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2006 RESOLUTIONS

ASSOCIATION OF FOOD AND DRUG OFFICIALS

RESOLUTION 1

Submitted by: Association of the Food and Drug Officials of the Southern States

Date: April 12, 2006

Concerning: Raising awareness of state food program officials of the growing movement and related public health concerns of Raw Milk Sales. Presenting information and position statements to State Legislative officials, State and Federal policy makers regarding concerns over the sale of raw milk and raw milk products.

Whereas, there has been a well documented history of milk borne illnesses throughout the nation associated with the consumption of raw milk and raw milk products; and

Whereas, Federal agencies such as FDA and CDC and numerous States have reported recent illnesses and deaths associated with the consumption of raw milk and milk products such as cheeses produced from unpasteurized milk; and

Whereas, the FDA continues to report continued importation of significant amounts of cheeses manufactured from raw milk, with laboratory analysis of these cheeses confirming the presence of *Listeria* and various other pathogens; and

Whereas, AFDO supports mandatory pasteurization for all milk and milk products intended for direct human consumption except where alternative procedures to pasteurization are provided (i.e. approved method of curing of certain cheese varieties) to ensure the safety of the finished products; and

Whereas, State Public Health and Agriculture Officials are reporting increased activity on part of State Legislatures to amend current laws or pass new laws that will allow for the sale of raw milk products, coupled with an increase in grassroots agricultural production of small farms producing or intending to produce raw milk products such as milk and cheese, as well as a growing inaccurate perception in the small farm and public arena that by buying "Cow Shares" consumers and farmers then believe they may purchase/sell raw cow or goat's milk as a share of the animal; therefore

Be it Resolved, that AFDO update previously approved June 14, 2003 Position Statement on Raw Milk and Milk Products to include current illness data associated with the sale of raw milk products and position statements of various public health and industry entities; and

Be it Further Resolved, that the AFDO Position Statement be sent throughout the nation to State Public Health and Agriculture Commissioners and related associations such as NASDA, APHA, and ASTHO; to FDA District and Regional Directors and FDA Headquarters for their awareness; as well as to State Public Health and Agriculture program officials for presentation to their legislatures who may be considering adopting or amending dairy laws that would permit the sale of raw milk and milk products.

MINUTES OF THE BOARD OF DIRECTORS MEETINGS

**Post-Conference Meeting
June 8, 2005
Kansas City, MO**

Present - Marion Aller, Charlene Bruce, Steve Steingart, John Lattimore, Cameron Smoak, Joe Corby, Denise Rooney, Gerald Wojtala, Claudia Coles, Richard Barnes, Michael Kasnia (for Ralph Stafko), Alexis Grolla (for Robert Scales), Doug Saunders, Alonza Cruse, Al Ondis (for Alan Taylor), William Krueger, Ellen Laymon, David Read, Dan Sowards

Not Present - Art Liang, John Hoffman, Denis Blank

Call to Order - President Aller called the meeting to order at 12: 20 p.m. She welcomed the new Board members and guests.

Opening Remarks - President Aller asked Mr. Krueger to review the funding associated with the recently awarded University of Minnesota (U of M) National Center for Food Protection and Defense/AFDO grant. Mr. Krueger said the grant includes:

- ▶ \$120,000 (or 4/5ths) per year over four years for staff to create community for the web page
- ▶ \$50,000 (or 4/5ths) per year for programming for 4 years
- ▶ John Vitko will contribute \$30,000 and the U of M will send \$30,000
- ▶ \$40,000 would be paid to Datastream for un-reimbursed programming expenses associated with the original grant.

Staff will be located at the U of M to help AFDO develop the website. The U of M will seek \$1 million in funding for the Center to sustain the system.

Appointments to the Executive Committee Member - President Aller appointed Bill Krueger and Claudia Coles.

Committee Charges for 2005/2006 - President Aller discussed the new charges and offered to provide clarification on several specific charges to Charlene Bruce and the Committee Chairs. The charges were accepted.

Crumbine Award – John Lattimore announced the County of San Diego as the winner of the 2005 Crumbine Award and encouraged the members to access their outstanding application on the Foodservice and Packaging Institute website.

Website Partnerships – Bill Krueger requested the Board to retain the term “Protection” in the new name for the AFDO Food Security Committee. There were no objections.

Regional Affiliate Reports

AFDOSS – Doug Saunders. Bud Anderson is the President. The Vicksburg, MS conference was very successful. AFDOSS agreed to continue holding two meetings per year. The next meeting will be September 11-14, 2005 in Gatlinburg, TN at the Park Vista Hotel. Another meeting will be held in North Carolina in March/April, 2006.

CASA – Al Ondis. President Aller and the Board thanked Mr. Ondis for his many contributions to AFDO over the years. Suzanne Yeager is the President. Allen Taylor will be the next CASA representative to the AFDO Board. CASA’s updated website is now available at www.CASAFDO.org.

MCAFDO - John Lattimore. Ruth Hendy from Texas is the new President. MCAFDO will hold their meeting in the Dallas/Ft Worth area next spring (2006). The Affiliate plans to alternate meetings between only two sites in a pilot effort to build sustained membership.

NEFDOA – Ernie Julian is the President. The next meeting will be in Albany NY, June 16-21. A tabletop exercise will be held.

WAFDO – Alonza Cruse is the President- The theme for the next meeting is “Collaborating for Successful Relationships”. The meeting will be held in Scottsdale, Arizona. September 11-14, 2005.

NCAFDO- David Read is the President. The annual conference will be October 18-20, 2005 in Madison, WI. Eric Hoffman has updated the Affiliate website. NCAFDO usually hosts a very successful Basic GMP Drug workshop with 250 attendees. Last year, the Affiliate held a one-day device workshop in partnership with a trade show. Allergen workshops are also well attended.

Joe Corby suggested AFDO hold a stand-alone workshop. Alonza Cruse said the Drug and Device Committee would like to hold a training event. Businesses will fly employees in from all over the country, but most attendees are regional.

Conference Suggestions – President Aller said the meeting evaluations would be reviewed. The only specific suggestion she had received was to recognize alumni and facilitate identification of associate members.

Fall Board Meeting – Denise Rooney. Preferred dates are the last week of October or first week of November. AFDO will be looking at having the capitol day after meeting with our federal partners. Richard Barnes suggested moving the two federal agency visit days to Tuesday or Wednesday instead of Monday.

Old Business – Joe Corby. John Marzilli noted that AFDO could consider doing something special for the 100th anniversary of FDA at the annual AFDO meeting. June 2006 is the anniversary date. Each FDA region is doing a program. Dan Sowards suggested submitting photographs, samples, and old contracts.

New Business –

Membership Committee Recommendations. John Lattimore (for Denis Blank). The Membership Committee seeks AFDO Board approval for the following:

- › Instead of referring to the new Category as “Virtual Membership”, refer to it as “Virtual Access”. Some agencies are not allowed to purchase memberships for staff. By changing the name, we may be more successful in getting agencies to pay for the virtual access for the entire staffs (field)
- › Limit Virtual Access to field personnel
- › Set a fee of \$15 per year for each person signing up for Virtual Access.

Motion made to accept the recommendations from the Membership Committee, seconded and passed.

Nominees for Endowment Fund Trustees – George Burditt, Betsy Woodward, Terry Macaig, Robert Reeves, and Dan Smyly. Motion made to accept the nominees, seconded, and passed.

Appointment of AFDO member to the Government Coordinating Council - Cameron Smoak has offered to continue serving. Approved.

Associate Members as Committee Co-Chairs - Both the Retail Committee and the Drug Committee have associate members who have offered to assist with leading the committees. The Board discussed how this matter could impact operations and AFDO’s image. President Aller suggested the matter be presented to the Associates Committee for comment. Pending further review, it may be possible to pilot the recommendation allowing the Committee Chairs to designate a “Lead Associate”. The Board agreed that President Aller could proceed with presenting the issue to the Associates.

Drug/Device Committee – Alonza Cruse said the committee would like to add the term “Device” to the description of members. The Committee also recommends appointing an industry advisor to the Board for Drugs, Device, and Cosmetics. The Board suggested AFDO build more exposure to the industry before somebody is added to the Board. Mr. Cruse said the Committee would be working to gain brand recognition. The Board agreed not to add an advisor at this time, but to speak to the Committee Chair and suggest that we will not move forward with this item until the mechanism and suggestions for which the representative might be are reconsidered, possibly at the end of the year although a recommendation can be forwarded to the board whenever it completes its recommendation.

