

ONLINE JOURNAL
of the
ASSOCIATION OF FOOD AND DRUG OFFICIALS

Proceedings Issue

June 2009

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AFDO 2009 RESOLUTIONS**2009 RESOLUTIONS****ASSOCIATION OF FOOD AND DRUG OFFICIALS****RESOLUTION 1**

Submitted by: Ron Klein, Chair, Retail Food Committee

Date: May 6, 2009

Concerning: Federal Funding for State Recall Coordinators and Pilot Testing for Recall Efficiency Checks

Whereas, our nation's food is supplied through a national food distribution system, including imported foods in domestic commerce, comprised of growers, processors, distributors and retailers; and

Whereas, state and local food protection agencies have frontline responsibility for ensuring the safety of food in commerce in the United States; and

Whereas, food safety recalls associated with products (including imports) in domestic commerce require significant effort on the part of the States to track the status of recalls, inform local consumers of recalls and conduct recall effectiveness checks to ensure products are removed from commerce and public health and safety is protected; and

Whereas, states have had to redirect resources from state and local food protection efforts funded by general fund revenues and permit and license fees to plan and participate in recalls due to gaps in the national and international food safety system; and

Whereas, AFDO believes that in order for states to effectively plan and participate in recalls associated with our national food distribution system, the state programs must be adequately funded to plan for and participate in such recall efforts; and

Whereas, previous assessments of the effectiveness of recalls documented the ineffectiveness of the current recall system; and

Whereas, limited resources from the local, state, and federal agencies must be diverted from critical investigations and high priority inspections to conduct recall effectiveness checks; therefore be it

Resolved, AFDO supports federal funding through the Food and Drug Administration (FDA) for a recall coordinator in each state who will be responsible for planning and coordinating state recall efforts and serve as a point of contact with FDA for sharing recall information and be it further

Resolved, AFDO supports federal funding from FDA and USDA for a pilot test to assess an alternative approach to recall effectiveness checks using a third party.

2009 RESOLUTIONS
ASSOCIATION OF FOOD AND DRUG OFFICIALS
RESOLUTION 3

Submitted by: Dan Rice, Chair – Laboratory, Science and Technology Committee

Date: May 15, 2009

Concerning: The reluctance of federal agencies to accept state regulatory laboratory results for regulatory action

Whereas, the majority of food safety related laboratory analyses is performed in state food safety regulatory laboratories, not federal laboratories, and

Whereas, federal agencies with food safety oversight (FDA and USDA) often resist accepting state regulatory laboratory results for use in federal level regulatory action, and

Whereas, federal acceptance and action on state regulatory lab results would greatly expand the impact of state testing programs, particularly for imported foods, therefore, be it

Resolved, that AFDO request FDA and USDA to agree to the criteria needed to support reciprocity of regulatory laboratory testing results; and be it further

Resolved, that FDA and USDA accept state regulatory laboratory results if the method used is within the laboratories scope of A2LA accreditation the ISO 17025 and ALACC standards; and be it further

Resolved, that state laboratory results should be accepted from an accredited lab using methods outside the scope of accreditation that are deemed acceptable for regulatory purposes.

2009 RESOLUTIONS
ASSOCIATION OF FOOD AND DRUG OFFICIALS
RESOLUTION 4

Submitted by: AFDO Seafood Committee

Date: May 23, 2009

Concerning: Seafood Economic Fraud Issues

Whereas, seafood buyers such as importers, distributors, supermarkets, restaurants, and individual consumers assume that the seafood they buy is what the seller claims it is, and

Whereas, federal and state government agencies share in the responsibility for assuring the truthful labeling and safety of seafood served to the public, and

Whereas, seafood economic fraud issues such as adding excessive amounts of water or ice to the seafood to increase its weight (over-glazing), substituting a different species of seafood for the species listed on the label (species substitution), including less seafood in a package than indicated by the label (short-weighting), and other mislabeling or misrepresenting of seafood can undermine consumer confidence in the U.S. seafood supply, and

Whereas, certain seafood economic fraud issues can have food safety/health consequences based on the hazards associated with specific fish species, and

Whereas, currently available information suggests that the scope and economic impact of seafood fraud varies widely and can occur at any point of the seafood supply chain, and

