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**Serving the regulatory community since January 1937**

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**AFDO 2008 RESOLUTIONS****2008 RESOLUTIONS****ASSOCIATION OF FOOD AND DRUG OFFICIALS****RESOLUTION 1**

**Submitted by:** AFDO Executive Board

**Date:** June 1, 2008

**Concerning:** FDA Line Item Budget for State Collaborative Work

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**Whereas, the “Action Plan for Import Safety” and FDA’s “Food Protection Plan” recommend increased collaboration with state and local regulatory agencies and**

**Whereas, FDA has traditionally collaborated with state and local agencies through contracts, grants, and partnerships and**

**Whereas, FDA would fund these collaborative efforts by obtaining funding from various areas of their budget and**

**Whereas, the advancement of collaborative efforts will be a critical component for meeting food safety challenges, therefore, be it**

**Resolved, that AFDO advise FDA of our recommendation and support for a budget line item for FDA that identifies the specific funding amount available to FDA for collaborating with state and local government agencies through contracts, grants, partnerships, or any other mechanism employed to increase agency collaboration.**

## 2008 RESOLUTIONS

### ASSOCIATION OF FOOD AND DRUG OFFICIALS

#### RESOLUTION 2

**Submitted by:** AFDO Executive Board

**Date:** June 1, 2008

**Concerning:** Improved Collaboration with State and Local Government Regulatory Agencies

**Whereas, FDA and USDA/FSIS have a history of working collaboratively with state and local agencies through coordinated inspection or investigation activities and through formalized initiatives, contracts, cooperative agreements, partnerships and educational grants and**

**Whereas, AFDO strongly believes these cooperative, coordinated activities are the cornerstone for enhancing an integrated food safety system that best addresses existing food safety challenges and**

**Whereas, AFDO believes that collaborative federal state efforts must be improved and advanced as quickly as possible in order for government regulatory agencies to effectively respond to these challenges and for consumer confidence in the safety of our food supply to be maintained and**

**Whereas, AFDO does not believe that any federal agency intervention or response to a widespread food safety issue or emergency will be sufficient on its own and**

**Whereas, AFDO has identified the following recommendations to federal food safety agencies as measures crucial for implementing a fully integrated national food safety system:**

- 1) Federal food safety agencies must have recall authority.
- 2) Federal food safety agencies should have cooperative agreements with state food protection programs for the purpose of conducting strategic food safety inspections and surveillance at both the wholesale and retail levels.
- 3) Federal food safety agencies must be allowed to share distribution information for recalled products with state and local regulatory officials.
- 4) Federal food safety agencies must accept state inspection and food sampling analytical work so it can be utilized in enforcement activities including import alerts and as analytical data to guide operational, enforcement, and policy decisions.**
- 5) Federal food safety agencies must accept at least conceptually that state and local governments should be the primary deliverers of food safety regulatory services, while the federal government would guide the collaborative development of food safety goals and policy and provide technical support, audit/oversight, and a significant level of funding based on risk and agreed upon food safety outcomes
- 6) Government agencies at all levels must focus their regulatory efforts on preventing or minimizing food safety risks in part by verifying the efficacy and application of industry designed and operated food safety systems similar to those already mandated and recognized through HACCP.
- 7) Federal food safety agencies need to acknowledge state-local contribution toward accomplishment of food safety goals as well as planning for future resource needs for the nation's food safety systems and

**Whereas**, AFDO believes these recommendations must be pursued either in formalized agreements, partnerships, or legislation therefore, be it

**Resolved**, that AFDO ask FDA and USDA/FSIS to consider these recommendations and advise AFDO of their support or non-support and be it further

**Resolved**, AFDO ask FDA and USDA/FSIS to consider working with AFDO to help identify any strategies or measures that could help advance these recommendations.

**2008 RESOLUTIONS**  
**ASSOCIATION OF FOOD AND DRUG OFFICIALS**  
**RESOLUTION 3**

**Submitted By:** North Central Association of Food and Drug Officials

**Date:** May 14, 2008

**Concerning:** Improving Response to Multi-State Food Recalls

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**Whereas,** Multi-state food recalls appear to be increasing in number, frequency, and scope, requiring coordination of resources among federal, state, and local regulatory programs; and

**Whereas,** recent multi-state recalls have drawn attention to needed improvements in managing recall events; and

**Whereas,** multiple agencies at all levels should have secure access on a real-time basis to investigation and recall information; and

**Whereas,** government recall processes need to be automated to ensure timely dissemination of information as well as capture a record of action steps; and

**Whereas,** the current practice of one office collecting and disseminating distribution lists and assignments is a linear approach, while automation (backed by coordinated policies) would allow for faster response; and

**Whereas,** large and multi-jurisdictional investigations and recall responses have not used a coordinated approach utilizing the Incident Command System; and

**Whereas,** sharing of food product recall distribution lists by FSIS and FDA to conduct recall investigations and effectiveness checks in a timely manner has not been consistent nor inclusive; therefore be it

**Resolved,** that AFDO should request federal partners to engage AFDO (i.e. the states and locals) in a formal process to develop an improved recall effectiveness system that includes prompt sharing of all distribution information through real-time coordinated communications; and let it be further

**Resolved,** that a nationally integrated web-based system is needed to manage recall events, and FoodSHIELD should be studied as the platform for federal agencies to commit support for, as a means of developing a national, coordinated recall system.

**2008 RESOLUTIONS**  
**ASSOCIATION OF FOOD AND DRUG OFFICIALS**  
**RESOLUTION 4**

**Submitted by:** AFDO Board of Directors

**Date:** May 21, 2008

**Concerning:** FoodSHIELD as a National Recall Management System

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**Whereas**, AFDO strongly supports the Food Protection Plan of the U.S. Food & Drug Administration [FDA] and all other efforts which promote a vision for a fully integrated food safety system in this country, and

**Whereas**, AFDO believes to fulfill this vision there will need to be a National Recall Management System complete with communication systems integrated among agencies in keeping with the Food Protection Plan, and

**Whereas**, the current approach to managing and communicating recall tasks is fragmented, slow, and inefficient and,

**Whereas**, the need for immediate, real-time communication and reporting to avoid duplication of efforts and the need for integration with industry systems and notification/alert programs is critical, and

**Whereas**, the web based program FoodSHIELD is already built and can be easily adapted to form the basis of a common, national system for managing incidents including emergencies, outbreaks, recalls, and maintains secure communications between all levels of government and industry; therefore be it

**Resolved**, that AFDO request federal agencies (DHS, FDA, USDA, and CDC) to consider funding the re-tooling of FoodSHIELD and support for the system through continuing management, maintenance, and integration with existing regulatory systems and; therefore be it

**Further Resolved**, that these federal agencies in coordination with the National Center for Food Protection and Defense should agree on where FoodSHIELD should be housed & maintained, whether in one agency or a neutral entity tied to emergency management and liaison groups.

**2008 RESOLUTIONS**  
**ASSOCIATION OF FOOD AND DRUG OFFICIALS**  
**RESOLUTION 5**

**Submitted by:** AFDO Education & Training Committee

**Date:** June 8, 2008

**Concerning:** Funding of Training for State and Local Food and Drug Staff

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WHEREAS, the FDA Food Protection Plan and the concept of a Nationally Integrated Food Safety System (NIFSS) dictate that federal, state, and local food safety agencies work together to improve food safety in the U.S.; and

WHEREAS, training and certification under NIFSS and the Food Protection Plan should reside at the national level to promote uniformity and further improve food safety; and

WHEREAS, the same can be said for uniformity in the areas of drug and medical device safety with regard to training and certification; and

WHEREAS, FDA's resources for training have been severely impacted by previous budget reductions, requiring cutbacks in training provided outside of FDA Headquarters and reducing the numbers of courses offered year-to-year; and

WHEREAS, although training funds are sometimes included in various FDA contracts with the states, including food, drugs, and medical devices, the states are sometimes unable to utilize these funds due to out-of-state travel restrictions; and

WHEREAS, other mechanisms for funding travel related to FDA training exist, including expanded use of FDA travel orders which directly reimburse the employee; therefore be it

RESOLVED, that AFDO strongly encourages FDA to fully fund FDA's Division of Human Resource Development to greatly expand the numbers of courses available to the states (and locals), and utilize additional mechanisms for funding training-related travel costs to enable states to take advantage of FDA training opportunities; and therefore be it

FURTHER RESOLVED, that FDA provide more training outside of FDA Headquarters in order for more states (and locals) to take advantage of these opportunities.

## MINUTES OF THE AFDO BOARD OF DIRECTORS

### Post-Conference Meeting

June 20, 2007

San Antonio, TX

**President Steve Steingart** called the meeting to order at noon.

**Board Members present:** Richard Barnes, Charlene Bruce, Claudia Coles, Joe Corby, Guy Delius, Lyle Jackson, Ron Klein, Angela Kohls, Bill Krueger, Ellen Laymon, Denise Rooney, Doug Saunders, Bob Scales, Ralph Stafko, Steve Steingart, Alan Taylor, Joyce Welch, and Jerry Wojtala.

**Board Appointed Advisors present:** Sarah Geisert, Ricky Schroeder and Dan Sowards.

**Also in attendance were:** Marion Aller, David Read and Steve Steinhoff.

**Presidential Objectives.** President Steingart shared his goals for the year.

- *FoodSHIELD* - the grant deliverable to have 25 states populate their information during 2008. Steve would like to see as many states populate their data as soon as possible.
- *Launch Virtual Access* - January 1, 2008 is the target date. AFDO hopes to engage locals who would not otherwise have the opportunity to participate in AFDO.
- *Increase membership and relevancy of membership* - develop a strategic plan in the membership committee to add value to AFDO membership. To accomplish these goals, it is not solely the membership committee's responsibility, but also the responsibility of the entire AFDO Board and staff.
- *2008 Annual Conference Program* - this year was outstanding, next year will be even better. Ron Klein is looking for help with next year's planning committee.

Guy Delius, Bill Krueger and Doug Saunders are appointed to the Board of Directors for the 2007/2008 year. Guy and Doug have been appointed to the Executive Board.

**New committee chairs and charges** are posted on the web site. Final committee reports will also be posted on the AFDO web site after the conference. There are a number of new committee charges and committee chairs this year. Richard Barnes suggested the development of a new committee chair booklet to ensure that everyone is on the same page regarding agendas, outcomes, how to put a meeting together, etc. We could use the committee chair meeting at the annual conference to educate committee chairs. Richard has some material that he will send to Denise. Jerry will work with committee chairs this year to beef up the advertising for the committee meetings at the 2008 Anaheim annual meeting. Jerry will also take a look at the committee meeting schedule and make sure that key committees do not overlap and perhaps look into formulating a committee showcase.