Meat and Poultry Committee – President Aller noted that the Committee is seeking clarification on the charge relating to Resolution 2 (shelf life and expiration dates).

AAFCO Announcement – President Aller noted that Eric Nelson has extended an invitation to AFDO to attend the AAFCO annual meeting. AAFCO will share its five-year work plan with AFDO to enhance collaboration.

Budget Meeting – A proposed 05/06 budget was presented to regular Board members only. To balance the budget, it was recommended to the Board that AFDO implement the following:

- \$41,344 in cost-cutting measures (detailed during the meeting)
- Secure \$30,000 from the DHS/U of M grant
- Recover \$36,000 in indirect costs from the U of M grant
- Recover \$10,000 from the U of F Retail Advisory Grant
- Save \$10,000 by reducing the Executive Director's work schedule to 30 hours per week
- Transfer \$32,500 from the general fund savings account

Bill Krueger said that DHS wants to match the U of M CREEES grant with additional funding. He emphasized that the primary purpose of the grant is just for creating the community and that there can be additional revenue from training and virtual access.

In response to a question about profit from the conference, Denise Rooney noted that the budget has already included \$25,000 from the conference. A motion was made to accept the budget as presented, seconded, and passed.

Meeting Adjourned - 2:10 p.m.

Fall Board Meeting

November 6-8, 2005

Washington, DC

Present: President Marion Aller, Charlene Bruce, Steve Steingart, Joe Corby, Gerald Wojtala, Claudia Coles, Doug Saunders, Alan Taylor, Paul Tierney, Ellen Laymon, William Krueger (11/6-7), Richard Barnes, John Hoffman (11/6-7), Ralph Stafko (11/6-7), Dan Smyly (11/6), John Young (11/6), Denise Rooney, Steve Steinhoff (11/6-8), Leigh Ann Stambaugh (11/8-9). **Absent:** Denis Blank, Cameron Smoak, Robert Scales. **Guest:** Eric Nelson, AAFCO (American Association of Feed Control Officials)

Call to Order: President Aller called the meeting to order.

Approval of the June 8, 2005 Board Meeting Minutes: Approved as written

Updates – President Aller:

- Resolutions concerning sandwiches and raw milk were sent back to committee for consideration and follow-up.
- Yvonne Hale, FL Dept. of Agriculture and Consumer Services, has been selected as AFDO's representative to FSIS work group on at-risk populations.
- Joe Martin, AFDO's Financial Advisor, wants to manage AFDO's assets more aggressively. Board approved at June meeting - no further update at this time.

Integrated food Safety Alliance – Joe Corby

- This is an initiative to further improve the food safety system and would involve and be managed by academia. A written summary was provided.
- Approached Mike Doyle at University of Georgia – sent archived NIFSS documents for Dr. Doyle's review.
- Dr. Doyle and Dan Dennison have signaled interest in this initiative and are in the process of seeking funding via a Coca-Cola grant (Robert Woods Johnson Foundation)
- As envisioned, this initiative will include AFDO, academia, and industry and will be facilitated by academia.

Conference Profit/Loss Statement Review – Denise Rooney

- 2005 conference revenues totaled \$142,149.05. Expenses were \$132,652.29 (includes staff cost throughout year) and net profit was \$9496.76
- Richard Barnes reminded Board that small conference grant requests can be made at any time throughout the year and that if funds are limited, grants are awarded on a "first come, first serve" basis.
- **ACTION ITEM: Jim Austin will prepare and submit a small conference grant request by December 15, 2005. Completed**

Planning for 2006 AFDO Educational Conference – Steve Steingart

- Food session agenda planning is nearly complete!
- There are only 2 slots being held open for hot topics.
- After some discussion the Board decided to slot an update on the National Food Protection and Defense Committee (NFPDC) website near the beginning of the conference on Monday, and to schedule a segment on lessons learned in the response to Hurricane Katrina in the open slot on Wednesday morning.
- **ACTION ITEM: Steve will work with Bill Krueger to nail down an exact time and approach for the NFPDC presentation. Completed**
- The Board will meet from 2 pm to 7 pm on the Friday before the conference to avoid conflicting with the food defense work shop on Saturday.
- John Hoffman suggested that we request that Jeff Runge, Department of Homeland Security (DHS) Chief Medical Officer present the DHS keynote.

NFPDC prototype website demonstration – Bill Krueger

- This site will also house directories for other key systems (e.g. FERN, NAHNL).
- The charge is to develop a single point directory that captures and maintains up-to-date information about federal, state and local personnel, organization, expertise, capacity, funding....

- AFDO is receiving funding (\$110,000) as a sub-contractor for the CSREES Grant.. Bill Krueger is currently AFDO's project manager on the big grant and the solicitor on AFDO's behalf.
- An AFDO-led work group will meet at the Minnesota Dept. of Agriculture laboratory on November 21 with the objective of completing a prototype design for the website.
- **ACTION ITEM: Denise will provide a hard copy of the site prototype framework to all Board members. Completed**

DHS Briefing – John Hoffman

- Words of wisdom – Risk management is founded on the premise that we can't protect everything and the reality that it doesn't have to go "boom" to be dangerous.
- The food and agriculture sectors are identified components of the DHS budget for the 1st time in 2006.
- Update given on the spread of avian influenza and progress in planning for prevention and response if a pandemic should occur.
- John requested input about additional concern and controls associated with food production/processing, distribution, and sale. John also urged states to provide feedback to DHS whenever it is requested so DHS gets all perspectives and a full picture of the issue at hand..
- **ACTION ITEM: John will provide his power point presentation – minus any sensitive information to Denise for posting on the AFDO website. Completed**

Endowment Fund Update – John Young

- The fund balance is about \$400,000.
- The endowment fund board does not support the idea of allowing AFDO members to contribute donations toward AFDO operating expenses. They believe this approach would destroy or greatly diminish donations to the endowment fund.
- After a very brief discussion, the Board voted to not pursue the idea of donations toward operating expenses.
- The endowment fund board is not completely sold on the idea of encouraging member to authorize automatic payroll deductions for the AFDO endowment foundation; however, they are willing to consider the idea further. There is a need to determine the cost of a system to track and receive automatic deductions and the logistics of setting up this type of system.
- **ACTION ITEM: Denise will coordinate research on the cost and logistics associated with setting up a system for automatic deductions for endowment fund donations.**

American Association of Feed Control Officials report – Eric Nelson

- AAFCO is working on a strategic plan. Industry objected to some of the goals in the draft strategic plan. After meeting with industry using a facilitator, AAFCO agreed to transform the strategic plan into a work plan.
- AAFCO will share its comments on the ANPRM on the BSE rule with AFDO.
- On the issue of animal supplements, AAFCO wants to force the issue so that supplements are considered either animal foods or animal drugs.
- FDA has issued grants to 8 states to assist them in building the infrastructure needed to perform BSE surveillance.
- AAFCO's annual meeting will be held in San Diego, CA in January, 2006.

Plant made pharmaceuticals (PMP) – Marion Aller

- The board discussed the issue of using plants (e.g., bananas, tobacco) to produce pharmaceuticals. The pharmaceutical would be obtained indirectly by extracting it from the plant or the plant would serve as the vehicle for delivery of the pharmaceutical.
- The board discussed this issue but took no action because there still is not enough information available about this emerging issue.

Katrina – Lessons learned – John Hoffman and Charlene Bruce

- Things worked better in areas where there was a good plan
- It's important to know who's got the ball ---- and when to hand it off.
- Need a simple decision matrix (i.e., crib sheet) for responders to work from so they know their responsibilities and what triggers them to perform specific actions.

- Need to think about (plan for) restarting the infrastructure as soon as possible. Expediting restart may require streamlining normal procedures or protocols (e.g., not requiring inspection prior to reopening)

Grants Update – Jim Austin (via conference call)

- CDC has approved a no-cost extension for the *States Helping States* grant.
- These funds will be used to pay for a meeting of the group working on design of the National Food Protection and Defense Committee web site on November 21 and to assemble and distribute materials needed for affiliates to deliver the “Basics of Inspection” course (course in a box).
- FDA approved an indefinite extension of the timeframe for use of previously granted funds for tracking adoption of the retail food code. No additional funds will be granted for this project.
- USDA has extended the Listeria - Penn State University grant until March 1, 2006, to allow Penn State to complete development of educational materials.
- AFDO has signed a contract with Utah State to develop an interactive web version of the meat and poultry retail processing course to implement a grant from the USDA.
- AFDO is gathering information from all states about their regulatory activities involving custom meat slaughter and processing.

