

2011-2012 AFDO FINAL COMMITTEE REPORT

Administration Committee

***Chair:** Doug Saunders, VA Dept. of Agriculture and Consumer Services, Richmond, VA

Chair: Alan Taylor, MD Dept. of Mental Health & Hygiene, Baltimore, MD

Co-Chair, Awards: Joanne Brown

Co-Chair, Media & Public Affairs: Angela Montalbano, NY State Dept. of Agriculture & Markets, Albany, NY

Co-Chair, Media & Public Affairs: JoAnn Pittman, U.S. Food & Drug Administration, Atlanta, GA

Co-Chair, Membership: Steve Steingart, Allegheny County Health Department, Pittsburgh, PA

Co-Chair, Nominations: Ron Klein, Past-President, AFDO

Co-Chair, Resolutions: Joe Corby, Executive Director, AFDO

Charge 1: The Chairman of the Administration Committee shall solicit the assistance of committee members and the Presidents of AFDO Regional Affiliates in obtaining nominees for honorary membership pursuant to Policy No. 2 – Honorary Membership of the AFDO Policies & Procedures Manual. The Administration Committee shall be responsible for submitting the names of nominees for honorary membership, with supporting information/ documentation of respective accomplishments, to the AFDO Executive Committee by February 25th of each year. **Nominations without supporting documentation will not be forwarded to the Board of Directors for consideration.**

Discussion: A new form was designed and distributed to all committee members and Regional Affiliate presidents soliciting nominations for AFDO honorary membership. That form is attached as Exhibit 1. The deadline to receive those nominations was the end of February. A total of three nominations were received and forwarded to the Board of Directors. The 2012 nominations included Jack Guzewich, Joanne Brown, and Ron Klein.

Recommendations: If the Board approves these nominees, they should be submitted to the AFDO membership for consideration as honorary members.

Executive Committee Action:

Approval



Disapproval



Date

5/23/12

Charge 2: Begin the process of soliciting scholarship applications nationwide no later than September 1, 2011, to assure communication of this funding opportunity to the largest possible number of qualified candidates. A letter should be sent to all regional affiliates, along with AFDO's scholarship information, requesting that they provide this information to colleges and universities within their region and publish it in their affiliate newsletter. Review applications and forward recommendations to the Board for final approval by the due date as established in the AFDO Policy Manual.

Discussion: Soliciting for the Scholarship Award began in September 2011 with the request for nominations being sent to AFDO for placement in eNEWS and on the AFDO web-site, and to the Awards Committee to publicize these awards in an attempt to increase nominations. An e-mail was sent to the Program chairs of 13 food safety programs describing the AFDO scholarship program and application process. The response was disappointing at best in all categories of awards. For the upcoming year we will plan to have increased publicity at the annual conference and will ask affiliate presidents to publicize the awards at their annual meetings. A second e-mail to the universities with food safety programs will be scheduled.

This year we had four (4) scholarship applications sent to the committee. We were able to give out three scholarships.

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The Winners are:

Corrie Donnell, a junior at Saint Louis University majoring in Nutrition and Dietetics

Ariana Ramdin, a junior at the University of Florida majoring in Food Science and Human Nutrition

Kristina Underthurn, a junior at the University of Florida majoring in Food Science and Human Nutrition with a specialization in Food Science

Recommendations: Approve candidates as recommended

Executive Committee Action:

Approval Disapproval Date 5/23/12

Charge 3: Actively solicit applications for the AFDO Achievement Award from affiliates and members. Review nominations and forward recommendations to the Board for final approval by the due date established in the AFDO Policy Manual.

Discussion: Soliciting for the AFDO Achievement Award was started in September 2011 and the request for nominations was sent to AFDO for placement in eNEWS, on the AFDO web-site, and to the committee members. We had one nomination this year.

The winner is:

Joetta Lynn DeFrancesco, Sanitation and Safety Specialist, Bureau of Food and Meat Inspection, Florida Department of Agriculture and Consumer Services

The committee needs to continue to find additional or improved communication methods with states to increase the number of nominations – see discussion in Charge 2.