Whereas, some in the seafood industry have instituted a Better Seafood Board, to establish standards and accountability within the industry, but have called for increased government enforcement in this area, and

Whereas, a February 2009 Government Accountability Office (GAO) Report entitled "Seafood Fraud" recommended program changes and better collaboration among key federal agencies to address seafood economic fraud issues, and

Whereas, states can play a major role in addressing seafood economic fraud issues through inspection and enforcement activities, therefore, be it

Resolved, that AFDO requests FDA to provide training and guidance to state regulatory agencies on seafood economic fraud issues, and be it

Further Resolved, that FDA considers working with states through contract or cooperative agreement as a means for dealing with this matter.

2009 RESOLUTIONS

ASSOCIATION OF FOOD AND DRUG OFFICIALS

RESOLUTION 5

Submitted by: Joanne M. Brown, Resolutions Chair, AFDOSS, and Guy Delius and Cameron Smoak, AFDOSS

Date: April 17, 2009

Concerning: Release of document: Stronger Partnerships for Safer Food An agenda for strengthening state and local roles in the nation's food supply (April 2009)

Whereas, Food Protection remains a priority for the Southern States, the USA and the World; and

Whereas, AFDOSS represents state, local, and federal food safety regulatory agencies as well as related industries, all concerned with furthering food protection in the Southern region of the United States; and

Whereas, It is a critical time and juncture in the evolution of Federal/State/Local food safety-protection systems with several new options being reviewed at this time; and

Whereas, State and local food safety agencies conduct the majority of food safety inspections in the southern region, ensuring safety and protection of the majority of food items; and

Whereas, any food safety model must include appropriations to state agencies for carrying out the vast number of food safety-protection programs; therefore be it

Resolved, AFDOSS supports the concept and document published by George Washington University, AFDO, ASTHO, NACCHO entitled, "Stronger Partnerships for Safer Food (April 2009) An agenda for strengthening state and local roles in the nation's food supply; and be it further

Resolved, AFDOSS encourages AFDO to also support the partnerships document; and be it further

Resolved, AFDOSS supports AFDO's work in encouraging an integrated national food safety system supporting state and local programs.

2009 RESOLUTIONS**ASSOCIATION OF FOOD AND DRUG OFFICIALS****RESOLUTION 6**

Submitted by: AFDO Seafood Committee

Date: May 23, 2009

Concerning: Publication of the FDA Revised Fish & Fisheries Products Hazards & Controls Guidance Document

Whereas, the seafood industry, including seafood processors, warehouses, distributors and importers, as well as State and Federal regulators and educators/trainers, rely on this Fish & Fisheries Products Hazards & Controls Guidance and the science based information to assure compliance with the FDA Seafood HACCP Regulations under 21 CFR, Part 123; and

Whereas, federal and state government agencies share in the responsibility for regulatory inspections to determine compliance with the Seafood HACCP rule and both the regulatory agencies and the seafood industry utilize this document to conduct a Hazard Analysis, write and implement the HACCP Plan, and

Whereas, the last Fish & Fisheries Products Hazards & Controls Guidance was the 3rd Edition published in June 2001, and

Whereas, there have been new technologies, better data, and scientific and public health information which will either alter or add to the Revised HACCP Hazards Guide, and

Whereas, HACCP Plans that do not contain updated technical and scientific information can have food safety/health consequences based on the hazards associated with specific fish species, and with the specific process; therefore be it

Resolved, that AFDO requests FDA to make the publication of the revised Fish & Fisheries guide a high priority with no further delays, and have it available for regulatory and public use at their earliest possible timeframe; and be it further

Resolved, that FDA and AFDO work together to ensure training on key revision areas are a part of new curricula for Seafood HACCP courses so a revised standardized curriculum will be recognized as adequate by the US Food & Drug Administration.