Uniformity legislation – Cameron Smoak (via conference call)

- A bill has been introduced in the U.S. House of Representatives – HR4167. This bill is identical to last year's senate version – HR2699.
- Discussed the need to develop alternate language.
- Plan to have the Georgia delegation introduce alternate language, IF there is a hearing.
- **ACTION ITEM: Cameron will draft a press release reiterating AFDO's concerns and opposition to this legislation. Completed**
- **ACTION ITEM: Marion will request her department's legal staff do a side by side comparison of HR4167 and alternate language once settle on what that language will be. Completed** (*Were not able to get a side by side comparison. Legal staff said Betsy's language was not a problem. Alternative language sent to AFDO Uniformity group. Will have ready if AFDO meets with GMA at NASDA meeting.*)
- **ACTION ITEM: Marion will request that states that have reviewed previous legislation review alternate language and set up a conference call with this group the week of November 13. (Did not take place; overshadowed by events in Congress)**
- **ACTION ITEM: Marion will put out a letter to all states and cooperating associations urging action to oppose and modify the current bill. Completed**

Meeting with USDA Monday November 7

Bryce Quick, Deputy Administrator, FSIS outlined FSIS priorities.

Priorities are:

- Training, education and outreach;
- Communications (internal and external)
- Management controls
- Risk analysis
- Food defense (Noted that a good sales effort will be need to sell FERN as a “must have” on the Hill)
- Inspection enforcement (Noted that there is a widening gap between large and small plants in implementing HACCP.)
- Risk-based inspection “Go where the risk is greatest”

Dr. Richard Raymond, USDA Undersecretary for Food Safety

Topics covered by Dr. Raymond included:

- Need for communication, cooperation, and collaboration with the states.
- Review of microbiological trends in processed meat and poultry (Yersinia, Campylobacter, Listeria, and E. coli incidence have decreased significantly, but the incidence of Salmonella is increasing.)

- Risk-based inspection (including how FSIS might work with states at retail). Dr. Raymond confessed he didn't know how states regulated at retail, but planned to find out.
- Avian influenza is not a food safety problem, but should there be communication about the issue at the point of sale for poultry?
- Need to improve communication with front line FSIS employees.
- The value of FERN in managing day-to-day laboratory needs and providing surge capacity during emergencies

Ban on slaughter of non-ambulatory cattle – Ken Peterson, Asst. Deputy Administrator for Operations

- Over 500,000 cattle tested for BSE – 1 positive found.
- Sampling rate has been reduced to 20,000 per year healthy cattle over 30 months old
- There is an element of political science in the non-ambulatory slaughter ban
- It is unlikely that provision will be made for the inspected slaughter of cattle that are non-ambulatory due to a recent acute injury. USDA believes it is too difficult to determine if the injury is isolated or the symptom of a chronic condition.

Country of Origin Labeling (COOL) – Bill Sessions, USDA-AMS Assistant Deputy for Livestock and Feed

- Implementation of COOL has been postponed until 2008 for all commodities except fish and shellfish
- COOL will eventually affect the country's 37,000 retailers
- For more information go to www.ams.usda.gov/cool

CSREES – Jan Singleton

- 2006 grant announcement is out
- National Integrated Food Safety Grants - Focus on applied research. National Research Initiatives - grants focus on basic research. 20% of grant requests are remodeled resubmissions

Emergency Response - Sheryl Maddux, Deputy Director USDA/OHS , Carol Maczka, Asst. Admin, USDA Office of Food Defense & Emergency Response

Primary considerations in a response are to protect employees and continue service

- Katrina – Problems/Lessons learned
 - NIMS and ICS not implemented
 - Fuel availability and transportation
 - Disposal of massive amounts of decomposed food
 - Accounting for employees (It took many days to locate all)
 - Etc – moved too fast to capture or my hand writing is encoded (cryptic)

Consumer Complaint Monitoring System – Johnny Broussard

- Now in the process of going through security protocols
- Training will be delivered on December 5 as train the trainer
- Employees will receive training via the web and use trainers as a reference
- This system will be implemented in February, 2006
- Phase 2 will be a web portal that will allow consumers directly submit complaints and will allow states to access USDA data

Monday, November 7, 2005 2 PM – AFDO Board Meeting Reconvened

Budget – Denise and Steve Steinhoff

- Bill Krueger reviewed and discussed the NFPDC grant.
- AFDO is to receive \$110,000 and EJH Associates will receive \$50,000
- Denise reviewed the proposed 2005-2006 AFDO operating budget
- AFDO's financial picture has improved to the point where an approximately \$35,000 surplus is projected. See attachment #).
- The Board approved reinstatement of all items specified in Attachment 1. Motion made and seconded.

Meeting with FDA on Tuesday November 8

Proposed BSE Rule – Dr. Steve Solomon

- Comments due by December 20, 2005
- Would require removal of specified risk materials from all carcasses used as ingredients for animal feed
- Proposed rule supplements current requirements for beef used as human food.
- Implementation of the rule will cost \$14+ million
- Feed ban on SRMs needed to restore international markets

Adverse event reporting

- FDA is reviewing all adverse event reporting
- May coordinate food related information with Med Watch but will not merge.
- May allow consumers to submit complaints on-line. Do not have budget to join USDA system.
- New system will focus on incident management rather than just consumer complaints.

Dorothy Miller – Emergency response/Lesson learned

- Need to rethink COOP plans in case key employees are told to work from home or there is a wide-spread disaster. (It took FDA 2 weeks to locate all of its New Orleans employees after Hurricane Katrina.)
- Need more staff trained in the Incident Command System

CFSAN Updates:

Dr. Bob Brackett

- Due to increasingly tight budget must do less with less, but prioritize.
- Priorities are: food defense, food safety, nutrition, dietary supplements, and cosmetic safety.
- Review letter to lettuce producers in the Salinas, CA area about steps they must take to reduce the risk of pathogens in ready-to-eat lettuce products from that area
- Final rule for shell eggs should be finalized in 2006
- CFSAN will issue Vibrio-related guidance in 2006

Janice Oliver

- Food Code questions and answers are posted on the FDA website
- Working on gluten-free labeling, including proposing an approach for establishing a threshold for allergens.
- Working on developing reliable test kits
- Working with CFP on allergen-related requirements for retailers

Michael Landa

- Dietary supplement rule should be finalized sometime in 2006
- FDA is attempting to assert preemption in a case where the State of California has required that canned tuna contain a mercury warning on the label.
- Modernization opportunities for general GMP requirement contained in CFR, Part 110 include:
 - Increased training
 - Cross contact (allergen controls)
 - Environmental pathogen controls
 - Written sanitation procedures
 - Clarified definition of “raw agricultural commodity”
 - Inclusion of time in concert with temperature as an additional processing parameter
 - Documentation (i.e., have a plan, do it, prove it)
- FDA/USDA discussions about reducing duplication is an effort to clean up issues such as; open vs. close faced sandwiches, corn vs. bagel dogs, cheese pizza vs. pizza containing meat.
- Guidance about lead in candy coming out soon
- Guidance about lead in lunch boxes coming out soon. FDA is working with CPSC.
- Questions and answers about the Food Allergen Protection Act have been distributed. If there are further questions, they should be routed to Glenda Lewis.
- A copy of the Food Transportation Act was distributed.
- Juice HACCP requirements will not be revised but enforcement will be increased. FDA is open to development of alternative food safety processing controls.

FERN update – Carl Sciacchitano

- A FERN director is being hired
- Eight (8) states have been designated in FDA cooperative agreements concerning capacity and expertise in the area of chemical analysis
- USDA has awarded 18 cooperative agreements in the area of microbiological analysis
- 119 labs now identified as “FERN-capable”: 87 chemical, 92 microbiological, and 27 radiological
- FDA, USDA, and CDC are attempting to delineate responsibilities between the LRN and FERN systems.
- Carl urged state food program managers to review e-LEXNET data to identify trends

Tuesday, November 8, 2005 2 PM – AFDO Board Meeting Reconvened**AFDO Journal**

- The December 2005 issue of the journal will be the last issue in print. Future articles will be posted on the AFDO website in a designated “reading room” for all members to view. The Journal Editorial Board will continue to function as normal with approved articles being posted to this new area.