Recommendations: Approve the candidate as recommended

Executive Committee Action:

Approval Disapproval Date 5/23/12

Charge 4: Develop press releases, for Board approval, for any noteworthy AFDO efforts or speeches, including the annual conference and/or workshops. Press releases, depending on content, may be multi-purposed: attendance building, promoting AFDO, informing others or generating interest.

Discussion: Committee members created a press release for the first Elliott S. Grosvenor Award recipient. The press release was submitted to the appropriate press after the annual conference in July 2011. The Committee also developed the press release to promote the 2012 AFDO 116th Annual Educational Conference and pre-conference workshop. The press release consisted of conference specifics including location, dates, topics and speakers. The press release was submitted to the AFDO office in March 2012. The AFDO office issued the press release to all on the publication list. The AFDO office will issue the press release again one week before the conference.

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Recommendations: The committee should work directly with the AFDO executive board to obtain additional press release requests.

Executive Committee Action:

Approval



Disapproval



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Charge 5: Develop a contact list to which press releases should be sent. Include national associations, publications and media contacts. For publications: identify publisher, publishing dates and deadlines. Review and update annually.

Discussion: The Media and Public Affairs committee members continue to update the current list of national associations and publications to submit AFDO press release information to. Additions were made to the list in February 2012. The committee has a working list of trade publication dates and deadlines.

The committee members invited the local FDA Public Affairs Specialist to join the committee, provide their press listing and aid in promoting the conference to local media along with coordinating media interviews at the conference site.

Recommendations: The committee should continue to maintain and update a national list of media/ press contacts. The committee should obtain and maintain a list of national associations and conference dates.

Executive Committee Action:

Approval



Disapproval



Date

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Charge 6: Continue to refine and facilitate mentoring concepts for First-Time Attendees and new members to participate as productive members within AFDO. Continue contact with first-time attendees both before and after the Conference. Begin soliciting mentors March 1st.

Discussion: The AFDO annual conference first time attendee mentoring program is a great concept that should be continued on a regular basis. The mentoring program was a positive experience at the annual conference. Many members have continued connections and AFDO discussions throughout the year. The program is a great opportunity for member networking and encourages active member participation to share their AFDO experiences.

Recommendations: New members and first time conference attendees should continue to be highlighted in the AFDO e-newsletter. The AFDO office should continue to submit additional emails with new members contact information for follow up and welcoming purposes. Mentor soliciting should begin in the AFDO newsletter during the first week of March. All AFDO officers, Executive Board members, Committee chairs, Scholarship Grantees and IFPTI Fellow Graduates should be encouraged to serve as Mentors at the annual conference. AFDO should continue to encourage all attendees to become active members and mentors during and after the educational conference.

The AFDO office should issue the list of mentor volunteers and first time attendees to the membership committee at least three weeks before the conference. The mentor/ first time attendee pairing list shall be prepared by the membership committee and shared with the AFDO office within two weeks of the annual conference.

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Next year's registration form should include both of the following statements:

"I would like to serve as a Mentor to 1st time attendees "

AND

"NEED A LITTLE GUIDANCE?"

Take advantage of our mentor program and we will match you with another member who is experienced in the AFDO networking experience.'

A welcome letter should be prepared for all mentors to email to their mentee's before the annual conference in the case the mentor does not personalize one. The 1st time attendee's orientation reception should continue as part of the mentoring program. A welcome / reception table should be present at the first time attendee reception to welcome and guide new comers to the reception and aid in locating their mentor. Veteran AFDO members should assist the mentees in locating their mentor. Photos of mentors should be posted at the reception desk to assure the mentors and mentees meet. A post-AFDO conference questionnaire for all first time attendees should continue to be used with the results shared with the AFDO membership chair and co-chair. It is recommended to develop a structure to extend mentoring beyond the educational conference.

Executive Committee Action:

Approval

Disapproval

Date

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Charge 7: Actively solicit qualified candidates as nominees for the office of Vice President or for any other office for which a special election is required. Contact Regional Affiliate Board of Directors for input. Develop a slate of candidates for this position. Work with the Executive Director to develop and distribute a ballot to the AFDO membership in accordance with the by-laws and established policies and procedures. Include biographical information for each candidate with the ballot.