**Smoking ban in Pennsylvania** - Steve Steingart said that he would like to send a letter on AFDO letterhead to the Governor of Pennsylvania and the heads of the legislature supporting the ban on smoking everywhere in the state. AFDO will write a position paper; not a letter on letterhead; Jerry will draft the position paper. The Laws and Regulations committee should be tracking smoking at the state and local level.

**Committee Leadership** - Steve Steingart sent a charge to the Administration Committee to look at the language and clarify definitions on alumni being involved as committee chairs/co-chairs and members. Article 4 states that alumni may serve as advisors to committees without voting privileges. A motion was made to take alumni out of Article 4 and allow retired members to chair and co-chair the committees. After discussion, the motion was tabled until the Administration committee could provide further guidance on definitions. Sarah asked about the circumstance of someone retiring and moving to industry - how would this be reflected and relative to the associates?

### Associate and Affiliate Updates

**Homeland Security** - Lyle Jackson stated that in addition to Mr. Hightower's comments this morning, there are Sector Specific Plans (SSP's) available in PDF format on the DHS website ([www.dhs.gov/NIPP](http://www.dhs.gov/NIPP)). For the food sector there are about 250 pages. DHS has made an effort through conference calls to refine the SSP's. Board

members were encouraged to take a look at the SSP's and provide comments. Those interested in being on the conference calls that discuss these plans are to contact Lyle. Steve suggested getting our food protection and defense committee involved, namely Darby and Dave. Travis is our representative on the GCC.

**Associate Member Report** - Sarah Geisert made a couple of adjustments to the 2007/2008 Associate Member Committee charges. The first charge focuses re-entering discussion on emergency contacts in FoodSHIELD as well as having access granted to industry for emergency contact information. On charge 4, it was agreed to, and voted on, that there may not be an associate award given some years and that the past recipient and a selected quorum would vote on the award. Sarah will submit new language for the charges to the board next week.

**AFDOSS** - Following are some of the more noteworthy activities that have taken place within AFDOSS over the past year: Submitted a joint letter from AFDOSS and FDA (Gary Dykstra) to all Southern State Health and Agriculture Commissioners encouraging their state support of AFDOSS; issued a Raw Milk Resolution which was sent to AFDO for consideration for adoption resulting in AFDO updating their Raw Milk Resolution and FDA updating and reissuing their statement on Raw Milk; formally established a new AFDOSS Committee, the Emergency Response and Preparedness Committee, which was codified by passage by the Board and members during their fall meeting; approved funds for AFDOSS's aged Computer System to be replaced with a new current model to improve technology and opportunity; established a new Travel Policy for Board reference; appropriated funding to help partner with AFDO and associate members, to enhance an afternoon networking reception during our upcoming AFDO-AFDOSS conference in San Antonio; developed a new system for the election of officers including candidate bio's and ensuring all members have input; appropriated funding to allow each AFDOSS member in attendance at our spring meeting held in conjunction with AFDO in San Antonio to receive a complementary AFDOSS tee shirt to increase and promote AFDOSS awareness and showcase our Association; increased the Association Revenue and secured a fiscally sound budget to where we are now able to address yearly needs and some longer term goals; the Local Arrangements Committee Chairs (Dan Sowards-Dennis Baker) have worked to recruit member assistance and finalize the details for the spring meeting; The AFDO Liaison (Doug Saunders) has provided beneficial insight on numerous initiatives to AFDO from our AFDOSS perspective and has commented on many AFDO issues in a timely and professional manner; AFDOSS has a Director at Large on the AFDO Board of Directors (Guy Delius) to help share information from AFDO and provide our AFDOSS perspective to the Board (These representatives from AFDOSS to the AFDO Board have reviewed federal legislative issues, helped draft policy positions and furthered the movement of important initiatives such as FoodSHIELD and other groundbreaking systems); Another of our members (Joe Reardon) Co-Chair the AFDO Food Defense Committee is doing great work in the food defense arena; Our member (Cameron Smoak) Chair the AFDO Laws and Regulations Committee spearheads review and oversight of Federal and State Food Safety Laws affecting regulatory and industry alike.

**CASA** - Alan Taylor indicated that CASA has again enjoyed another exciting quarter of training delivered at both the affiliate level and at the CASA Annual Conference. Some highlights are as follows: Each affiliate held at least one training session during the quarter. Approximately 600 people were trained during the last quarter of their year; the annual conference was held in Virginia Beach, VA. Approximately 135 CASA members attended; CASA gave a \$1,000 dollar scholarship to the daughter of one of its members. The esteemed President of AFDO attended most of the meeting and gave an excellent presentation on both FoodSHIELD and the activities of AFDO. Her southern charm was evident throughout her stay. Many of the members were grateful that she had the opportunity to spend some time at the meetings and socializing; the Gordon Brown Silent Auction fund raised over \$1,600 for the H. Thompson Price Scholarship Fund. The fund is now self-sufficient and is repaying the loan that CASA made as start-up capital. It is hoped that when the loan is repaid the fund will be able to increase the number and value of the scholarships; two resolutions were submitted to the Resolutions Committee. The Committee did not approve either of them to go forward to the general assembly for consideration; therefore, CASA will not offer AFDO any resolutions this year. It has been decided to hold next year's annual conference in Saratoga Springs, NY. The dates are May 6 - 9, 2008. The meeting will be 2 weeks earlier than usual to avoid the racing season and the subsequent increased costs that would be incurred if the normal week was used; the 2008 conference will be the first meeting that CASA will have used Conference Direct. The members that have worked with Terri Sweet Ribble have had only positive comments, thanks to Denise Rooney for the lead. Membership decreases continue to be a concern. CASA still has approximately the same number of members attending meetings; however, the total number of members, for all eight of our affiliates is down to approximately 1,100; Alan acknowledged Ellen Laymon's

“excellent idea”; she emailed CASA, offering space to others affiliates to include information in her next newsletter. Alan posed the following questions for the other affiliates:

- Have any of the affiliates entered into a multiyear agreement with a hotel chain like AFDO has done? What is your opinion of this?
- Are membership numbers stable in the other affiliates? How are you maintaining, increasing, or trying to address decreases?
- What do you believe is the greatest asset of the affiliates? Detriment? How do you address both?
- What are the best opportunities for an affiliate to enhance the financial stability?

**MCA** - Angela Kohls. No report.

**NCAFDO** - Bill Krueger said that NCAFDO has not been particularly active this year. They are struggling with their strategic planning and development as many long time supporters and members are retiring. Their annual meeting is October 15-18<sup>th</sup>, 2007.

**NEFDOA** - Joyce Welch. No report.

**WAFDO** - Ron Klein stated that the WAFDO Board of Directors approved a new service for its members. They've offered space on the WAFDO web site ([www.wafdo.org](http://www.wafdo.org)) to post employment opportunities. There are three positions available on the WAFDO Board of Directors for 2007/08: Secretary, Regional Board Member and President Elect. The WAFDO Board of Directors approved the splitting of secretary/treasurer position into two board positions. Times have changed and the added responsibilities over the years created the need to split this position. Susan Parachini has agreed to stay on as the treasurer for the membership. In 2003, the WAFDO Board of Directors created the Associate Representative to the Board of Directors position. Dave Johnson, Quality Assurance Manager with Jumbo Foods, has held this position since its creation. They now seek another energetic WAFDO associate member to continue in this important position as liaison between the board and our associate members. WAFDO states continue to populate the FoodSHIELD web-based platform supporting food and agriculture protection and defense; Ron Klein and Ellen Laymon will be presenting at the Denver Educational Conference. Barbara Hruska, Conference Planning Committee Chair and committee members have created an outstanding agenda for the 2007 Educational Conference with an impressive cast of skilled speakers in our food, drug and device professions. The conference theme is “**New Perspectives – The Future is Now!**” The conference will be held at the Adams Mark Hotel in Denver, CO, August 26-29, 2007. Proceeds from the conference silent auction go directly to a worthy scholar and recipient of our annual \$2,000 J. Jos Campioni Scholarship. The WAFDO Flash continues to be published on a regular quarterly basis by members Ellen Laymon and Mary Ellen Taylor. The summer issue was forwarded last week to AFDO Headquarters. WAFDO's answers to CASA questions for other affiliates:

- **Have any of the affiliates entered into a multiyear agreement with a hotel chain like AFDO has done? What is your opinion of this?** [ANS:] WAFDO has not entered into multi-year agreements with any hotel chain. It is something to be considered if it could benefit the membership. One concern is that it could limit flexibility for selecting a host city.
- **Are membership numbers stable in the other affiliates? How are you maintaining, increasing, or trying to address decreases?** [ANS] Our membership numbers have gone up and down over the years, but remain fairly consistent at about 200 plus or minus. The conferences do tend to increase numbers, particularly with the complimentary membership that we offer, but folks haven't consistently followed through as members in subsequent years. Conference location and early planning appears to be critical to encouraging participation and engaging new members. Doing workshops in between conferences might be one way to maintain contact with membership and encourage new members.
- **What do you believe is the greatest asset of the affiliates? Detriment? How do you address both?** [ANS] The greatest asset is the talented, knowledgeable, fun-loving people in our association and their commitment and willingness to join together and volunteer to achieve common goals and objectives. Affiliates provide networking opportunities and a resource for members to draw on to help them address local issues and provide a regional forum for influencing national issues.  
**Detriment?** Challenges to participation include priorities associated with regular jobs and financial restraints associated with agency budgets and/or inability to subsidize participation with personal financial resources.  
**How do you address both?** Give members the opportunity for higher levels of responsibility and leadership

and provide forum for positive interaction, sharing, and problem solving between members. Most of us would admit that we gain far more from WAFDO than we contribute.

- **What are the best opportunities for an affiliate to enhance the financial stability?**

WAFDO is in good financial shape. One step which we took which helped our bottom line was moving from a paper to an electronic newsletter. Financial stability is also provided through a high quality annual educational conference to attract members and provide value to members. It requires careful and early budgeting to assure a deficit does not result.

President Steingart would like to continue with the affiliates turning in their reports two to three weeks prior to each Board meeting.