2009 RESOLUTIONS**ASSOCIATION OF FOOD AND DRUG OFFICIALS****RESOLUTION 7**

Submitted by: AFDO Executive Board

Date: June 1, 2009

Concerning: Revision of the Current Good Manufacturing Practices (CGMPs) as a top priority for the Food and Drug Administration (FDA)

Whereas, the foundation of government regulatory programs in an integrated food safety system is the existence of comprehensive and contemporary risk based regulations, and

Whereas, the Current Good Manufacturing Practices (CGMPs) for food packing, manufacturing, and storage facilities is the primary regulations for these types of food facilities, and

Whereas, beginning in 2002, FDA's Center for Food Safety and Applied Nutrition (CFSAN) formed a working group whose objective was to review whether the regulations needed modernization, and

Whereas, the CFSAN working group issued its report in 2005 concluding, "There have been changes in both the food industry and in the science of food safety that indicate the need for modernization", and

Whereas, the comment period for modernizing the CGMPs closed in 2006, and

Whereas, there has been little movement to finalize and publish the modernized version of the CGMPs, and

Whereas, AFDO believes this effort must be completed promptly so FDA and state programs can advance their vision for a more integrated national food safety system. Therefore, be it

Resolved, that AFDO advise FDA and the President's Working Group on Food Safety of the critical importance of completing the modernization of the CGMPs and that revision of the CGMPs be a top priority for the FDA, and be it further

Resolved, that AFDO pledge its support to work with FDA to promote and provide training to state agencies concerning the revised modernized CGMPs, when completed.

MINUTES OF THE BOARD OF DIRECTORS

Post-Conference Meeting

June 11, 2008

Anaheim, CA

Participants: Rita Johnson, Angela Kohls, Ellen Laymon, Guy Delius, Steve Steingart, Ron Klein, Jerry Wojtala, Leigh Ann Stambaugh, Richard Barnes, Dave Read, Sarah Geisert, Al Bugenhagen, Joe Corby, Howard Rabinovich (for Alan Taylor/CASA), Ken Kitade (AAFCO), Ralph Stafko, Bill Krueger, Lyle Jackson, Joe Reardon, Jeff Farrar, Bob Scales, and Claudia Coles

President Wojtala called the meeting to order and Roll Call was taken.

Conference Feedback:

Steve Steingart – thought the stage was bare and should have flags (and possibly Canadian and Mexican flags for opening session); should assign someone to spread the banners more appropriately; committee meeting rooms concerns – some were hard to find;

Ron – thought venue was great with everything close together and believes that it contributed to networking. To the extent possible, let's keep things close again in the future.

Joe suggested an additional meeting for first time attendees; Jerry suggested it be on Sunday morning before the committee meetings.

Sarah – felt we had more first time attendees and she recommends that we take count; invite them to stand on Sunday; elevator speech – one page summary that would be 15-minute canned summary to share with first-timers to pull them in and orient them to the way of the Conferences; It might be nice to find ways to improve the process;

Ralph asked if we have follow-up process for FTA's; Sarah suggested possibly a survey; a letter should be sent from the AFDO Office; Joe R. suggested that we do some kind of orientation for FTA's on Sunday morning; Angela's people were not here for the evening activities – and she only saw them during the workshop. Claudia suggested a brief overview in the binders on the committees and the meeting process for Sunday; Claudia – people don't like the rainbow FTA ribbon; It was recommended that perhaps a different color badge holder for FTA's.

Steve suggested that the Affiliate presidents also be recognized with ribbons and during opening session. This was Howard's suggestion – since the Affiliate pays to send them. Sarah said that it's why it was added to the Wiley Award banquet.

Pete Salisbury (CFSAN) approached Jerry wanting to support the conference.

Claudia Coles was asked by Doug to bring up the fact that the Wiley Award banquet should not last longer than 2 hours. Should start earlier and no-shows should not be listed in such detail, using too much time. Dennis said that this has been an issue in the past as well. Entertainment was brought up as a valuable asset – if no-shows – just mention, don't spend much time on it. Start on time – do as much as possible to stick to schedule. Combine those that are being recognized into groups – cut back on clapping. Could have salad on the table upon entry – don't start before dessert.

Appointment of Executive Committee Members: Alan Taylor and Guy Delius are the appointees to the Executive Committee

Committee Charges for 2008/2009:

Seafood Committee – Charge #5 was desired to carry over. Rita said she sent out comments to committee members (4-5 people contributed) and that they'd like to re-visit it and to possibly consider a resolution to CFR 123.