Membership Dues

- Membership renewals for 2006 will be mailed out. There will be no increase in dues.

Wednesday, November 9, 8:30 am – AFDO Board Meeting Reconvened

President Aller reconvened the Board meeting at 8:38 am

Memorandum of Understanding with Conference for Food Protection

- MOU has been in existence for years, but recently resurrected.
- Currently recommends joint meeting of boards - not likely to occur.
- Question asked – Why an MOU with CFP but no other association - no action taken.
Suggested that AFDO consider a formal liaison with CFP (Chair/Co Chair of Retail Food Committee).
- **ACTION ITEM: Aller will follow up w/ CFP Chair, Janice Buchannon.**
- Suggested that AFDO encourage CFP to include AFDO representation on workgroups for continuity and so that issues get picked up in AFDO committee charges.

Training – Joe Corby

- Listeria/Recall workshops were well planned by Dan Sowards and Joe. Excellent delivery; well received. Profit of \$4,000. There was some complaining about the pricing of the courses by associate members.
- The recall workshop will be repeated on the West Coast by WAFDO.
- Joe recommended that AFDO continue to pick out the “hot issues” of the day and provide information and education as Annual Crisis Management Workshops. Possible topics include: transportation or ethnic foods.

Ethnic Food Catalog – Joe Corby

The idea is to develop a website where ethnic foods will be cataloged. There will be a picture and description of each food, country of origin or import, and information about any food safety issues related to the food. Dr. Bob Gravani of Cornell is interested and is pursuing a NIFSI grant. AFDO’s role would be to provide the website and gather information from states about ethnic food sales and use. Next steps are:

- Richard/Doug – Identify domestic imports and imported food items.
- Denise/Joe – Letter of intent by December 16th, to see if we fall into the special interest category. We have until January to get the information. **Note: Letter of intent submitted.**
- Bob Gravani will move ahead.

Training at Trade Show at Javitz Center, NY – Joe Corby

Two stand alone programs were developed for EastPak Food and Drug Packaging Show in New York City. After further review and subsequent discussion, consensus is that this will be too much of a gamble. AFDO would have to market workshops, collect revenues, pay expenses, etc. Experience indicated that not many people attend these type of break outs. This group is more into medical devices, not food. We’re going to pass.

Global Quality Consultants(GQC) – Marion Aller

AFDO has been approached by a gentleman (Steve Gruler) with a long history in large food companies – areas of quality assurance/control. He came to us with the idea of doing some joint training using his experience and coupling it with AFDO's. He has expertise with outreach and marketing. He proposed collaborating on a one day Product Recall Management Seminar targeted at industry. The participants would get training and a prototype recall plan specific to their company. One of the major issues raised centered around FDA's participation in such a training venture. Travel funds are critically limited and it was the Board's understanding, through our FDA advisor, that this would not be supported. Even if funding were not an issue, it is questionable whether FDA would participate as this would be viewed no differently than any other private enterprise providing training. The Board felt that setting up a partnership for this purpose would not be in AFDO's best interest at this time.

ACTION ITEM: After a significant discussion, the board decided not to pursue this project. Marion will contact Mr. Gruler. Completed.

Interim Committee Reports – Charlene Bruce

- **Alumni** – Will continue to expand first-time attendee reception include alumni.
- **Associate Membership** – Already has commitment from Dr. Candace Jacobs and Sarah Geisert to serve as Co-Masters of Ceremonies at the Wiley Award banquet. This committee would like to see topics on allergens included in the annual conference and suggested a speaker.
- **Awards** – Sent out award information
- **Administration** – Please refer to the interim committee report, it is involved and detailed.
 - 1st Charge – Policy on exhibitors and sponsors. The committee attempted to address two concerns: 1) use of sponsors and exhibitors could compromise AFDO's image from a regulatory perspective, and 2) why does AFDO treat exhibitors and sponsors differently (i.e., exhibitors cannot represent regulated businesses but sponsors can)? The committee offered several options for the Board's consideration:
 - A) Do not allow sponsors as it increases potential of conflict of interest.
 - B) Allow exhibitors whose products are not regulated by federal/state/local members; Board retains veto power over exhibitor application.
 - C) Allow those with no qualifying issues listed above. Request approval for exhibit. (See interim committee report for more complete wording).
 - D) Continue limited sponsorship where shared event such as Sunday night event.

Because this is a recurring issue, some of the Board dialogue is captured for future reference. Comments included.

- Denise - AFDO has allowed sponsorship for years by virtue of the fact that Coca Cola has provided beverages for the conferences.
- Steve Steingart - AFDO is an association, not a federal/state regulator. For this reason, there is no conflict. Many other associations also use sponsorships
- Marion - The value AFDO has above other organizations is that we've kept a clean line – since we represent regulators.
- Gerry - Have used sponsors/exhibitors and it worked okay. There were concerns that sponsors receive appropriate recognition.
- Doug – One of the reasons that we agreed to allow sponsorships. As long as it is a benefit to all attending the meeting, it was not an issue. That's part of the reason the Board went along with the use of sponsorships.
- Richard – As long as everyone is getting a benefit, it's okay.

ACTION: Paul/Doug – Moved that we continue (cautiously) to accept sponsorships without qualifying level of their sponsorship as described in committee Option B: Allow exhibitors whose products are not regulated by federal/state/local members; Board retail veto power over exhibitor application. Motion carried.

The discussion restarted a short time later.

- Richard – We're short-changing our membership by prohibiting regulated exhibitors. They can present at a workshop, but can't exhibit.
- This comment was followed by a great discussion about the parameters by which this can be distinguished.

- Paul – moved that we reconsider prior motion. Claudia seconded. Carried.

ACTION: Claudia – made substitute motion to replace recommendation B with recommendation C. Doug seconded. After some discussion, the motion carried.

Option C: The AFDO Board would allow exhibiting by any company, group or association who has no disqualifying issues such as those presented as bullets in #b above. The Board would retain veto powers over any exhibitor applicants who might have issues perceived as a conflict of interest to AFDO.

The rationale included by the Administration Committee with this option states, “All other exhibits including products and services regulated by AFDO members would be allowed because AFDO is essentially selling a marketing opportunity to an entity that is charged a fee and receives an appropriate “return” for the fee. It is suggested that any entity be given the opportunity to request approval to exhibit.”

ACTION ITEM: Denise – Leigh Ann & Denise will draft plan for Board approval.

Other administrative issues:

- The Board agreed to allow Combining of the affiliate with Associate Membership receptions.
- **ACTION:** Charge 2 - Amendment of the AFDO by-laws and constitution are recommended to define the composition of the Executive Committee to be the AFDO officers and 2 elected directors. The Past President and federal advisors would be removed. Board approved and moved this recommendation to vote of members in Spring.
- **ACTION:** The committee recommended posting on the AFDO website information about exhibitors, by-laws and constitution, policies.... The Charlene made a motion and Steve Steingart seconded, that will allow this posting but limit access to members only. Motion carried.

➤ **Food Committee**

- **ACTION ITEM:** Charge #2 – AFDO needs to replace John Lattimore on the Resource to Consumer Complaint Workgroup.. Joe recommended John Arnold (working on a grant for the NY consumer complaint system). Marion will appoint John Arnold.
- **ACTION ITEM:** The committee Recommends accepting resolution re. Packaged sandwiches with a small addition noted in the language to the second part of the resolution. Marion will need to take action to forward a letter (per Denise).

➤ **Retail Food Committee**

- Food code pocket guide – Shirley Bohm and Julie Loera have everything waiting to go as soon as the most recent edition of the food code is released.
- Charge 4 – Need a volunteer to work with AFDO office to create a national program standards forum for the website. Ongoing. Charlene is a member of the committee and is willing to serve as liaison.
- Topical index guide – Retail committee is to support information on this page.

➤ **Meat & Poultry Committee**

- Asking to hold charge about displaced meat and country markets, but want to continue on that. If they don't get more information, by the year's end they'd like to end this charge.