**Fall Board Dates:**

- Washington, DC - Crowne Plaza. Meeting will be at the same hotel we have used the past two years. Sunday October 28<sup>th</sup>, October 29th at USDA (2-5pm with DHS) and October 30th at FDA

**Old Business:** Joe Corby, at the executive session meeting during the Spring Board meeting in Kansas City, suggested we needed to reach out to industry on the Uniformity Bill – to have a new discussion with associates about where to go from here. It's time to forget about the past and to start thinking about the future. Clarify what we agree with and then identify a facilitator to lead the discussion and one agreed-upon attorney to interpret what the legislation says. Sarah Geisert has agreed to lead the meetings - motion was made and seconded to form a committee to work on Uniformity. Jerry Wojtala, Guy Delius, and Claudia Coles are to be on the committee.

Guy Delius talked about the resolution on fresh produce. Marion read through the resolution, an AFDOSS resolution in support of AFDO. A motion was made to make a change in the wording to the last paragraph of the resolution (change the language from GAP documents to Model Code), Motion was seconded and passed. Guy will send it to Denise electronically to forward on to the membership to vote on.

**New Business:**

**Endowment Fund Board** - Motion made for approval for **Ballard Graham** to be on the EF Board, seconded and passed.

Joe Corby stated that **Ed Jackowitz** sent \$2,800.00 worth of goods for the silent auction. The Board needs to send a letter to thank him.

**Dan Sowards asked for a letter** to be sent to Maggie Glavin at FDA from AFDO stating that states would like access to EPI lab results. Richard Barnes said that information is District dependent. Richard suggested a letter of support for the labs and the states to continue to leverage the relationship. The motion was tabled until Joe Corby talks to both Dan and Richard.

Ron Klein extended his thanks for help on the upcoming Anaheim conference. He will work with Bob Scales, Richard Barnes, Lyle Jackson and Ralph Stafko to get their leadership on the agenda. He will also work with the international committee to get access to Mexico. Leigh Ann will help get the names for Mexico. Denise will help him get started and a template. The AFDO Annual Conference is scheduled for June 7-11, 2008.

Marion heard some good comments on the first time attendees meeting. Last year's first time attendees felt welcome and enjoyed meeting leadership so they came back this year.

Charlene talked about the visit to CDC in March of this year. She discussed the Environmental Section of CDC. Joe suggested that Steve contact our CDC Rep and see if it would be a better fit if we had someone from the environmental health section of CDC be a representative on the Board. Jerry suggested talking to Carol Selman to see if she would be interested.

Bill is seeking approval from the Board to work with the AFDO office and with the Endowment Foundation (EF) to solicit more money from them at this strategic time – to accelerate data entry, have a face-to-face meeting to decide what the implementation strategy will be, and to work on a long-term funding strategy. He would like to ask the EF

for \$10-15,000 for travel funds to talk about getting more people to engage in FoodSHIELD. A motion was made for Bill to work on a proposal to give to the Board regarding this. Bill will chair a little workgroup to put together a proposal for the users for endowment money to enhance user participation in FoodSHIELD and to bring it back to the Board for approval. Moved, second, and passed.

Jerry talked about starting a historic archive. There are people retiring and we're losing that valuable knowledge – such as information that George Burditt has. We should start gathering these things together:

- Get George's things and get them copied and archived.
- We have not been very good at recording what we are doing to carry on. Maybe some key speeches.
- Keep photos?
- Tape the older members, what are your memories, what was it like in 1960 and what was going on?
- Original documents (what George used in his book) are housed in the FDA history office for the first 100 years. There is nothing recent there. Joe said that the AFDO journals are there, committee reports, and other welcoming speeches, Kilpatrick addresses, etc.
- Jerry recommended adding a charge to the administration committee and letting them have some fun with it.

The meeting was adjourned.

**Fall Board Meeting**  
**October 28, 2007 – October 30, 2007**  
**Washington, DC**

**Present:** President Steve Steingart, Richard Barnes, Charlene Bruce, Joe Corby, Guy Delius, Ron Klein, Bill Krueger, Ellen Laymon, Denise Rooney, Doug Saunders, Robert Scales, Ralph Stafko, Alan Taylor, Gerry Wojtala.  
**Absent:** Angela Kohls, MCAFDO, Joyce Welch/NEFDOA (represented by Al Bugenhagen).

**Invited guests:** Kevin Armbrust/AAFDO, Al Bugenhagen/NEFDOA, Sarah Geisert/Associate Representative, Leigh Ann Stambaugh/AFDO staff.

The meeting was called to order at 8:10 a.m. by President Steingart. AFDOSS Regional Representative to the Board, Doug Saunders, will be stepping down from his position due to a promotion. He was presented with an award for his outstanding leadership to AFDO over the years.

Minutes from President Steingart's Conference Board meeting were approved. Outstanding Board Action Items from that meeting will be sent to the Board for final completion/clean up.

- Steve will send the notes electronically

**2008 Annual Conference:** Agenda is coming together. It needs to be finalized by the end of the year. A separate Drug and Device workshop will not be held this year; there is a large local drug and device conference being held at the same time.

- Pre-conference workshop - General Mills will sponsor entitled 'Pathogen and Recall Workshop'. Coordinated by Training Director Dan Sowards.
- Rick Silverman has agreed to present the Kilpatrick Address
- A FoodSHIELD presentation will be added.
- Suggestion to add the Drug and Device presentation "Risk Management in the Global Market Place" to the Food Program.
- Presentation on Niche markets?

Local arrangements and spouse tours - the tours are very expensive; numerous options are being explored. A Monday night event will not be scheduled to allow attendees time to explore the area. AFDO will provide a bus running at 30-minute intervals to and from Disney Land. Discounted tickets after 4:00 (until the park closes at midnight) are available for \$43.00. The AFDO office will assist Local Arrangements with planning spouse tours. Registration fees will be the same as last year.

There was discussion regarding scholarship money/grant possibilities to assist with bringing States to the conference. No information is available at this time on the FDA small conference grants. Joe suggested exploring an option with DHS to pay for air travel; the States could pay for the registration.

**Merging Committee Meetings at Annual Conference** – Joe Corby mentioned that he heard that many committees were disappointed regarding attendance at their committee meetings last year. Suggestion was made to merge some of the committee meetings. Gerry recommended merging into four 'super' committees. There are overlapping charges in the committees and overlapping messages in all the committee meetings. Gerry will address with committee chairs and then report back to the Administration Committee.

- Group 1 - Administration, Alumni, Associate, Awards, Nominations, Media & Public Affairs, Membership
- Group 2 - International & Government Relations, Laws & Regulations, Drug & Devices, Laboratory
- Group 3 - Education & Training, Field, Food, Meat & Poultry, Retail Food, Seafood
- Group 4 - Food Protection & Defense

**Interim Committee Reports** - Gerry presented a summary of the committee reports. Board entertained general conversation on committee charges. Nominations Committee, Charlene Bruce, is looking for recommendations for Member-at-Large to replace Claudia's term that expires in June 2008.

- Per Bill Krueger, Industry will have access to FoodSHIELD in a month (FSIS).
- Food Committee - nothing to report at this time.

**New Committee Chair Resources** - Leigh Ann, reviewed a document of a committee chair page from the AFDO website. This will be a great resource for the committees and Leigh Ann will work to communicate this resource.

**Grants Updates** - Summary from Jim Austin (via conference call)

- ❑ Current grants (3) - **Food Code** grant is going well, 48 of 50 states have adopted the 1993 version of the Food Code or a more current version. **Retail Consortium** with Brian Nummer at University of Utah; \$45,000 over three years for AFDO as a subcontractor. AFDO will host a day long round table at the 2009 annual conference on retail topics from the consortium. This will be a great pre-conference workshop. Jim Austin will keep our training director, Dan Sowards, in the loop on this endeavor. **Meat & Poultry** on line training course is running behind schedule due to technical difficulties. We anticipate this on-line prior to the end of the year.
- ❑ **Robert Wood Johnson Foundation** – AFDO is partnering with Mike Taylor from George Washington University on two separate grants that will be submitted to the RWJ Foundation. “Enhancing the Roles of States and Locals” grant submission resembles the NIFFS and is a collaboration with CDC, ASHTO, NACCHO & AFDO. A meeting will be convened in 2008 to talk about development. \$100,000 to AFDO in this effort. *Note: 12/5/07 – both grants were awarded.*
- ❑ **Ethnic Foods** - Bob Gravani will be re-submitting a grant on ethnic foods from two years ago (that was not accepted at that time) using Michigan's new ethnic foods manual as a template.
- ❑ **Proposed Retail Advisories** - Submitting a grant with the U of FL to update the current retail advisories and proposing 4 new retail advisories. The 4 new advisories are;
  - ❑ Vacuum packaging
  - ❑ Acidified foods
  - ❑ Custom processing
  - ❑ Foods containing allergens
- ❑ Joe reminded the group of the fruit and vegetable emphasis in CSREES grants this year. We should remember that we currently have a work group developing a model code on this very subject right now.
- ❑ **FoodSHIELD** - Leigh Ann provided a brief summary of FoodSHIELD details.. She has requested volunteers for a workgroup to assist with the determination of the different levels of security needed for FoodSHIELD Ron recommended a standing advisory committee for FoodSHIELD.

**Membership Statistics** - Denise - We are down 8% this year. We will do a final summary at year end to see where the figures stand at that point in time.

**Uniformity/issuance of fish consumption advisories** - Guy Delius, Challenges in Kentucky (caught fish, not bought fish) for fish consumption. Do not eat style protocol versus risk based style protocol. Two populations, general population and high-risk populations are target audience for the advisories. Items of interest are PCB's and mercury. Kentucky has created a consortium to make the message uniform. Federal Agencies have differing messages. Guy is looking for uniform guidance. This will be a charge for the Seafood Committee for next year.

**Farmers Markets** - Guy Delius, Kentucky is struggling with family farms trying to replace lost tobacco farm revenues. Kentucky is having trouble with sampling foods at the markets. Are there any guidelines for sampling at farmers markets? Virginia and NY have direct marketing info. Give charge to the retail committee next year. Virginia has done a study of on farm and farmer market study; on their website.

**Virtual Access** - Joe Corby and Leigh Ann Stambaugh have been working diligently to add training materials/courses to the website to ensure there are plenty of resources for Agencies to enroll their entire field staff. Joe stated that there will be three parts: a regulatory tool belt, an area for state projects and educational material. There will also be links to other web sites that provide technical knowledge. Since memberships are on a calendar year roll out will begin January 2008. Marketing starts the second week of November 2007. A letter was drafted by the membership committee and will be sent to the heads of state agencies to ask them to enroll employees. Letter to the heads of state will include a spread-sheet to submit to the AFDO office. Cost is \$15.00/ year for membership. *Note: PA, CO, NE, NY, UT and VA have already enrolled*

**Meat Assistance Network** - Ralph Stafko, USDA/FSIS, discussed niche markets for small meat processors. Idea is to develop a network and share resources. AFDO will provide a letter of support for any grant proposals. See attachment. Motion made to draft a letter advising of resources and training materials and support for their intentions.

