

2016-2017 AFDO COMMITTEE FINAL REPORT

Professional Development Committee

*Chair: Laura Van Wagenen-Birdsill, Colorado Department of Public Health & Environment, Denver, CO

Chair: Shana Davis, Kroger, Nashville, TN

Charge 1: Provide IFPTI with a list of potential Fellowship projects that future Fellows can consider.

Discussion: Discussion tabled for future consideration

Recommendations: Continue into next year's charges. A mechanism is needed to solicit input from Federal, State and Local entries for Fellowship projects. This could be incorporated into the charge.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 2: Develop a Fellowship Alumni Newsletter.

Discussion: 6/1/2016 was the first edition of the Alumni newsletter publication. Second edition to be released in June 2017, requests for fellow input have been sent out.

Recommendations: Content for this publication needs to be re-defined. This charge is recommended to be continued into next year's charges.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 3: The Chair and/or Co-Chair(s) participate in Fellowship Advisory Meetings.

Discussion: Due to lack of agency support or professional constraints neither of the committee chairs have had the opportunity to participate in Fellow Advisory Meetings. Chairs were not aware that Fellowship Advisory Meetings had occurred.

Recommendations: Continue into next year's charges. Information needs to be communicated to Chairs when Advisory meeting are to occur.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 4: Identify/determine new ways for Fellows to get involved in affiliates and AFDO

Discussion: No activity on this charge during the year.

Recommendations: Continue into next year's charges.

Executive Committee Action:

Approval Disapproval Date 6/7/17

**Responsible for submission of reports*

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Charge 5: Identify ways for Fellow-involvement with AFDO Local Arrangements and identifying potential conference speakers and presentations.

Discussion:

- Completion of the Continuing Education Tuition Reimbursement Award application.
 - 6 Individuals to receive Awards
- Professional Development Grant application developed to provide funding for Fellow participation in the AFDO annual conference
 - 2 applicants to receive funding

Recommendations: Continue into next year's charges.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 6: Work to develop standardized position descriptions for food regulatory program positions.

Discussion: A Salary Survey was conducted by the Professional Development Committee in conjunction with the MFRP Alliance. The Survey is still open and will be re-sent to individuals which did not respond. Within this survey, positions descriptions were collected and will be compiled for the use to create standardized position description.

Recommendations: Continue charge into the next year. Information gather from survey will be utilized to draft the position descriptions. Individual State salary and job description information will be placed into the Resource section of the AFDO website for reference.

Executive Committee Action:

Approval Disapproval Date 6/7/17

Charge 7: Coordinate a salary survey of state food safety programs about food safety positions.

Discussion: Salary Survey was developed and distributed to gather data regarding position descriptions and salary ranges to use to better align recommendations for uniformity in the field.

Recommendations: Continue charge into the next year. The Survey is still open and will be re-sent to individuals which did not respond. A plan will be shared with the board for follow-up at the Conference Board Meeting.

Executive Committee Action:

Approval Disapproval Date 6/7/17

**Responsible for submission of reports*