➤ **Nominations & Elections Committee**

- Plan to approach a potential VP candidate
- Steve Steingart was elected VP/Jerry Wotjala elected to serve as an at large member on Board till 2008.
- Steve Steinhoff was appointed as Sec-Treasurer following John Lattimore's retirement. An election to select a new Sec-Treasurer will be held in Spring.

Seafood Alliance – Marion Aller

- Denise will be giving an update. Marion has talked to our members and Alliance members.
- Potential for moving training to the international community. This is something we've talked about on several occasions. There are certain inherent difficulties, but there's a lot of interest from the Alliance and others.

- Event. Charlene will be attending the Seafood HAACP Alliance Steering Committee meeting in December. Doug is trying to get Rick Barham to go. Someone from CASA and MCAFDO are going. Marion is encouraging the affiliates to send a representative.
- **ACTION ITEM:** The Alliance has decided to conduct T-T-T courses every other year. A trainer course is currently being scheduled for Dallas, TX in April 2006. Mike Moody will be organizing and coordinating. Changes in protocol will be discussed at upcoming meeting – if trainers do not use the affiliates, they do not need to send the Affiliate a check. This does not impact those who are actively using the affiliates.

Spring Board – Marion Aller

- The Spring Board meeting will be held in Albany, NY March 26-28, 2006. The budget meeting involving the president, president –elect, vice-president, and secretary-treasurer will be held in conjunction with this meeting.
- Richard requested Executive sessions be identified and to let them know whether or not they need to be there.
- Options to consider: Hotel: saving last week of March. Arrive in Sunday, meet Monday and Tuesday, or arrive 26th and meet 27th and 28th. Denise suggested that we meet Sunday noon to Monday noon and then to Tuesday noon. We could spend Tuesday afternoon on budget (tentatively).
- **ACTION ITEM: Marion asked board members to review flights for the following options A: Sunday noon to Tuesday noon or B: All day Sunday and all day Monday. Please respond to Denise and Leigh Ann ASAP which option will work best for you - by the middle of next week. Completed**

Public Policy – Joe Corby

- Public meeting in Chicago regarding reducing FDA/USDA duplication.
 - AFDO should submit written comments if not public comments.
 - Joe will draft comments for Board review. We can then determine whether to submit as written comments or present in person. **Submitted 12/15. Presented at public meeting in Chicago.**
- **Specified Risk Materials (SRM).**
 - **ACTION ITEM: Joe thought we should be uniform with AAFCO (or vice versa). Joe will find out what they're doing and will get back to the Board. Completed – copy of comments/template received by Joe. Comments drafted for Marion's signature.**
- **FDA's Summary on Direction of GMPs.**
 - **ACTION ITEM: Joe will get it off their website and will send them out for comment. Many of things that Dr. Brackett mentioned are things that we specifically recommended. Status: AFDO has submitted comments on two occasions to date. Highlights of the GMP modernization initiative will be discussed at Spring Board for further discussion/action.**

Miscellaneous

- Seals on trucks is addressed in Transportation document distributed during the meeting. **Ellen will send it back to Gale.**
- Web site – Denise asked the Board to consider whether AFDO is going to want to put publications up electronically for download vs. hard copy. After a brief discussion this item was tabled but Board members were asked to think about pros and cons.
- E-Commerce. Denise reminded the Board that AFDO is slowly working towards eCommerce on the web site. There are costs that will be incurred.

JobTarget – A Job Board – Leigh Ann

- Employees can post resumes or employers can post vacancies or other recruiting materials on AFDO's website.
- JobTarget would manage this portion of the site
- AFDO would make money for each posted transaction (employee or employer)
- AFDO would also link employees and employers to other pertinent job boards
- AFDO would make a percentage off of these 3rd party postings if/when a posting resulted in a hire
- **ACTION: Charlene moved and Doug seconded a motion to use JobTarget. This motion carried.**

Claudia Moved to adjourn – the motion was seconded and carried at 11:50 a.m.

Spring Board Meeting
March 26-28, 2006
Albany, NY

Sunday, March 26

Present: President Aller, Denis Blank, Charlene Bruce, Joe Corby, Bill Krueger, Ellen Laymon, Denise Rooney, Doug Saunders, Cameron Smoak, Steve Steingart, Steve Steinhoff, Alan Taylor, Gerry Wojtala, and Joyce Welch.
Invited guest: Jim Austin

Present via conference phone for portions: Claudia Coles, Dan Sowards

- President Aller provided an update on National Uniformity for Food 2005 legislation in light of the amendments added by the US House of Representatives.
- Denise presented a budget update:
 - Need to factor in an amount for equipment replacement when planning budget
 - Will drop immediate liability insurance because AFDO no longer publishes a journal
 - Bill suggested the possibility of purchasing the building where the AFDO office is located. Denise asked that this discussion be deferred until Tuesday.
 - AFDO's financial consultant has suggested that AFDO decrease the proportion of scholarship money held in a checking account
 - Steve moved, Charlene seconded, and the Board approved that the scholarship fund be managed as recommended by AFDO's financial advisor.
- Bill led a discussion on the status of the NFALC and NFPDC web sites
 - A question was asked, "What's in it for me." The following examples were included in the response: access to your peers, ability to quickly and completely respond to ad hoc information requests from the legislature or federal agencies, and a 50 state perspective on key issues.
 - A significant sales job is in progress, almost solely by Bill, to get others to use Food shield as a critical informational vehicle
 - Joyce commented that some states don't have electronic data so start-up money will be needed
 - Bill commented that if AFDO wants to be the provider of choice, it needs to move quickly to get its system up and running so we have an operational product to market. He also comments that we need to do a better job of telling our story and that more people need to get involved in selling the idea/system.
 - Charlene commented that the AFDO presentation needs to be simplified. Most AFDO members know little or nothing about this project so the story has to start at the beginning and tell what we are doing and why -- concisely.
 - Bill mentioned several agencies or entities that are interested in the site and its value, among them the National Institute of Health as a platform for its International Avian Influenza web site.
- Bill led a lengthy, spirited discussion regarding potential changes needed for AFDO so that AFDO's stated mission and name better match its current actual mission and/or future core mission and target audience.

Monday, March 27

Present: President Aller, Richard Barnes, Charlene Bruce, Joe Corby, Karen Deasy, Bill Krueger, Ellen Laymon, Denise Rooney, Doug Saunders, Ralph Stafko, Steve Steingart, Steve Steinhoff, Allen Taylor, Joyce Welch, and Gerry Wojtala. **Absent:** Denis Blank, Cameron Smoak