**Upcoming Food Safety Summit** - Steve Farrar, California - sent letter to AFDO requesting our input on four key points for the upcoming food safety summit in DC in March 2008. Suggestions given by Board:

- FoodSHIELD
- Awareness that food safety happens at the state and local level
- Policies on recalls
- Imports
- Ethnic Foods
- Integrated policy and system in the states that utilize the Federal and State resources.

**Associate Update** - Sarah Geisert, Associates appreciate a heads up on what AFDO would like to discuss at the meetings and the conference so they can give it some thought. In regards to membership, she requested information on what companies were active in the past that may no longer be involved in AFDO that the associates can target. Requested presentations or trainings that associate member companies can use for their suppliers, simple food safety messages.

**Uniformity – Next Steps:** Timing may not be right, right now. AFDO three designees: Gerry Wojtala, Guy Delius and Claudia Doles.

**AAFCO Update** - Kevin Armbrust, Their Board met last week with FDA/Richard Barnes. Mutual areas of concern include: recalls, use of state level to stop sales during recalls. They voted on label language that will go on raw milk; Prohibited Act to be in the vicinity of human milk. Country of Origin Labeling - pushing legislation on COOL for ingredients in feed (result of melamine). Developing a HACCP standard for feed.

#### **Agency Updates**

- DHS** – to be held on Monday.
- FDA** - Richard Barnes. talked about meeting at FDA on Tuesday. Maggie Glavin will meet with the whole board. In the afternoon we will hear from Gary German on how ORA could better serve the states. AAFCO, AFDO & NASDA will all be meeting in November to talk about ORA reorganization. Ricky Schroeder will represent AAFCO. Joe Corby will represent AFDO. Food Protection Plan is still in Agency clearance and OMB. Hopefully it will be out soon. Hearing this Thursday on Imports, Hearings on Nov. 13th on Domestic Food Safety.
- Health Canada** - Robert Scales. Meena Ballantyne is now Acting Assistant Deputy Minister, Health Products and Food Branch. Regional operations are now part of Public Affairs, Regions and Consultations Branch. In the Speech from the Throne the Government of Canada will focus on five main priorities. These priorities impact Health Canada in several ways including food and product safety, health and the environment and an anti-drug strategy. Implementation of a regulatory system that provides information to consumers to make informed choices puts the onus on industry to play their role in safety and a modern risk based regulatory system. Other current initiatives include a national strategy on counterfeit and piracy, expanded health claims for foods, posting warning letter and enforcement actions on the website and a ticketing regime for non-critical violations.
- USDA** - Ralph Stafko. talked about USDA meeting at 8:30 am on Monday. Briefed us on topics for Monday's meeting. Trying to revive the cooperative agreements program. USDA was able to fund some travel to AFDO Fall Board this year. FSN, USDA's distribution through non-profits, is there any guidance for these distribution systems? Maybe AFDO can broach the subject.

**AFDO Brochure** - Denise Rooney. Provided an updated copy of the brochure. The office is looking for any suggestions on the updated version.

**On-Line Journal** - Leigh Ann Stambaugh. No activity in the past year. Last printed version was December 2005. January 2006 kicked off the electronic journal. Four articles were submitted, including the proceedings issue. In 2007 the only item submitted was the proceedings issue. One article was submitted, but was declined for electronic posting by the Officers of the Board. How do we want to move forward with the on-line journal? Suggestions included posting conference power point presentations on the web instead of the on-line journal and taping the sessions for purchases via the website. Leigh Ann will change the format to be a repository for all power points.

**2008 Spring Board of Director's Meeting - Denise Rooney. Several venues have been explored. We need to be conscious of two affiliate meetings during this time period. One option is to combine with AFDOSS meeting in Myrtle Beach at the very end of March.**

**Spring Board Meeting  
March 10, 2008 – March 11, 2008  
Anaheim, CA**

**Monday, March 10**

**Present:** Richard Barnes – Food and Drug Administration, Alan Taylor – Maryland Department of Health and Hygiene, Ron Klein – Alaska Department of Environmental Conservation, Joe Corby – New York State Department of Agriculture & Markets, Gerry Wojtola – Michigan Department of Agriculture, Al Bugenhagen – NEFDO Representative (retired NY Dept Ag & Markets), Steve Steingart – Allegheny County Health Department, Sarah Geisert – General Mills, Guy Delius – Kentucky Department of Public Health, Claudia Coles – Washington Department of Agriculture, Bill Krueger, Ralph Stafko – United States Department of Agriculture, Charlene Bruce – Mississippi Department of Health, Dave Read – Minnesota Department of Agriculture, Bob Scales – Health Canada, Leigh Ann Stambaugh – AFDO , Denise Rooney – AFDO, Lyle Jackson – Department of Homeland Security

**Call to Order and Roll Call - S. Steingart**

**Opening Remarks - S. Steingart**

AFDO office is transitioning to a new business model. Denise Rooney is now working part time as the Financial Officer, Leigh Ann Stambaugh is the Operations Manager and Joe Corby will be the Executive Director, vacating the position of Director of Public Policy. Thanks to Denise and Joe for their leadership skills in helping to design the new model. Good-bye to Doug Saunders (promotion), Gene Blake (retirement) and Steve Steinhoff (retirement). Bill Krueger has been asked to be the Academic Advisor for the Board. Last fall after the Board Meeting, several AFDO Board members met with Senator Burr and Representative Delaro. David Lazarus (Illinois) has been in written correspondence with AFDO.

Thanks to our Advisors, in November we head to DC, they set up meetings for us with their bosses; help with our annual conferences, thanks to Richard, Ralph and Lyle. Thanks to Bob Scales for traveling from Canada. Thanks to our industry partners who help with pre-conference workshops and Dan Smiley and what he has done for the endowment association. And who could forget Dan Sowards, who always has something to say. Thanks for all that you have done for me over this year.

**Approval of Minutes - S. Steingart** Motion to accept the minutes made by Ron Klein, Alan Taylor seconded the motion, and motion carries, minutes approved as written.

**2008 Annual Conference - R. Klein** – Everything seems to be in place. Only a few loose dangling details to address. Bob Scales reported the Food Directorate of Canada would like to get on the agenda if possible. Dr. Acheson has a new title, Associate Commissioner of Foods. Make room for the Canadian Directorate. Canada is responsible for Tuesday Drug and Devices session.

**Marketing of Conference and Workshops - L. Stambaugh** – Passed out a mailing list summary – mailing and electronic communications will be used this year to advertise the conference and the workshop. If there is someone I missed, please let me know. Dan Sowards asked about locals in Texas, Guy suggested NEHA. Denise talked about the number of programs that are printed and mailed to the drug and device group, we don't get a big turn out from them and spend thousands of dollars, should we try a different approach for this audience?

We currently have 8 exhibitors scheduled for the 2008 conference, confident that all booths will be sold soon. We have WIM WAM with a sponsorship and General Mills is sponsoring the pre-conference workshop this year.

Suggested to consider putting affiliate information on the registration table or somewhere. Or, put tables of information at the back of ballrooms. Maybe make the tables an information exchange. FMI/GMA have recall manuals, USDA & FDA have recall manuals/ audit checks books and brochures. Maybe use one of the booths as a go to place for recall information, if you want to order the FMI recall book, here's how you do it. Put an article in AFDO e-news about bringing information to share. Richard said that some meetings they have a true poster session

on current events (stop reinventing the wheel) maybe this should be considered.

**Travel Assistance Ideas - L. Stambaugh** - Funding sources for the conferences, are there bio terrorism funding options still available? FDA Partnership Funds may be available, but it is up to the Regions and Districts how they will spend these dollars. We have been approved for the small conference grant. Ron suggested we give priority to people active in AFDO who can't afford to attend. Talked about doing it like CFP and give a 500 dollar grant to each person. Starting to see that States can't cover the out of state travel unless someone pays the travel and the state will pay the registration.

**Crumbine Award Winner Invitation - S. Steingart** - Should we invite the Crumbine Award Winner to the annual conference? Ask them to get involved. The Crumbine award is for local jurisdictions, maybe AFDO should consider doing the same for state agencies (Joe Corby suggested), States with a continuous improvement plan that should be acknowledged. Hook for the state meat inspection group into AFDO, they have no organized group to relate to. This should be a charge for a committee next year. What programs does the State participate in, eggs, meat, shellfish, dairy, etc... have it be a biannual award as opposed to annual. There are 75 state agencies revolving around FDA and USDA. Give the opportunity to present what the State has done to earn the award.

**Grants Update, J. Austin via phone –**

- Meat and Poultry,
- Food Code,
- George Washington University, Mike Taylor to develop a descriptive framework to describe food safety systems.
- The other project is to enhance the roles of state and local agencies in an integrated food safety network. Monday and Tuesday July 14 and 15<sup>th</sup> there will be a meeting in Las Vegas to brainstorm on enhancement opportunities.
- Another project is the retail food safety consortium, Brian Nummer's group. (NEHA, IAFP and AFDO). Bring together all parties along the food continuum, to share information across boundaries.
- FDA small conference grant awarded this year.

**FoodSHIELD General Update - L. Stambaugh** – 20,000 foot version. There are 25 states participating in food shield, 8 states have more than one agency participating. 18 states have 22 labs participating (revolving around FERN). ContactDIR – FSIS data import or information into foodSHIELD. Introduce, maintain and validate the pinging process is the next step. AFDOSS was the first affiliate to have all their States with emergency contact information in foodSHIELD. Another facet of foodSHIELD will be building a list of locals (health jurisdictions) to incorporate into food SHIELD. Big improvements have been made to streamline the data entry process into foodSHIELD. A foodSHIELD advisory group has been planned, idea is to have state volunteer representatives on the group. This group will help with user security levels and data needs.

Bob Scales with Health Canada is getting on Board with foodSHIELD. Mainly concerning labs using the labDIR

FoodSHIELD will be used for a one day NIMS training event at the AFDOSS meeting in Myrtle Beach this year.

**FoodSHIELD Recalls - L. Stambaugh/G. Wojtala** - Recalls are heating up in the press. FoodSHIELD recall website is really nice and has a lot of potential, current recall information is available there. With the New ERA recall, Dr. Acheson was contacted about putting distribution list on foodSHIELD. FDA is now working on how to share information on a secure sight like foodSHIELD. FoodSHIELD was talked about on the 50 state conference call, will be talked about at the 50 state meeting along with the food protection plan and how they might work together, leveraging resources for foodSHIELD, using the Council of Presidents to vet the information. Opportunities are coming for food SHIELD. CIFOR also has work group that wants to look at recalls and outbreaks and using foodSHIELD. It is the right time for everyone to get together and talk about the recall improvement process (FDA/USDA/States/CIFOR) and how foodSHIELD may work in this theater. North Carolina has developed a web site where locals around the state can log on and enter their own recall audit checks. We need to try and keep everyone from going into their own direction. We should move in the same direction together using foodSHIELD as the platform.

