

# 2017-2018 AFDO FINAL COMMITTEE REPORT

## Professional Development Committee

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

**Chair:** Brenda Morris, Florida Department of Agriculture and Consumer Services, Tallahassee, FL

---

**Charge 1:** Continue to manage the Continuing Education Scholarship and selection of recipients of the scholarship award.

**Discussion:** Six applications were received and reviewed by a panel of four FDA employees for ranking and award selection.

**Recommendations:** Continue into next year's charges. The chairs are requesting that the board consider officially renaming AFDO Continuing Education Tuition Reimbursement Award be renamed to honor Joe Corby. A specific award title would be determined by the board.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 2:** Develop a Fellowship Alumni Newsletter.

**Discussion:** Through discussions with IFPTI, a fellow newsletter has been developed and managed through IFPTI. The first went out on 2/23. It solicited ideas for upcoming calls, introduced the New IFPTI LinkedIn Group.

**Recommendations:** This charge is recommended to be continued into next year's charges.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

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

**Discussion:** We have discussed the Fellowship Advisory meeting with IFPTI but there have been no meetings to participate in.

**Recommendations:** Continue into next year's charges. Information needs to be communicated to Chairs when Advisory meeting are *to occur and if there is funding support for in-person attendance*.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 4:** Identify ways for IFPTI to aggressively recruit for participation in the fellowship.

**Discussion:** The Professional Development committee coordinated with IFPTI for the first IFPTI Fellowship Alumni Call on Jan. 24, 2018. The call is being set up every quarter to allow discussions, presentations, or sharing of issues between the fellows. The first call was to discuss the goals and get feedback from the fellows.

**Recommendations:** Continue into next year's charges.

**Executive Committee Action:**

# 2017-2018 AFDO FINAL COMMITTEE REPORT

Approval  Disapproval  Date 6/6/18

**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.
  - 4 Individuals to receive Awards
- Professional Development Grant application developed to provide funding for Fellow participation in the AFDO annual conference
  - 5 applicants to receive funding

**Recommendations:** Continue into next year's charges.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 6:** Develop an inspector model job description.

**Discussion:** Have not yet begun the though process for an inspector model job description. This will come with reviewing information from the salary survey.

**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 6/6/18

**Charge 7:** Analyze and Coordinate data from the salary survey of state food safety programs.

**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. A plan will be shared with the board for follow-up at the Conference Board Meeting.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 8:** Continue to manage the IFPTI Fellow Grant awarded by AFDO for attendance to the annual AFDO conference.

**Discussion:** Grants have been awarded for this year.

**Recommendations:** Continue charge into the next year.

# 2017-2018 AFDO FINAL COMMITTEE REPORT

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 9:** Develop a fellow Ambassador Program for Fellows to participate in AFDO and Affiliate committees and arrangements for the benefit of encouraging future fellow candidates and association participation.

**Discussion:** IFPTI will be hosting a lunch for all fellow attendees at AFDO

**Recommendations:** Continue charge into the next year.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 10:** Look at ways to get field level (boots on the ground) food protection officials involved in AFDO

**Discussion:** No work was done on the charge this year.

**Recommendations:** Continue charge into the next year.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18