becky Vought is to be complimented for the outstanding leadership she provided for the committee.

• **Hiring a new Executive Treasurer**

I served as an ex-officio member of the ad hoc Search Committee that was formed to conduct a search and make a recommendation to hire an Executive Treasurer to replace Cliff Nutt. Vicki Everly. Eight applications were received for the position, and the pool of candidates was strong. After reviewing the applications, the committee believed that two candidates separated themselves from the others based on

expertise and experience with non-profit organizations. The committee held personal interviews with the top two candidates. Following the interviews the committee agreed to recommend to the Executive Board that Gail Vail should be hired. The process was conducted in a very professional manner and Steve Oswald and Joe Graham are to be commended for the outstanding leadership they provided for the committee.

- **Finance Committee Activities**

I have served as an ex-officio member of the Finance Committee. It has been working on a variety of projects including developing an investment strategy for surplus CFP funds, revising the CFP Travel Policy, and finding new ways to generate more revenue and cut costs related to the 2025 Biennial Meeting. I was actively involved in all of those discussions and provided information when requested.

- **Strategic Planning Committee Activities**

I have served as an ex-officio member of the Strategic Planning Committee since the last Board meeting. The group has been working to finalize the CFP Strategic Plan for 2023-2029.

- **Ad hoc committee for Issue 2023-I-024**

I provided support for the ad hoc committee that was formed to provide additional consideration for Issue 2023-I-024 that was extracted by the Assembly of Delegates at the 2023 Biennial Meeting. Todd Rossow and Ann Johnson will provide a report for the ad hoc committee under Unfinished Business.

- **Planning for the Spring Executive Board Meeting**

I have been actively involved in planning for the Spring 2024 Executive Board Meeting in Denver. In addition to creating the Agenda and binders for the meeting I have worked with the Grand Hyatt Denver Hotel to ensure we have guest rooms for all Board members who will be attending the meeting in person, food and beverages, and AV equipment for the meeting.

- **Planning for the 2027 Biennial Meeting**

I have been working with Karen Peña to find potential locations for the 2027 Biennial Meeting. Karen will be presenting information about activities performed to date as part of this meeting's New Business.

- **Bi-Weekly Team Leadership Meetings**

I have participated in bi-weekly meetings of the CFP Leadership Team with Christine Sylvis, Keith Jackson, and Angie Wheeler. These meetings are used to share information that provide an update on various activities, set priorities, and make sure that all tasks are planned for and carried out.

- **Monthly Executive Staff Meetings**

I have participated in monthly Executive Staff meetings with Cliff Nutt and Angie Wheeler. These meetings are used to share information, and make sure we are all completing the tasks required of each position based on the point we are in on the biennial calendar.

NACCHO-CFP Collaborative Project

- David Lawrence has provided a formal report on CFP's activities related to the Retail Food Safety Regulatory Association Collaborative and Year 2 of the NACCHO-CFP Food Safety Grant. Therefore, I will provide a brief list of activities that I have personally been involved in since the last Board meeting.
 - Participated in two meetings of the Collaborative (one meeting was hybrid and one was totally virtual).
 - Participated in bi-monthly meetings of the Collaborative's Communications Work Group.
 - Helped develop an abstract for the National Environmental Health Association Annual Educational Conference. The abstract was accepted, and the presentation will be made on July 17, 2024.
 - Participated in Retail Food Safety Advisory Group Co-Chairs planning meetings
 - Participated in Retail Food Safety Advisory Group Co-Chairs meetings
 - Participated in 1:1 meetings with FDA, CDC, and NACCHO
 - Participated in monthly check-in meetings with NACCHO
 - Participated in monthly check-in meetings with CFP project team members
 - Prepared the invoice for August 1 – November 30, 2023, of the project and compiled supporting documentation for each deliverable.

Collaboration with NEHA on Grant Proposal

- The National Environmental Health Association (NEHA) is preparing an application in response to FDA Funding Opportunity Announcement (FOA) FOA #RFA-FD-24-033, Advancing Conformance with the Voluntary National Retail Food Regulatory Program Standards (VNRFRPS) by State, Local, Tribal, and Territorial (SLTT) Retail Food Regulatory Agencies, issued by US Food and Drug Administration. If funded, the Conference for Food Protection (CFP) will provide support to co-host the Retail Program Standards Symposium in 2026. The proposal for this funding cycle is to hold a 2.5 day in-person (or hybrid) meeting with plenary sessions and workshops related to the 9 Program Standards. CFP will assume a much larger role for identifying topics and speakers for this event.

Crumbine Award

- I have collaborated with staff at NACCHO to promote submission of applications for the 2024 Crumbine Award. We are hoping to have a larger number of stellar applications submitted this year.