Very long discussion on foodSHIELD, funding and ownership. Joe recommended a resolution to move in a direction to get ownership and long term funding. Suggestion was made to find a way to get the States prospective into the Congress's ears and hands. A Resolution is needed and a plan to get the information into Congress from a States prospective. Part of our conversations is to make sure congressman have in their Bills they introduce, earmark money for FDA and USDA for IT money.

**Meat/Poultry Online Course Walkthrough - L. Stambaugh** - on line, very well received – Ralph Stafko said the folks at FSIS are pleased with this training – developed a cross linked web site with AFDO. This is a good example of a successful partnership.

Leigh Ann, gave an overview demonstration of the on line course. NEHA will give CEU's for the class, AFDO will also be giving CEU's for this class. 4 contact hours, .4 CEU's.

**Status on Pending Grants - J. Corby -**

Food Safety Resource, to evaluate budgetary information with ASHTO and NACCHO – Mike Taylor will pick three states to share information. All 10 responding states will be put on an expert group.

Enhancing the role of state and local government in an integrated food safety system. We will assemble a work group of food protection managers, federal partners, consumer groups and host a meeting at Harrah's July 14<sup>th</sup> and July 15<sup>th</sup> – Joe will be sending invitations soon to selected participants. The meeting will be for brainstorming ideas for an integrated food safety system, identifying gaps in the system and giving ideas for bridging and funding opportunities to improve the system. The work product of the meeting will be to come up with a plan to send to Mike Taylor. ASHTO and NACCHO will be doing the same for their groups.

Ethnic food grant, CEREES with Cornell University (Bob Gravini) this will be resubmitted this year with a few changes.

Nanotechnology grant – idea came from John Stone in Michigan – more of a social sciences project – talked over AFDO's participation – Gerry Wojtala will be working with John to provide regulatory perspective. Sent a letter to support his proposal, bring in Extension Director's from around the country and some State Agriculture people and brain storm how to get ahead when new issues come out and be able to operate ahead of the curve (for example, animal cloning). Goal is to have extension agents getting the science information out couple of years before the item hits the press so the general public isn't surprised when it happens and have rash and quick reactions.

**Promotion of Model Response Strategy - J. Austin** – On the phone. Discussed deliverable #2 of the Model Response Strategy, what do states and locals do when there are positive samples of *Listeria Monocytogenes*.

**Committee Updates**

- **Final Committee Reports Progress/Issues – G. Wojtola** – final committee reports are due May 1. Gerry recommended maybe looking at moving the final reports back to Feb or March so the Board will not be rushed for time. At the beginning of the day (committee day at conference) maybe Committee Chairs introduce themselves and provide items to show case at the network sharing table. Education and Training committee has been energized this year, Paul Raines is doing well. Paul Raines has made a message map on 103 subject areas, will be putting it on the AFDO website. Retail Committee put a survey out on manager's certification requirements (this came out of the meeting with CDC) at state and local level. Continued discussion about re-energizing the committees. Sarah Geisert shared an idea that another association is doing, they recognized that a handful of people did all the committee work and everyone else wanted in to get the news and outputs from the committees. That association adapted to this model and now recognize that a few are doing and giving most of the input. Maybe AFDO should reevaluate how they operate their committees.
- **Suggestions for 07/08 Committee Charges – G. Wojtola** - Gerry will summarize what he has so far and then resend the call for committee charges to spur us on.
- **Nominations & Elections - C. Bruce** - Joe Reardon has agreed to run for the president cycle, Claudia Coles 4 years as Director of Large is completed, Jeff Ferrar from California has agreed to run for this vacant

Director at Large position.

Al Bugenhagen nominated Gene Blake for lifetime membership, both Joe Corby and Charlene Bruce seconded the nomination. The motion passes. This lifetime membership will be announced at the business meeting in June

**Food and Ag Criticality Assessment Tool - L. Jackson** – DHS was charged with building an assessment tool. Crux of the problem with the Agriculture infrastructure is to say rationally what is important? What is critical? What is not so critical? DHS wants to protect the systems and sub systems in the Ag sector. This is not as easy as protecting physical facilities like dams and reactors. Late in the summer of 2006, DHS set up an assessment, which was not successful, so DHS hired the Minnesota group (The Center for Food Protection and Defense) in March 2007. At the GCC meeting The Center presented what they developed to use for the criticality tool. The tool looks like an excell spreadsheet, modified for DHS by the one of the developers of the Excell software. Program allows for sitting down with multiple state agencies – identifying the matrix in the a spreadsheet, fill it in, make decisions on what to enter with your co-agencies and maybe some industry representatives. After the spreadsheet has been completed, send it in to DHS, the information gets plugged into larger audience spread sheet, now can sort data. The assessment tool was Beta tested in November.

**FoodSHIELD.org and NCFPD.umn.edu**

These two websites have the criticality tool, how to down load the tool and use it. Can be modified to make it fit for you. Not all information has to be shared with the public, you can pick and choose what you want to share. If take careful time with it, it may take 2 or 3 days, if you pull industry in. The outcome will be an inclusive summary of your states critical infrastructures in food and Agriculture. Food and Ag are critical and need to get them on the State Homeland Security plans. We have developed a criticality tool, here is the website, make multi-agency meetings and work with the tool at the state level to get the information into the state criticality plan. Data housed down in New Mexico.

DHS is trying to get Travis Goodman up to DC for a year, to work with DHS to help identify States' needs. He will take over where Dr. Christy left off.

**Seafood HACCP Update - L. Stambaugh** – A copy of the update was included with the Board packets, if there are any questions, contact Leigh Ann. The group from Florida have submitted a CREESE grant to reenergize Seafood HACCP. Plan to write a new hazards guide and update training to reflect the new hazards. AFDO should renew our commitment to Seafood HACCP, the training won't have to be 3 days for the new information in the guides and we should also provide train the trainer courses to educate the next generation or trainers. Please look at who your affiliate has as being the trainer for these seafood HACCP classes, at least one affiliate has an industry representative as their trainer. AFDO has trained many trainers over the years, but many are not do the training any longer. We should be able to use the AFDO website to post new modules.

**Pharmaceuticals HACCP- L. Stambaugh** - A handout was provided in the Board folder, giving information about Pharmaceuticals, Laura Douglas from Virginia Tech have been giving the medical device program. They are proposing a new medical device/pharmaceuticals protocol for HACCP, they would like to partner with AFDO. April 30 to May 2<sup>nd</sup>. Brochure on training course included in the packet of information. This may be a good way to get our medical devices and pharmaceutical members more involved in AFDO. Who would we target, industry or government? Give a charge to Drug and Device committee for their review.

**Associate Update - S Geisert** - The Associate Committee will have 10 tables for the Sunday night poker tournament – year two as a fundraiser for the AFDO Endowment. There will be a cash bar provided for attendees. General Mills will be the sponsor for the poker tournament.

There are 10 charges in the associate committee – working for more membership at the National level – how do we target the right group?

**AFDOSS Resolution on Fresh Produce- G. Delius** – AFDOSS has prepared a resolution on Fresh Produce

**Listeria in Ready-to-Eat Foods - J. Corby** - Joe was asked to do a presentation/report for the States, he will be digging up data from 04-05 presentation on our website that came from the Listeria workgroup 10 states participated in.

#### **AFDO Update**

- **Membership Status Report - L. Stambaugh** - In the packets, member statistics, 533 members last year, 551 members this year, including 139 Virtual Access members. Charlene asked for reports that are easier to read. Steve S. asked that names for new members be sent to him for contact.
- **Virtual Access - L. Stambaugh/J. Corby** - Building a tool belt for virtual access, if you have anything, please send it to Joe. Also wants to work on tool belt for program managers. Will be making small cards for virtual access. How to actively engage people in to virtual access. Richard Barnes suggested a one time guest pass for the website.
- **Member Portal Update - L. Stambaugh** - Please go and search around the member portal. Forums, video conferencing, document manager, services available through AFDO member portal. Leigh Ann or Randy will walk you through the member portal if that would be helpful.
- **Renewal Date - L. Stambaugh** - Should we cut non-renewing members off before March? Board says to penalize the late payers. Ron Klein made a motion that we include a one-year registration fee in the non-member registration for the Annual meeting, by default making all attendees to the conference members. And the new member should get a new member packet after the conference. Alan Taylor seconded the motion. Al Buggenhagen wants discussion on this motion. Lyle Jackson suggested that Denise and Leigh Ann work on some creative ideas on how to handle the late renewals and present to the Board. Motion was tabled and Ron withdrew both the motion and the second.

**Meeting adjourned by Steve Steingart at 5:25 p.m.**

**Tuesday, March 11**

**Present:** Richard Barnes – Food and Drug Administration, Alan Taylor – Maryland Department of Health and Hygiene, Ron Klein – Alaska Department of Environmental Conservation, Joe Corby – New York State Department of Agriculture & Markets, Gerry Wojtola – Michigan Department of Agriculture, Al Bugenhagen – NEFDO Representative (retired NY Dept Ag & Markets), Steve Steingart – Allegheny County Health Department, Guy Delius – Kentucky Department of Public Health, Claudia Coles – Washington Department of Agriculture, Bill Krueger, Ralph Stafko – United States Department of Agriculture, Charlene Bruce – Mississippi Department of Health, Dave Read – Minnesota Department of Agriculture, Bob Scales – Health Canada, Leigh Ann Stambaugh – AFDO, Denise Rooney – Lyle Jackson – Department of Homeland Security

**8:35 a.m. Call to Order, Roll Call and Opening Remarks – Steve Steingart**

**Listeria in Ready to Eat Foods – Richard Barnes** – Liaison to NASDA maybe needed.

**DHS– Office of Infrastructure Protection - L. Jackson** – Dr. Christy has been a good link between States and DHS and worked hard on HSIN. The investment in HSIN has been worthwhile, Dr. Christy has put good information on this website. Trying to get Travis Goodman to take the year-long assignment as the state liaison to take over for Dr. Christy. If you want to be able to log on to HSIN, contact Lyle Jackson. Lyle.Jackson@DHS.gov

Working some on imports, there is a table top coming to discuss imports (all foreign imports, not just food).