Invited Guest: Jim Austin, Dan Smyly

Present for conference planning portion: Gene Blake, Al Bugenhagen

Present via conference phone for portions: Claudia Coles

- There was a brief discussion on the USDA guidance establishing a single safe temperature for cooking poultry (i.e., 165°F). This temperature is based on the temperature needed to kill heat resistant Salmonella species.
- Marion briefed this larger group on the status of the National Uniformity for Food 2005 legislation and AFDO's involvement
 - This bill passed out of the House by a significant margin. There is no companion bill or action in the Senate at this time.
 - Marion and NASDA's Charlie Ingram briefed senate staffers on the negative impact of the bill
 - Marion, Betsy Woodward, Cameron, Doug, and Jim O'Reilly, representatives of NASDA and representatives of the GMA and a couple of its members met on March 13. As the outcome of this meeting the groups agreed to 3 principles. GMA was to articulate these principles and share with all parties in attendance. NASDA was to draft a letter requesting a hearing on this bill in the Senate. GMA was reluctant and may/may not sign on to this letter.
- Steve Steingart reviewed progress of preparations for the 2006 AFDO Annual Educational Conference in Albany, NY.
 - The Department of Homeland Defense speaker has cancelled, but will send a replacement. Lyle Jackson is our contact at DHS.
 - Steve will check to see if Janice Oliver has been invited and if she plans to attend. She usually presents at the Food Committee meeting.
 - Dr. David Acheson plans to attend.
 - The Drug and Device section is struggling but making progress.
 - The Food Defense workshop is operated separate from the conference, but Travis Goodman et al have completed planning and the announcement is posted on the DHS web, among other places, and the committee also is contacting presidents of other association that may have an interest in food defense.
 - Denise reported 4 exhibitors have contracted so far, and several groups have expressed interest in sponsorship. Denise also negotiated free exhibit space for FDA/USDA 100th anniversary exhibit and the Partnership for Food Safety. .
 - Denise reported that AFDO has received a \$25,000 small conference grant from FDA. AFDO will select recipients based on previously established protocol for assessing need and value of individual participants who request funding.
 - ACTION: Send current screening criteria used to distribute small grant funds to Board members for review and comment.
 - CEU's for the conference have been obtained through NEHA.
 - The Local Arrangements Committee (Al, Gene, and Terry Macaig) have arranged for a 3 hour dinner cruise on the Hudson on Monday evening.
 - There will be a welcome by the NY legislature's majority leader
 - There will be a single, combined affiliate-associate reception on Sunday evening so Saturday evening will be free time for attendees
 - A copy of the policy for conference planning and oversight committee was in packet hand-outs.
- Jim Austin reported on the status of AFDO grants
 - Listeria control at retail. This grant expires on August 31. Jim is seeking to get permission to redistribute the remainder of funds to sponsor attendees at the annual conference since several presentations touch on this grant subject.
 - Converting the Meat and Poultry course to an on-line format. Much of this work has been sub-contracted to the University of Utah. A meeting to review progress is scheduled.
 - FDA Food Code Adoption. \$10,000 remains in the current contract. This contract will be renewed for \$25,000. We may want to make this survey/monitoring part of the NFPDC web site.
 - Sub-contract with University of Minnesota on Homeland Defense grant. AFDO will receive \$160,000/yr for 4 years (\$50,000/yr goes to computer programming). We are in the first year of this sub-contract.
 - Small conference grant of \$25,000 received (see more extensive comments in the conference planning section above.)
 - NIFSI grant proposal via the University of Georgia. AFDO has applied for a grant to flesh out food defense guidance documents.

- Ethnic food via Cornell University. This project would develop a searchable ethnic foods database to be published on the AFDO web site. Cornell has submitted the application for this grant.
- CDC States Helping States grant has concluded. CEU's have not yet been assigned to the Basics of Inspection (aks Applications) course. Richard will check the status of this effort. Also, FDA doesn't want to manage the Food Jeopardy game so the 6 units will be assigned to specific affiliate representatives as follows:
 - AFDOSS – Charlene Bruce
 - NEFDOA – Joyce Welch
 - WAFDO – Ellen Laymon
 - MCAFDO – Player to be named – ACTION ITEM
 - NCAFDO – Jerry Wojtala
 - CASA – Alan Taylor
- Charlene gave an update on the status of committee reports. Reports are not due yet but one report, the Awards Committee, has been submitted.
 - Gene Blake proposed that the committee charged with selection of the Associate Award recipient should be chaired by the previous year's winner. Gene's recommendation needs to be incorporated into the committee report. The Board approved scholarship award nominees and Associate Award nominee. Gene reported that the committee has lost 4 members but replaced with 4 others. The Awards Committee report was approved with noted modifications.
- Jerry led a discussion on AFDO 2005 Resolution 2 – Date marking of packaged sandwiches for retail sale. A sandwich processor has expressed concern that sandwiches are being inappropriately singled out by this resolution. The person with the concern believes the resolution should deal with ready-to-eat (RTE) foods in general. Richard Barnes reminded Board members that any guidance from FDA on a subject such as this will be issued only after going through a process that provides for public input.
- Affiliate reports
 - WAFDO - The NW Food Processors and WAFDO co-sponsored a recall workshop. The WAFDO conference will be August 20-23 in Albuquerque, New Mexico.
 - AFDOSS – Due to hurricane Katrina, the Fall 2005 meeting in Gatlinburg, TN was cancelled. The annual meeting will be held in Wilmington, NC, April 9-12. Basic training on the NIMS system will be provided.
 - CASA – CASA tracked 4000 training hours in the last quarter. CASA by-laws and constitution have been rewritten to attain non-profit status. Annual conference will be held May 16-19, 2006 in Gettysburg, PA.
 - NEFDOA – The annual meeting will be held in conjunction with the AFDO Annual Conference this year. In 2007, the annual meeting will be in Providence, RI, May 8-10. NEFDOA is updating its by-laws and constitution, doing strategic planning, and has added the Canadian province of Ontario to its banner.
 - NCAFDO – NCAFDO will host a workshop on drug/medical device regulation on April 23. The annual conference will be held in Indianapolis, IN, October 16-18. The State of Ohio will rejoin the NCAFDO ranks. There is a multi-state project underway to check trucks at weigh stations for security, safety, and refrigeration.
- The sale of raw milk prompted a lively discussion. Claudia reviewed the recent outbreak related to raw milk in Washington state. She reported that it was hard to get public health messages out and hard to keep purveyors of raw milk from selling. Virginia just completed a study on whether on-farm processing and sales should be allowed. The conclusion pushes the issue back into the legislature's court. The discussion included recitation of facts and statistics concerning the linkage between the consumption of raw milk and foodborne illness and information.
 - After a spirited discussion, the Board decided to maintain its current public health position on this issue.
 - The question was asked, do we want to involve the Partnership on Food Safety. I captured no answer to this question.
 - ACTION ITEM: At the conclusion of the discussion, Karen Deasy suggested that CDC develop a "questions and answers" document concerning the sale and consumption of raw milk.
- Report from Health Canada by Bob Scales
 - Bob has passed his dual language requirement. Congratulations/Felicitations!

- A government with a Conservative Party majority is now in place
- The general priorities are accountability, decreasing taxes, families and health care delivery
- Health Canada:
 - Is attempting to reduce the backlog of drug approval requests
 - Has a new LIMS system
 - Has a new caffeinated beverage requirement dealing with registration, use, classification and advertising
 - Now requires exporters to be licensed and Canadian companies require the license before they will accept shipment
 - Found another cow positive for BSE in January, 2006 – no meat entered food chain
 - Pharmacy
 - Performing on-line consultation about a “food guide”
 - Regional plans, including business continuity plans, are being developed to deal with avian influenza
 - Oversight is being developed by a new Human Reproduction Agency to provide guidance on the numerous issues emerging in this area
 - There is some movement to allow for private medical providers in the Canada Health Act
 - Health Canada is reorganizing April 1. The focus is on greater regionalization of operations.
- FDA update by Richard Barnes
 - Dr. Von Eschenbach has been nominated to become the permanent Commissioner of the FDA.
 - FDA has been directed to reduce its workforce 180-200 FTE within the next 2 years due to budget problems. Travel also will be significantly curtailed. FDA will continue to provide trainers and speakers for national conferences, but not regional or local conferences.
 - The only portion of FDA's budget that was not reduced was state contracts.
 - FDA's Office of Regulatory Affairs (ORA) will undergo a transformation over the next few years due to competing priorities, staffing constraints, and fiscal realities
 - More of an audit role, particularly in the food arena
 - Greater prioritization (high risk more frequently/low risk – less)
 - More emphasis on imports, food defense, and food safety and defense
 - Work much more on a risk assessment and risk management basis
 - Make greater use of state data for risk management, planning, and enforcement
 - DFSR has gone from 38 FTE authorized to 21 FTE. Most staff moved to CFSAN. Faye Feldstein handles day-to-day issues for cooperative programs, but Richard is involved in policy issues. The core left at DFSR is public information and grants/contracts.
 - Manufactured Food Standards will be published in the federal register for comment soon.
 - The April 29 downlink on Food Defense was to be the first in a series. It makes the connection between food safety and food defense.
 - CFSAN will reduce its workforce by 69 FTE within the next 2 years.
 - Some CFSAN managers have taken a buy and must be off the payroll by April 3; among them Lou Carson and John Kvenberg.
- CDC update by Karen Deasy
 - Food-related programs being cut by \$2 million
 - New center created: Zoonotic, Vector borne, and Enteric Disease
 - Coordinating point for foodborne disease
 - Karen provided lots of detail about the organization and reorganization resulting from creation of this new center.
 - CSTE-driven Council to improve foodborne outbreak response.
 - This council will focus on gaps and promising practices
 - Repository of standard tools for outbreak response
 - Guidelines for multi jurisdictional outbreaks
 - Development of program evaluation indicators
 - Guideline for disease reporting and response
 - CDC's annual disease trends article will be out within the next couple of weeks.
 - CDC will have a representative on the CFP Board as well as each council.