Discussion: Prospective candidates for Vice-President and Director-at-Large positions were contacted by the committee. The committee identified Stephen Stich, Director of the Division of Food Safety and Inspection, New York Department of Agriculture and Markets as a candidate for Vice-President, and Steven Mandernach, Bureau Chief, Iowa Department of Inspections and Appeals, Food and Consumer Safety Bureau, as candidate for Director-at-Large.

The committee forwarded nominations and biographies to the AFDO office for the ballot. The nominations were discussed at the Spring Board meeting.

Recommendations: The charge should be accepted as completed.

The Nominations Committee Co-chair should discuss this charge at the Fall Board meeting to identify positions expected to be vacant and to request nominations to be on the ballot during the coming year. Additionally, connections should be made with Regional Affiliate Directors at the end of January for suggested nominations.

Executive Committee Action:

Approval

Disapproval

Date

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Charge 8: Encourage and solicit resolutions on timely topics from the Regional Affiliates, Committee Chairs, and Board members. Edit and finalize resolutions through consultation with the presenter. Submit resolutions to the Board in accordance with AFDO Policies and Procedures.

Discussion: Resolutions were solicited and, at the time of preparation of this report, four resolutions have been received for consideration by the Board. It is possible that two additional resolutions may be received prior to the annual educational conference.

The four resolutions include the following:

- State Rapid Response Teams
- Testing for non-O157:H7 Shiga toxin-producing *Escherichia coli* serotypes
- Aflatoxin
- Food Freedom Laws

The resolutions are included with this report as Exhibits 2, 3, 4 and 5.

Recommendation: Consider the resolutions for approval by the Board and for submission to the AFDO membership for consideration during the upcoming annual educational conference.

Executive Committee Action:

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Charge 9: Develop a process for the application and selection of junior board members from the current group of fellows participating in the fellowship for food protection program.

Discussion: With the able assistance of Joe Corby and the AFDO Staff, a nomination form was designed to nominate IFPTI Fellows for the position of Junior Board member of the AFDO Board. That nomination form is attached as Exhibit 6. The deadline to receive nominations for this position was March 30. Nominations were sent directly to the Board of Directors.

Following review of the nominations, the following Junior Board Members were selected:

Courtney Rheinhart, Regional Manager, Virginia Department of Agriculture and Consumer Services, Food Safety and Security Program

Shane Thompson, HACCP Coordinator, Consumer Health Services, Wyoming Department of Agriculture

Recommendation: Charged completed

Executive Committee Action:

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Additional Activities by the Awards Committee

Charge: Coordinate with the Associate Award Sub Committee for the AFDO Associate Award.

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Discussion: This year the Associate Award Sub-Committee consists of immediate past recipient and Chair, Michael Roberson, along with the last four recipients, Robert Garfield 2007, Sarah Geisert 2008, Candace Jacobs 2009 and Ginny Edleman 2010. Nominations were received and the committee has chosen a recipient. The recommendation has been sent to the President and the Executive Director by the Associate Sub-Committee.

The 2012 winner is Stan Hazan from NSF.

Recommendations: Approve the candidate as recommended.

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Charge: Work with the Media and Public Affairs Committee to produce at least 2 articles for the AFDO e-News. The first article should be the congratulatory article for award winners from this year and the second article should be a solicitation for candidates for next year's awards. Work with the e-News Editor to agree on a timeframe and deadlines.

Discussion: The solicitation article for 2012 award candidates was published in the AFDO News from September 2011 to January 2012. The congratulatory article will be written and submitted to the AFDO office for publication at the appropriate time after the awards have been presented at the annual Conference.

Recommendations: Recommend approval

Executive Committee Action:

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Charge: Implement AFDO policy #31 pertaining to the Elliott O. Grosvenor Award

Discussion: There was one nomination for the Elliot O. Grosvenor Food Safety Award. President Oscar Garrison accepted the decision of the awards committee that the nomination was deserving of the award. The winner's name will be kept secret until the annual awards banquet.

Recommendations: Recommend approval.

Executive Committee Action:

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