**FDA Updates - R Barnes** – States did 54% of the food work last year that FDA reported as work completed. This work was accomplished through contracts, partnerships and grants. At the 1st of March back to 8 people in DFSR. Kathy McDermott is staff manager, Jenny Gab is going to be handling grants. Hopefully will be able to hire more staff soon, FDA has lifted hiring freeze, hiring field staff in districts and regions. ORA should be staffed up to 800, are able to hire from outside the Agency at this time.

Contracts and grants are moving forward, there is one project officer to handle 155 contracts. Budget is in place, got funding in contracts area. Slowly adding states to the food contract work, currently 41 states, maybe adding couple of more. FERN co-operative agreements are funded for another 2 years. Food Safety Task grants are still funded. There are 13 FERN grants, 8-chemistry and 5-biological.

50 state meeting, to talk about the Food Protection Plan, week of August 11<sup>th</sup> either in St. Louis or Dallas (St. Louis was decided on). All State Agencies involved in food safety and food defense (eppi, labs, food safety and food defense) about 230 to 250 people are expected to attend. There will be two 50 state calls to prime everyone for the meeting. Federal Agencies will be invited to attend. Concerning the Food Protection Plan, Dr. David Acheson would like to increase number of food safety inspections done by the states – moving forward on a case to let FDA use State data.

**Recall information** – trying to find a way for states to hear all the information, including confidential information, etc. hope to have a way to do this by the 50 state meeting in August.

**ISIP** – Import Safety Inspection Plan, covers everything imports (tires as well as food) it connects directly with the Food Protection Plan, (prevention, intervention and response). Idea is to push the borders up, don't wait for the imports to get to the ports on domestic soil, there are some considerations to putting FDA offices in foreign countries.

**FDAAA** – Amendments Act of 2007, section 10.05 deals with States, registration of food establishments involved in a recall. First 9 chapters are drug and devices – Section 10 goes into food safety.

FDA Budget for the next two years being built right now, increases reflected in the budget for food safety.

FDA moving to NIMS and ICS. Rapid response team (ICS 300 & 400) courses coming to a town near you soon.

Richard told us about FDA's new policy on ethics and business dealings. FDA employees cannot hold officer's

position in any organization. They can be an Advisor, which is not normally involved in business operations. Canadian Agencies are taking the same position.

**Health Canada - R. Scales** – Food and Consumer Safety Action plan is similar to FDA Food Safety Import Safety Plan. Three areas of concerns in the plan; active prevention, targeted oversight and rapid response. Prohibition against tampering with foods, (strengthening the penalty for that) modernizing fines and civil penalties, there is a requirement for record keeping, modernizing the inspection process, lab support increases.

Health Canada has Website education to provide links between environment and health.

Health claims on foods are a hot topic, scientific substantiation and oversight. Concerning trans fats, Minister of Health in June called on the food industry to voluntarily meet these guidelines in two years or will become mandatory.

Reviewing food allergen labeling on prepackaged foods. Canada has 'Drug Adverse Reaction' offices and still they predict that only 10% of drug adverse reactions are ever reported. Working on mandatory hospital adverse reaction reporting.

Nano-portal network is available to governmental workers, this provides the best science information on the subject of nanotechnology.

**CDC Update - R. Barnes** (For Art Liang) – Food safety office has been moved to new office within CDC. Art Liang now reporting to new Director – office is still involved in food safety and food defense.

New CDC liaison Andy McCabe has been assigned to FDA working with CFSAN and ORA. Karen Deasy has moved to the drug and device side, acting as a liaison to FDA from CDC.

Rob Blake new head of the Environmental Health Safety Services Branch office of CDC. Rob is also President of NEHA.

Carol Selman sent a copy of an issue that was submitted to CFP on behalf of CDC, the issue fits within the FDA Food Protection Plan.

Preliminary 2007 Food Net Numbers will be out in the MMWR shortly, the numbers look good generally.

**USDA Update - R. Stafko** – Part of a new office in USDA, Employee Outreach Education and Training, goal is to elevate all employee and outreach education.

Ask FSIS provided responses to common technical questions and a place to submit a question not represented on the website. The goal is to get the answer back to you in 24 hours.

Virtual brochure – DVD that NY State put together on SRM's are available to anyone that asks.

DVD on Ethnic Foods available.

Partners with USDA also available on website (AFDO work on meat and poultry). Pumping up the value of partnerships. The new office should be pretty well funded.

Update on the Hallmark Meat Plant.

New sampling plan for Salmonella. Sample sets for Poultry, level one, in lower half of standard, level two, upper half of the standard and level three means you exceed the sample. Will be publishing category two and three plants by name every month on the website.

**CIFOR - G. Wojtala** – Lisa Hainstock and Ernie Jullian are the two AFDO Representatives from AFDO to

CIFOR. Lisa is from Michigan Department of Agriculture and works with Gerry. They attended the CIFOR meeting last week. CIFOR is made up of Governess Board, AFDO is not on the Board, but is represented in the work groups. A website is being developed to use as a clearinghouse for CIFOR. There is a training work group being led by NEHA. The Guideline work group and an Industry work group are working on a proposal 'Improving Recall Communication and Response, which will be submitting as a proposal to FDA this spring.

**AAFCO Update – J. Corby** – They are getting ready for their 100<sup>th</sup> Anniversary – AAFCO does with animal feed what we do with Food. When FDA talks about food contracts, they are always including animal feed too.

**NCFPD/FoodSHIELD - OHA-FAV - B. Krueger** – update on the working of foodSHIELD and new and upcoming information on foodSHIELD – internal table tops for states – something implemented and on line by September – AFDO is the right work group to help develop these tools. AFDO would be the group to work on the recall work group and use the industry partners – work groups meet by webinar and conference calls. There is a system to build, day one about response, how long for the next step? This assessment tool, how to effect what our work currently is for recalls on foodSHIELD. Can we measure response capability for an event? Is there a benchmark for communication? Current ways we are getting notified? Is this similar to target capabilities?

### Regional Affiliate Updates

- **CASA:** The affiliates of CASA have been very busy over the last quarter providing training to its members. Seven of the eight affiliates have already conducted courses this quarter. Four conferences have already scheduled their second quarter meetings. Thirteen sessions were held among the seven conferences. Over 1300 contact hours of training were received by our members and guests. The CASA conference will be held in Saratoga Springs New York the week of May 6, 2008. We hope that you will be able to attend. Our Board has discussed the possibility of having joint annual meetings and training sessions with our neighboring affiliates from AFDO. We held a joint meeting with AFDOS in the past and it was a great success. If you would like to discuss I would be pleased to give you some thoughts.
- **MCAFDO:** The MCAFDO Annual Conference will be held March 18- 20 in Springfield, MO. The agenda and registration forms can be found on the MCAFDO website: [www.mcafd.org](http://www.mcafd.org). Highlights from the agenda include, a QA speaker from Breyers Ice Cream, Spring Water Issues, FDA Recalls, Shellfish Safety and the AFDO update given by Gerald Wojtala. Texas recently held a training – Managing Retail Food – and had 54 attendees. This was the first time the training was held in that specific region of the state. Due to the turnout, they are looking at holding additional trainings in that region of Texas. In Kansas, there is a bill – Senate Bill 584 – that proposes to send the entire food safety program to the Kansas Department of Agriculture from the Kansas Department of Health and Environment. The bill has been passed by the house of origin and has been introduced on the other side. Many of the KDHE food safety staff are worried about having jobs after the start of the new FY.....including the person writing this update. Many representatives from the MCAFDO region are planning to attend CFP and are waiting for the issues to be available on line (at the time of this writing). All of the MCAFDO states are also part of the FDA SW Region. Within the SW Region we have divided up to review the issues and discuss them on several scheduled conference calls in the next few weeks. 2007 ended the same way it began in the MCAFDO region....with ice and snow storms. 2008 has started the same way, with the addition of several early tornados to the mix. As part of the grant funding from FDA, Kansas developed a disaster response guide for staff. It is a laminated book so staff can use dry erase markers to keep track of contacts during each disaster and then clean it off and be ready for the next disaster. A team of inspection staff, contract county inspection staff, supervisors, and management staff put the guide together with input from industry at the task force meetings.
- **NCAFDO:** The NCAFDO Board generally meets monthly via conference call to discuss issues of interest within our jurisdictions, regionally, and nationally. One issue that NCAFDO will likely submit as a resolution to AFDO is on recalls. With the many recalls that have come to the states in the last several years, some states are uncertain in the directions to give their local health departments and what level of actions they should take on these recalls. The existing classification system that USDA and FDA use does not give any directions regarding the necessary actions or the amount of resources to be expended. There seems to be confusion as to what constitutes an effectiveness check and how to use the forms which some

states and local health agencies had not used previously. Also, FDA, USDA, state and locals visited some of the same facilities because there was not a standardized tracking system either in place or shared. NCAFDO's resolution will ask AFDO to work with FDA and USDA to develop guidance on response, tracking and reporting on recalls. NCAFDO started publishing a newsletter again as a means of communicating with its members. The first issue is attached to this report. We are beginning planning for the next annual conference to be held in Columbus, Ohio, in October 2008. NCAFDO states and provinces spend a significant amount of time training new and existing employees as well as sponsoring and participating in training for the retail and manufactured food industries. They also work closely with industry on a number of issues of interest. The California Food Emergency Response Team published a report of its investigation of the Taco John's E. coli O157:H7 outbreak associated with iceberg lettuce. The outbreak occurred in Iowa and Minnesota. The report can be found at:

[http://www.dhs.ca.gov/fdb/local/PDF/TJreport\\_FINAL\\_021508\\_Redacted\\_Compressed.pdf](http://www.dhs.ca.gov/fdb/local/PDF/TJreport_FINAL_021508_Redacted_Compressed.pdf)

- **NEFDOA:** NEFDOA's 2008 Annual Training Workshop and Conference is scheduled for May 13-16, 2008 at the Holiday Inn by the Bay, 88 Spring Street, Portland, Maine 04101. Attached to this report is the early registration form for the Workshop and Conference, information on the hotel and the agenda for the Workshop and Conference. This year for the first time in recent memory NEFDOA will be issuing CEU's as approved by NEHA to attendees at both the workshop and conference. This past year has been difficult for elective officials of NEFDOA. NEFDOA has lost its President, President Elect and Vice President in addition to four board members to career changes, promotions or employment advancement opportunities out of the area. The nominating committee has been busy putting together a list of people who will be ready to fill these positions once voted upon at the business meeting during the May conference. NEFDOA has a new office that is up and running and can be reached at (603)715-5292, [nefdoa@comcast.net](mailto:nefdoa@comcast.net) or 2 Crockett Drive, Bow, NH 03304. Some of you may recognize this address as that of NEFDOA's Executive Director Gene Blake. Although Gene has retired from the City of Concord he will remain NEFDOA's Executive Director. NEFDOA has a new and improved website at <http://www.nefdoa.org/> that will be up and running in about one month.