- New money coming to CDC for pandemic flu prevention and response. Planning is targeting at both the agency and food industry.
- USDA update by Ralph Stafko
 - The budget is in bad shape.
 - The budget focus will be on outreach to small meat establishments
 - An ANPR is out proposing how the USDA will share retail distribution information for recalled product. As proposed, this rule would not affect sharing of wholesale distribution information. A state would still need to enter into an MOU with the USDA to gain access to wholesale distribution information.
 - An ANPR is out proposing to no longer limit the use of non-amenable species as a food ingredient.
 - Congress has removed funding for the inspection of equines
 - Creekstone want to perform BSE testing on 100% of animals. USDA is prohibiting because there is no scientific basis for testing at a 100% rate.
 - USDA will tighten up enforcement based on plant Salmonella testing. If the plant begins to detect positives, the USDA may intervene before a full sampling set is complete.
 - Dan Vitello is retiring next week.
- Training updates.
 - AFDO will be participating in joint training with IFT. Mike Govro will assist on food labeling training and Marion will participate in the IFT annual meeting on the subject of Food Defense Awareness.
 - Joe is looking for topics for the crisis management series. Topics suggested include:
 - Dietary supplements
 - Imports
 - Ethnic foods
 - Food transportation
 - May want to repeat same topic at two or more training sites
 - Seafood HACCP Alliance (information in Board packet)
 - Will deliver train-the-trainer every 2 years
 - Do states have enough trainers?
 - 4th edition of Fish Hazard Guide out in the Summer of 2006
 - Outstanding issues include: Clean up of trainer roster, issue trainer protocol reminder, trainers giving little advance notice when delivering course, encourage more segment 2 courses, sections on aquaculture and histamine production will be added, and trainer requalification.
 - AFDO will work with the International Association of Seafood Inspectors to identify a pool of potential international trainers.

Tuesday, April 28, 2006

- USDA-FSIS Notice 15-06 – Non-amenable Animal Tissues
 - This proposal removes ante-mortem and post-mortem requirements for non-amenable meat product serving as ingredients.
 - Dan Sowards participated via conference call
 - Texas Department of Health Services has sent a series of questions to USDA's Phil Derfler
 - Ralph explained that inspection refers to inspection by FSIS or state meat inspection program. "Approved source" is not a USDA requirement.
 - Dan Sowards will assemble questions that other states may have concerning this proposed rule change.
- Senate Bill 3 – Drug Uniformity. This bill would preempt states from requiring non-uniform labeling on drugs. Labeling of drugs is critical because dose is so important. The Board will take no action, but will monitor the status of this legislation.
- Update of Draft MOU with the Conference for Food Protection (yellow insert in Board packet)
 - ACTION ITEM: Refer to the AFDO Retail Food Committee
 - Need to identify issues of interest to both organizations and insure coordination and joint participation
 - The key contact will be the committee chair.

- Steve Steingart moved to approve the MOU as drafted – no second.
- AFDO publication policy
 - Other organizations allow download of a single page for personal use
 - Options: Allow download of a single page to members and/or charge for multiple pages or if person downloading is not a member to cover costs, or make all public information available
 - ACTION ITEM: Ralph assigned to research this issue
- Denise proposed dropping the T-1 line at the AFDO office and moving to a rental arrangement with Crystal Tech in Phoenix, AZ. Board approved.
- ACTION ITEM: NFPDC Sub/Steering Committee appointed by President Aller
 - ACTION ITEM: Develop a video for the annual conference.
 - Need 2 videos. Are there any in-house production capabilities in any agencies?
 - What are the possibilities of having the Endowment Foundation fund video production?
 - Need to expand contact and sales group. Bill is the sole contact now.
 - Members appointed are: Bill Krueger, Marion Aller, Denise Rooney, Joe Corby, Ellen Laymon, Denis Blank, Jim Austin, Jerry Wojtala, and Doug Saunders
 - ACTION ITEM: Ellen to demo and discuss FoodSHIELD at the CFP
- ACTION ITEM: Committee to propose a revised AFDO mission and name and an implementation plan was appointed by President Aller.
 - ACTION ITEM: Members appointed are: Jerry Wojtala, Steve Steinhoff, Doug Saunders, Joe Corby, Denise Rooney, and Charlene Bruce.

The meeting adjourned at approximately 11:30 am

Pre-Conference Meeting

June 16, 2006
Albany, NY

Present: President Marion Aller, Richard Barnes*, Charlene Bruce, Claudia Coles, Joe Corby, Karen Deasy*, Bill Krueger, Ellen Laymon, Denise Rooney, Doug Saunders, Robert Scales*, Cameron Smoak, Dan Sowards, Steve Steingart, Steve Steinhoff, Alan Taylor, Joyce Welch, Jerry Wojtala

* These advisors were present for all discussions except the proposed National Uniformity for Food Act

- **Call to order – Marion Aller**
 - President Aller convened the meeting at 2:20 pm.
- **Approval of the 2006 Spring Board Minutes**
 - The minutes of the Spring 2006 AFDO Board of Directors meeting were approved as written.
- **2006 AFDO Educational Conference – Steve Steingart and Denise**
 - Steve Steingart reported:
 - Presenters for the general and food sections have been confirmed.
 - William Zinnakis will present “Vulnerability Assessments in the Agricultural Sector” in place of Megan Coward.
 - Denise Rooney reported:
 - 40 1st time attendees
 - 80 Food Defense Workshop registrants
 - 230 Conference registrants
 - 20 spouses
 - 75 speakers
 - AFDO used the FDA small conference grant to bring in representatives from 22 states plus 1 each from Puerto Rico and Guam.
 - At the opening session of the Conference, Gary German will present seafood level 2 certification to the first state person to attain this certification, and Richard Barnes will present a leveraging award to the workgroup that developed manufactured foods program performance standards
- **Grants – Jim Austin**
 - The Food Code contract will be extended for 1 more year at the rate of \$24,999.
 - The Meat and Poultry grant expires on August 31, 2006. This grant is being done in partnership with the University of Utah. The University is converting AFDO’s Meat and Poultry course into an on-line format. The course will be hosted on the AFDO website. Access will be free; however, if the person taking the course wants an AFDO course completion certificate, AFDO may charge for direct costs. AFDO may wish to consider converting other guidelines with CEU’s to an on-line format.
 - The Listeria grant with Penn State University expires on August 31, 2006. The balance of funds remaining in this grant are being used to produce DVDs in English and Spanish. AFDO will promote the distribution and use of this DVD on prevention and control of food contamination by *Listeria monocytogenes*.
 - AFDO has been submitted as a partner in 2 other grant submissions
 - NIFSI grant with Mike Doyle at the University of Georgia
 - Ethnic foods grant with Bob Gravani at Cornell University
 - No awards have been made at this time, but the chances do not look good.
 - Grant via the University of Minnesota (U of M), Department of Homeland Security (DHS) Center of Excellence for FoodSHIELD – Jim Austin and Bill Krueger
 - Lab DIR and Food DIR have been folded under the umbrella of FoodSHIELD.
 - A promotional brochure has been developed and printed to assist as we seek ongoing funding for this system.
 - The milestones set in the subcontract with the U of M are:
 - By 8/31/06 80% of the laboratory profiles and profiles for (4) state food regulatory programs will be entered
 - By 8/31/07 profile data from an additional 21 state food programs will be added
 - By 8/31/08 profile data from an additional 10 state food programs will be added.
 - At this point food programs from all 50 states will be profiled.
 - Next year’s dollars under this grant are \$164,000. The board discussions covered allocation of these funds and the need for ongoing development and implementation.