**2008 Conference Board Meeting Dates - L. Stambaugh** – Board meeting dates are Friday, June 6<sup>th</sup> at 2:00 and Wednesday the 11<sup>th</sup> after the Annual Business Meeting.

**2008 Fall Board of Directors Meeting Dates - L. Stambaugh** - Hamilton Crown Plaza, October 26, 27<sup>th</sup> and 28<sup>th</sup>.

**Closing Remarks - S. Steingart**

**Pre-Conference Meeting  
June 6, 2008  
Anaheim, CA**

**Participants:** Angela Kohls, Charlene Bruce, Rita Johnson, Ron Klein, Steve Steingart, Al Bugenhagen, Jerry Wojtala, Joe Corby, Ralph Stafko, Guy Delius, Sarah Geisert, Bob Scales, Claudia Coles, Ellen Laymon, Richard Barnes, and Dave Read

**Guests:** Dan Sowards, Doug Saunders, and Bill Krueger

Meeting called to order by President Steingart at 2:13 pm. Roll call was taken.

Steve introduced that though Denise is not here, we want to honor her commitment and contributions in the form of a scholarship in her name. It was unanimously agreed to by the Board. Next year – the 3<sup>rd</sup> scholarship will be awarded in her name.

We invited the winner of the 2008 Crumbine Award to the Conference. He will be introduced after Dr. von Eschenbach. A representative, John Rogers, will be here. Steve asked if we should give him something on behalf of the Board. Ron suggested that we award him complimentary membership in recognition of their accomplishments.

Minutes were e-mailed to everyone earlier this week. Al moved to accept and Claudia seconded. Bill should have been listed as academic advisor to the Board.

**Conference Update:** Ron advised that Bill Martin has done a superb job as has Pat Kennelly. WAFDO is pleased to be a part of this year's Conference. The Workshop is going well and we have nearly 80 registered at this point. Steve thanked all for their assistance. Ron said that another event that has pulled through and the Poker tournament – got the permits last minute. The only hole remaining is David Lazarus from Richard Durbin's staff. Joe suggested that we, as an association, should stay out of it. Steve agreed and said that when we went to the Hill, we agreed that we would not take a position on the subject - it would contradict our vision of an integrated system and it's more of a policy issue. Steve suggested that a state representative stand up and say that we're not taking a position, but present our points of interest. Dan said that years ago we had a position that it was premature and we wanted to see the NIFSS work. Jerry will be moderating and he can remind and gently state AFDO's position on the subject – that we don't support a single food safety agency, but we support a single food safety policy. Jerry asked the Board to provide him with some questions in advance.

Ron said that we might be able to put in Shuen Cha, a CDC fellow – who put together information from survey as a filler option. She will be presenting to the Retail Food Committee.

Ron thanked all who volunteered to serve as Moderators. Let's keep it on track.

Senator Lou Correa will be presenting the Welcome from California and Anaheim.

**Resolutions:** Dan Sowards stated that there are four (4) resolutions this year – 2 drafted by Joe Corby, 1 from NCAFD and the other from the Executive Committee of the Board. The committee looked at them and Dan word-smithed a couple of them (with sponsor's permission). Ralph gave some good comments on one.

1. **FDA Line-Item Budget.** Dan said that everyone's in agreement on this one.
2. **Improved Collaboration with State and Local Government Regulatory Agencies.** Dan summarized this resolution to the group and asked for comment. Ralph stated his concern that in the resolution states working with the federal agencies on political issues – it's not realistic that the agencies will work with us or anyone. Joe asked for clarification recommendations on the language from Ralph. Ralph agreed with Steve that we could really break this resolution up a bit. Dan agreed that all seven (7) were in this resolution, but the point is that it's stating our position – it could be done in one document or seven of them. Joe asked if we resolve that we ask FDA and FSIS which items we can work together to advance and work with AFDO. Group liked that concept since it's asking for a response and FDA/FSIS can choose

what they want to coordinate with. Guy recommended that we add the language formally request (letter being formed).

3. **Improving Response to Multi-State Food Recalls.** This resolution came from NCAFDO and suggests that FoodSHIELD should be studied as a platform. We are looking for an improved system that allows for real-time information.
4. **FoodSHIELD as a National Recall Management System.** Suggests that FoodSHIELD should be that platform for recalls (submitted by the Board). Ralph stated his concern that this recommendation is asking for money, without asking for the system to be first evaluated. Sarah agreed with Ralph's comment and that resolution #3 is a better step as a measured approach. Joe agrees with Ralph's concerns based on the wording and how it seems to imply that one federal agency may be more targeted for funding support. Charlene asked if we need to proceed with #3. Yes we do. It needs to be posted and voted upon. #3 is about recalls and the need for a real-time system. Let's edit #4 and highlight the overall value of FoodSHIELD. Claudia said that you need to have #3 in order to move along to #4. Joe would like to amend the language so that it is clearly.

Resolutions #1 and #3: Unanimously agreed to by Board.

Resolutions #2 and #4: Dan and Joe will work on this during the break and will wrap this up before the meeting is over.

**Resolution Process:** Dan indicated that it's been challenging to get resolutions at all. There was a time that individual members would submit resolutions. Dan recommended that affiliate presidents be charged with coming up with at least one resolution. You don't do resolutions just to do a resolution, but there are many things that we have, or should have an opinion on. Dan's recommendation that the process be tweaked to have people mandated to work with the committee on this issue. Claudia asked that Dan write an article for eNEWS and all affiliate newsletters. Sarah added that it's important to have good and meaningful content. Steve said that it's hard to mandate anyone to do anything. Steve thanked Dan for his efforts as Resolutions Chair and also as our Training guru.

**Grants Update:** Jim talked about the descriptive framework grant for food safety programs nationally (GWU).

**Enhancing the Roles of State and Local Government.** There will be 3 workshops held with the other association partners. AFDO workshop will be in Las Vegas on July 14-15. If you haven't made your hotel reservations, please do so right away. Monday Afternoon (7/14) and Tuesday morning (7/15) – meeting to answer the question of how to meet the needs.

**Food Code Contract** – on hold for 4 months now and we've exhausted our current funding. They've advise that it will be renewed within days or weeks. Past contracts have been annual for \$24,999 and Jim believes that it's what we'll have again.

**Sub-Contract from Utah State University.** 36-month project. Ron Klein will represent AFDO for entire length of the project to provide constant support. AFDO will be responsible for the roundtable at the 2009 annual conference as our deliverable on the grant.

Ron asked how a state can get a slot for the Vegas meeting. Jim said that we were to have up to 25 and we have 30. The room will only be able to accommodate us. Ron will contact Jim for consideration.

Joe introduced the Seafood HACCP Alliance grant from University of Florida that is to invigorate the Seafood HACCP Training program. They envision a 1-day program to re-invigorate the training program. We're waiting to hear a determination.

Steve distributed gifts to the Board of Directors and personally thanked all for their support and assistance.

**Associate Update.** Sarah said they worked through the resolutions from last year. Sarah has finally received a login to FoodSHIELD, but no access to information.

**Succession planning and the graying of membership.** Struggled to collect funding this year. How do we identify other members to join the national Association? Larry Eils, Gale Prince, Robert Reeves have now retired. They need our help to look for more associate members – their numbers are going down. Steve agrees that this is a significant concern and he would like to see the entire Board addressing the topic and taking responsibility for bringing in new members.

**FoodSHIELD.** Bill said Industry's access to a variety of features is growing. Industry can't create workgroups, but they can actively participate in them.

**Canadian Update.** This is an exciting conference for Canada this year, they have 6 speakers coming down to present, including the Director General of the Inspectorate, Diana Dowthwaite. Jerry asked how her role equates to FDA. She would report to Dr. Lumpkin - like an office director. The Food and Consumer Safety Action Plan announced last December is moving ahead nicely. It will give them modernized tools, including recall authority and increased fines up to a maximum of \$5 million (right now the maximum is \$5,000). It will include amendments focusing on prevention and targeted oversight. In the drug area, a lifecycle approach is proposed and there will be defined points of oversight along the life cycle of the drug. A strengthened regime for post-market surveillance including adverse reaction reporting is also proposed. They are experiencing several challenges with natural health products. Some misconceptions exist with the proposed legislation and they are working to clarify the changes with stakeholders.

Programs are undergoing a strategic review. Canadian food labelling is being worked on under the action plan and guidance as it will be the responsibility of CFIA to enforce - there will be conditions to the labelling of "made in Canada" and other products. Bob introduced the Food Guide and will share them at the information exchange tables. They've translated it into 10 different languages and published them recently. They are also available on the Health Canada website. Bisphenol A - identified certain chemicals of higher risk - is under-going risk evaluation. It was used in the manufacture of many baby bottles and soup can liners can also have BPA in them. Health Canada is currently initiating an inspection program for the new cells, tissues and organ regulations. The program will commence with stakeholder consultations.

Joe asked if Bob has country of origin requirements. At this point it's not well defined. Current situation is driven by increased imports and globalization. Joe asked if they have COOL requirements - it is required unless the final act of processing is in Canada - they must state where it's from. Bob will seek to obtain the information for Joe on his questions.

**FDA Update.** Richard said that the big thing today is tomatoes. There was a 50-state call this afternoon – where they listed known safe states, but the list is growing. There are a couple other outbreaks – one on cantaloupes, e-Coli in Washington. There are people not making it to this meeting as a result of the outbreak. FDA MOU with China is moving forward, they may have office in China by March, 2009. They're looking at other countries as well. 50-State meeting coming up.

**USDA Update.** Ralph said that this year there were a number of provisions in the Farm Bill (which comes out every 5 years) that impact on FSIS. Country of Origin Labeling requirements is one of them. COOL labeling is applicable to meats (among other things) effective October 1 and is of special concern to Canadian exporters. Catfish inspection is another result. It adds farm-raised catfish to the Federal Meat Inspection Act, making it subject to all the inspection provisions that apply to other meat. Out initial charge is to figure out generally how we will go about it and propose a budget. Another provision is of interest to states with state inspection programs (27). The current law restricts state inspected product to intrastate sales. The Farm Bill provides for a new category of cooperative program under which state-inspected product may be shipped in interstate commerce.

Stan Stromberg, Director of the Oklahoma Meat and Poultry Inspection Program, has agreed to Chair the M&P Committee – please welcome him. He is the VP of NASMFID, the National Association of State Meat and Food Inspection Directors. It is hoped that this work with AFDO will foster closer working relations between states' meat and poultry divisions and the other food protection regulators.

Undersecretary Raymond was unable to make the Conference this year, and Deputy Undersecretary Dr. Scott Hurd will be doing the USDA keynote presentation in his stead. Dr. Raymond has been pushing FSIS' final rule allowing it to sharing with states distribution information on recalled products. We expect to publish it any day.

FSIS has a relatively new program called Ask FSIS – a new query function (it largely replaces the now disestablished Technical Service Center). One change is that the answers are in writing now. That is good in that the agency response must stand behind the answer. The down side is that the responses often require vetting and so are slower. Ralph is now with a new FSIS Office, the Office of Outreach, Employee Education and Training. Within OOEET, he is acting Director of both the Outreach & Partnerships Division and the State Outreach and Technical Assistance Division. Among other things, the latter division will be forming a new call-in center in the coming months that will attempt to provide immediate help to small and very small plant operators on inspection-related issues they encounter.

**Resolutions Continued...** Resolution #2 – Issue was trying to get federal partners to do what they cannot do. Resolved that AFDO formally request FDA and USDA/FSIS to consider working with AFDO on those of the 7 recommendations that can be advanced. Steve asked for those in favor – unanimously voted upon.

Resolution #4 – Issue was speaking to FDA and making request to DHS, USDA, CDC & FDA. Whereas AFDO strongly supports the concept of an integrated food safety system for this country, and Whereas AFDO believes to fulfill this concept, there will need to be a national integrated... Steve extended the vote to approve this resolution – unanimously carried.

Richard mentioned that AFDO is a CIFOR participant. There will be some changes at FDA. Debbie Ralston is retiring in June, so there will be some shifting over the summer.

Break at 4:30pm – 10 minutes.

Resume at 4:43pm

**Partnering with other Associations:** Guy mentioned possibilities such as NEHA – asking if they'd be willing to work with AFDO on projects. Met with past-president and current president, and just heard from them today, they are open to joint relationship on projects. Asking for a whitepaper in conjunction with AFDO for what we'd like to see from the food safety system for tomorrow. Guy will send to Leigh Ann and share it with the Board. Steve appointed Guy the official POC for collaborations with NEHA.

NASAHO Support of FARAD – Ron indicated that this letter served as a great example of how we can support FoodSHIELD, but wants to defer till after Bill's FoodSHIELD update.

Guy said that at the last meeting we talked about a little glitch in the communication system with ground beef and the school systems in Kentucky. Ralph mentioned the information-sharing options apply to Class I, not Class II incidents. Ron echoed that it was a big issue in Alaska as well – how USDA wasn't sharing information with the state. Ralph added that AMS runs their own program with this regard, coordinating with FDA and other agencies. Ron proposes that communication be initiated to lay groundwork to remedy this situation. He is getting calls for information that he doesn't have – it has to change. Richard added that states that need to communicate as well. There are legal limitations that can't be circumvented. Ron suggested that this may be an opportunity for a table-top exercise. Joe said that we need to engage industry in this – agreed by group. Steve said that perhaps we can meet with AMS/FSIS in the fall.

**Membership:** We need to spend less time talking about reports and spend more time in building membership. We will be offering membership benefits to non-member full registrants.

**Virtual Access:** Joe – started January 1<sup>st</sup>. He's found that they are not using is sufficiently. Joe is going to take it upon his shoulders. We need to actively promote Virtual Access.

**Web Enhancement:** Joe brought a questionnaire – license fees, etc. that he put together to collect information - inspector-to-establishment ratio for a Program Manager Tool Belt.

**Food Protection Plan:** Joe wrote official comments on the Plan and submitted them on behalf of AFDO.

Joe presented the position statements.

Steve presented Paul Raynes summary of USDA Better Communication Workshop.

**Business Meeting**  
**June 11, 2008**  
**Anaheim, CA**

- ❑ Meeting called to order by President Steve Steingart.
- ❑ Announced election results
  - Director at Large – Dr. Jeff Farrar
  - Vice President – Joe Reardon
- ❑ President Steingart reiterated the importance of membership, and letting a Board member know what your interests are.
- ❑ Approval of minutes from 2007 Business Annual Meeting
  - Sarah Geisert moved, accept as written in the Journal
  - Angela Kohls seconded, passed.
- ❑ Treasurer’s Report provided by Ellen Laymon (details available from Ms. Laymon or the AFDO office).
- ❑ Approval of Committee Reports as written
  - Marion Aller moved, accept as written and submitted by committee chairs
  - Claudia Coles seconded, passed
- ❑ Vote on Honorary members: Gen Blake, Joe Corby, Dan Smyly, Steve Steinhoff
  - Sarah Geisert moved to award honorary memberships
  - Candace Jacobs seconded, passed
- ❑ President Steingart asked for a vote on Resolutions
  - Doug Saunders moved to vote on the resolutions as a ‘block’
  - Ron Klein seconded, passed.
  - Ron Klein moved to accept the Resolutions as written
  - Claudia Coles seconded, passed
  - Discussion, should all past presidents be given honorary membership? Should that include Wiley Award Winners? Doug Saunders suggested we move this suggestion to a charge for the Administration Committee.
- ❑ Old business, none
- ❑ New Business, none
- ❑ President Steingart passed the gavel to Jerry Wojtala, incoming President
- ❑ Opening remarks by President Wojtala
  - Exciting time for AFDO
  - Good Program, networking, serendipity
  - NASDA rewrite of food safety policy
  - Grants, new opportunities
  - Mike Moody and training course
  - Next year in Chicago!
- ❑ Move to adjourn, 2<sup>nd</sup>, passed

So submitted by AFDO Secretary, Ellen Laymon, August 29, 2008

**FINANCIAL REPORT**

To obtain a copy of the Association's financial balance sheet for 2007/2008, please contact the AFDO office directly at [afdo@afdo.org](mailto:afdo@afdo.org) or (717)757-2888.

**2007/2008 COMMITTEE FINAL REPORTS AND 2008/2009 COMMITTEE CHARGES**

Please visit the committee pages on the AFDO website at [www.afdo.org](http://www.afdo.org).

## PRESENTATION OF ASSOCIATION AWARDS

### Wiley Award

The 2008 winner of the prestigious Wiley Award was **Marion F. Aller**, Director, Division of Food Safety of the Florida Department of Agriculture and Consumer Services. The Harvey Wiley Award is presented annually to an AFDO member who has demonstrated, through the performance of duties, outstanding service and devotion to the administration of food, drug, and consumer protection laws of our country.

The award is named in honor of Dr. Harvey Washington Wiley, Chief of the Bureau of Chemistry of the USDA in the early 1900s. Dr. Wiley's contribution to science and consumer protection coupled with his progressive advocacy for change and reform of food and drug regulations culminated in the passage of the Pure Food and Drug Act of 1906.

### Associate Member Award

The Associate Member Award was presented to **Sarah Geisert**, Senior Director, Global Product Safety and Regulatory Affairs of General Mills, Inc. The AFDO Associate Award is awarded annually to an associate member based on long term active membership in the Association, active involvement in committee work, development of model codes, and promoting the objectives of AFDO.

### Achievement Award

This year's Achievement Award was presented to **Sam Lee**, Food Inspector with the New York State Department of Agriculture and Markets. The Achievement Award is annually bestowed on an individual who has demonstrated exemplary performance within their field.

### Scholarship Awards

The George M. Burditt and the Betsy B. Woodward Scholarship Awards (each for \$1,500) were awarded to three deserving candidates. The first award went to **Claire Poppe**, who is attending the University of Wisconsin-Madison in Madison, Wisconsin, and will graduate with a Bachelor's Degree in Dietetics. Claire has maintained a high level of achievement while maintaining a GPA of 3.93.

Our second award went to **Katherine J. Sullivan**, who is attending the University of Mississippi in University, Mississippi, and will graduate with a Bachelor's Degree in Family & Consumer Sciences, Dietetics and Nutrition. Katherine has maintained a high level of achievement while maintaining a GPA of 3.87.

Our third award went to **Julie A. Chelewski**, who is attending Kansas State University in Manhattan, Kansas, and will graduate with a Bachelor's Degree in Food Science and Industry. Julie has maintained a high level of achievement while maintaining a GPA of 3.56. A special thank you to Julie for accepting this award in person at the 2008 Wiley Award Banquet.

### Special Recognition Awards

**Steve Steingart** received the Past President's Award, in grateful recognition for his dedication and service to the Association during his term as President of AFDO, June 2007 – June 2008.

**Joe Reardon** received an AFDO Special Recognition Award in appreciation for his legislative efforts on Capitol Hill.

**Ellen Laymon** received an AFDO Special Recognition Award in appreciation for her ongoing support and commitment to the goals of AFDO.

**Joe Corby** received an AFDO Special Recognition Award in appreciation for his continued guidance and dedication to AFDO.

**Bill Krueger** received an AFDO Special Recognition Award in appreciation for his efforts and leadership with FoodSHIELD.

**Ron Klein** received an AFDO President's Award in grateful recognition for his outstanding efforts in developing the 2008 Annual Conference Program.

**Richard Barnes** received an AFDO President's Award in grateful recognition for his outstanding dedication and commitment to the goals of AFDO.

**Ralph Stafko** received an AFDO President's Award in grateful recognition for his outstanding dedication and commitment to the goals of AFDO.

**Robert Scales** received an AFDO President's Award in grateful recognition for his outstanding dedication and commitment to the goals of AFDO.

**Lyle Jackson** received an AFDO President's Award in grateful recognition for his outstanding dedication and commitment to the goals of AFDO.

**Sarah Geisert** received an AFDO President's Award in grateful recognition for her outstanding dedication and commitment to the goals of AFDO.

**Bill Martin** received an AFDO President's Award in appreciation of his outstanding leadership and assistance with the organization of the 2008 AFDO Annual Educational Conference.

**Linda Hartley** received an AFDO President's Award in appreciation of her outstanding leadership and assistance with the organization of the 2008 AFDO Annual Educational Conference.

#### **AFDO Endowment Foundation Award**

The AFDO Endowment Foundation Board of Trustees has created an award to be given annually for service to the Foundation. The award was given to Sarah Geisert, Director of Global Product Safety and Regulatory Affairs of the General Mills, Inc at the annual conference in Anaheim, CA on Sunday, June 8, 2008.

Congratulations to all the winners for their well-deserved awards.