- Continued funding for the FoodSHIELD system is critical. Initial estimates are 1.5 million per year. A champion or champions are needed (e.g., CDC, FDA, USDA). These champions may or may not also be funding sources. The champion needs to be an advocate for the value and potential in FoodSHIELD as well as an advocate for funding in their shop and elsewhere whenever the opportunities present themselves
 - We hope that DHS will view FoodSHIELD as an extension of its efforts with the University of Minnesota's Center for Excellence. The potential impact for AFDO is that our visibility will be lower and funding will continue to be dependent on MOUs or subcontracts with the U of M.
 - U of M's status will be reviewed by the DHS in August. It would be helpful to have federal agencies provide testimonials to DHS about the value and potential of FoodSHIELD. Association and industry support also will be valuable and important.
 - This project is off to a great start (e.g. labs in system, food profiles being completed ahead of schedule, many group see the system's potential), but funding is needed to finish developing and implementing FoodSHIELD and critical for ongoing maintenance of the system. For example, the system needs to meet DHS requirements for security and redundancy.
- **National Uniformity for Food Legislation – Marion Aller**
 - The Board had a lengthy discussion of the status of current legislation and AFDO's potential next steps in raising concerns about this legislation, the potential for a Senate hearing, and efforts to get NASDA up to speed on the content and impact of S. 3128.
- **Council to Improve Foodborne Outbreak Response (CIFOR) – Karen Deasy**
 - AFDO not officially represented initially but now is by Ernie Julian
 - The Council is a place to share information about what's useful and needed best practices.....
 - Attempting to develop improved procedures for follow up of foodborne outbreaks and hope to have a guideline completed by 2007-2008.
- **Training – Dan Sowards**
 - Food recall workshops presented in Baltimore and at WAFDO were both successful from a delivery and value perspective. Both courses made money.
 - Dan requested the Board's input on potential future courses that fit in AFDO's mission and expertise, and can generate significant revenue. Dan and Joe Corby have discussed. They can identify valuable topics, but none that have potential to generate significant revenue.
 - Need to identify topics targeted toward regulated industry. The difficulty in this arena is that industry interest peaks only when a new regulation is about to be implemented.
 - Potential training workshops discussed were:
 - Management of foods or food ingredients containing allergens. This one would be done as a pre-conference workshop at the AFDO Annual Educational Conference in 2007. The Board agreed to wait to see how the allergen presentation at this 2006 conference goes before making further plans.
 - Requirements of the FDA Food Transportation Act
- **Resolution – Raw Milk**
 - The resolution regarding the sale and consumption of raw milk was passed after much discussion about the resolution development, submission, and amendment process.
- **Memorandum of Understanding with the Conference for Food Protection**
 - Discussion deferred until the Board's June 21, 2006 meeting.

END OF JUNE 16 MINUTES

By Steve Steinhoff

Business Meeting
June 21, 2006
Albany, NY

President **Marion Aller** called the meeting to order.

Election results were announced.

- Jerry Wojtala is the Vice President.
- Guy Delius is Director at Large.
- Ellen Laymon as the Secretary/Treasurer.

Steve Steingart moved that the **minutes** from last year's Annual meeting be accepted as written, Ellen Laymon seconded, motion carried.

Steve Steinhoff

- Presented the Treasurer's report. See June 21, 2006 report for details.
- FoodSHIELD was briefly discussed.
- A balanced budget has been prepared for 2006/2007 which will be presented at the June 21st. Board of Director's meeting.
- Silent Auction netted \$2,913.00 for the scholarship fund.
- Thanks to Denise Rooney for her help in preparing budget information.

There was **one resolution** this year dealing with raw milk. This year's resolution was slightly different than last year's resolution. Doug Saunders moved that we adopt the resolution, Joe Corby seconded, motion carried.

A call was made for any **additional resolutions**. No action.

A call was made for any other **old business**. No action.

A call was made for any **new business**. No action.

After a **reflective moment** by President Aller on how she had enjoyed the past year as President of AFDO, she **passed the gavel** to incoming President Charlene Bruce.

Incoming **President Bruce** addressed the meeting attendees. She **outlined her three goals** for the upcoming year as President of AFDO.

- Uniformity - She is hoping to resolve the differences and put the issue to rest.
- Food SHIELD - an opportunity to increase our food defense strategy, reminding us that we are only as strong as our weakest link.
- Virtual Access - another unique opportunity for AFDO to provide training and resources.

Meeting adjourned at 11:20 AM

FINANCIAL REPORT

Association of Food and Drug Officials
Balance Sheet as of June 30, 2006

ASSETS

Current Assets

Checking/Savings

1001 · CONFERENCE	63,303.23
1005 · CONFERENCE SAVINGS	7,823.75
1010 · GENERAL	16,776.31
1015 · GENERAL SAVINGS	12,149.42
1030 · GEN FUND RES - CASH MGMT	57,276.57
1040 · GEN FUND RES - STRAT PORT	
1041 · General Fund Strat Reserve-Cost	81,878.95
1042 · Unrealized Gain Loss on Fund	<u>-9,210.83</u>
Total 1040 · GEN FUND RES - STRAT PORT	72,668.12
1070 · SCHOLARSHIP	
1071 · Unrealized Gain Loss on Invest	-8,647.21
1072 · Scholarship - Cost	<u>54,460.89</u>
Total 1070 · SCHOLARSHIP	45,813.68
Total Checking/Savings	<u>275,811.08</u>
Total Current Assets	275,811.08

Fixed Assets

1650 · Equipment	6,639.11
1701 · Office Equipment	50,238.58
1710 · Accumulated Depreciation	<u>28,830.67</u>
Total Fixed Assets	<u>28,047.02</u>

TOTAL ASSETS

303,858.10

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities	
2050 · TRANSFERS FROM ENDOWMENT FUND	<u>10,000.00</u>
Total Other Current Liabilities	<u>10,000.00</u>
Total Current Liabilities	<u>10,000.00</u>

Total Liabilities

10,000.00

Equity

3900 · Net Assets	273,475.75
Net Income	<u>20,382.35</u>
Total Equity	<u>293,858.10</u>
TOTAL LIABILITIES & EQUITY	<u>303,858.10</u>

**2005-2006 FINAL COMMITTEE REPORTS and
2006-2007 COMMITTEE CHARGES**

The 2005-2006 Final Committee Reports and new committee charges can be viewed on the AFDO web site's [Committee Pages](#).

PRESENTATION OF ASSOCIATION AWARDS

The 2006 winner of the prestigious Wiley Award was **Terry Macaig** of the Vermont Department of Health, Retired. 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.

The Associate Member Award was presented to **Cynthia Culmo**, Director, Quality Systems at Hospira in Chicago, IL, for her long-term active membership in the Association, active involvement in committee work, development of model codes, and his tireless promotion of the objectives of AFDO.

This year's Achievement Award was presented to **Kim Austin**, a Code Enforcement Officer/Sanitarian with the City of Lewiston, ME. The award was presented for her sustained level of performance.

The George M. Burditt and the Betsy B. Woodward Scholarship Awards (each for \$1,500) were awarded to two deserving candidates. The first award went to **Hung Ngo**, who is attending the Everett Community College in Everett, Washington.

Our second award went to **Mandy Mayeaux**, who is attending the Louisiana State University in Baton Rouge, LA.

The following Committee award was presented:

- **Travis Goodman** received a Committee Award in recognition of his exceptional performance and outstanding contributions as Chair of the AFDO Food Protection and Defense Committee.

Special Recognition Award Recipients:

- **Eric Hoffman** received an AFDO President's Award in grateful appreciation for your dedication and untiring efforts to create and develop a nationally coordinated web-based system to profile the food and agricultural sectors' capabilities, capacities, technology and expertise as they relate to protecting and defending our nation's food supply.
- **Dave Neuman** received an AFDO President's Award in grateful appreciation for your dedication and untiring efforts to create and develop a nationally coordinated web-based system to profile the food and agricultural sectors' capabilities, capacities, technology and expertise as they relate to protecting and defending our nation's food supply.
- **Jim Austin** received an AFDO President's Award in appreciation for his outstanding dedication and commitment to the goals of the association.
- **Leigh Ann Stambaugh** received an AFDO President's Award in appreciation for her outstanding dedication and commitment to the goals of the association.
- **Cameron Smoak** received an AFDO President's Award in appreciation for his outstanding dedication and commitment to the goals of the association.
- **Alfred Bugenhagen** received an AFDO President's Award in appreciation for his outstanding assistance with the Annual Education Conference.

- **Eugene Blake** received an AFDO President's Award in appreciation for his outstanding assistance with the Annual Education Conference.
- **Terence Macaig** received an AFDO President's Award in appreciation for his outstanding assistance with the Annual Education 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 Merrill Thompson at the annual conference in Albany on Sunday, June 18, 2006. Merrill was not able to attend the meeting and the award was accepted on his behalf by George Burditt, who presented his appreciation and sentiments.

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