Laws & Regulations Committees – Terri Wenger provided Jerry with her changes. Rick Silverman suggested that based on the wording of Charge #1 – suggested removing “pros and cons” and rather solicit states for State bills and analysis, if available, that can be shared for these and other emerging issues: trans fat bans, labeling of meat or milk from cloned animals, rBST labeling, nanotechnology labeling, cottage food bills, smoking bans, or any other trend in legislative attention.

The new charge recommended by Associate Members, to develop a process for identifying and addressing areas of inconsistency raised by interpretations of state laws and/or regulations based on model codes.
Guy moved, Steve Second – passed to add charge to L & R.

Retail Committee – Ron didn’t have a clear understanding on the Listeria charge in his notes. Industry brought up the FDA’s new guide on Lm – have AFDO look at its guidance for states and try to reconcile it to FDA’s. It is only a proposal at this time. Ralph said perhaps the issue is that USDA is not a party to setting a limit. Ron wants something in writing to react to. The rest of the committee was un-responsive. When we have a result, what are the standards? There are no recommendations on this matter at this time. Ron may bring it up again in November.

Food Protection & Defense Committee – GCC/SCC should be together when listed.

Jerry asked for motion for Seafood and FPD Committee. Steve moved that we accept as a block with the exception of the Retail Food, Guy seconded. Passed in favor unanimously.

Steve brought to light that at the Sunday meetings, which are not well attended – they are trying to bring the membership and Media and Public Affairs committees together. They will do joint calls and work together. Next year – they hope to have 1 meeting.

Voted and passed unanimously:

Meat & Poultry Committee – new meat inspection group doesn’t have a website and hope to include them into the AFDO Website.

Drugs & Devices Committee – They were contemplating adding another charge, but we need to find it. Scott MacIntire was drafting it.

There was low attendance at the Drugs & Devices session, but the discussion was good. Averaged about 20 people. Andy Bonnanno and Scott MacIntire thought that perhaps a GMP workshop during the conference – they anticipate having at least 200 people in attendance. Steve asked if we have the space at the facility for the workshop.

Contingency Plan for AFDO IT Support. Leigh Ann distributed a copy of the AFDO Contingency Plan summary to the group. EJH&A developed several response plans to organizational failures of either FoodSHIELD, or the primary development firm, EJH & Associates. AFDO primarily operates on shared technology with the FoodSHIELD platform. Currently, the Member Portal and public website system, Savvy, are or will be in use by AFDO. AFDO web systems are hosted on the same servers as FoodSHIELD. In the event that FoodSHIELD’s servers are no longer viable, a plan has been outlined with costs outlined

Future Conferences. Cubs/WhiteSox hats would be a good option as well. Bob Scales has pictures of Burton Love and George Burditt captured and in jail.

Monday Night Event – Ball game, and speakeasy, blues band or other options are possible.

2009 Conference will be June 6-10, 2009 in Chicago-Oakbrook, IL; 2010 dates are not yet available; Possibility of Shortening the Conference event. Jeff suggests a 2-day session and a full day drug/device session. There was discussion on the options of consolidating – charge it to the Program planning committee to outline some options. Are we bound by our contract – would that prevent our making these changes? Ellen, Steve, Rita, Joe. Leigh Ann will e-mail contract limitations. Sarah suggested that we check with Rick Silverman’s group to check rates for 2010

conference. Steve wants to get involved. Remove OH from the list? We'll have to wait and see what our options pan out to be. Local arrangements would be an issue.

Affiliate Reports:

WAFDO Update. Ron said that the meeting is self-evident and the focus of most of their efforts. WAFDO appointed Dwayne McIntire as their Seafood HACCP Coordinator.

NEFDOA Update. Al said that this past year was tough. Steve Stich is new President, and president Elect is Traci Weeks and Joyce as Vice-President. Al was voted to AFDO Board due to Joyce's travel challenges. Need to get the dates of next meeting. May 5-8, 2009 in Burlington, VT

NCAFDO Update. Dave said that SD representative will be participating. Meeting 3rd week in October in Columbus, OH. Spent a fair amount of time on initiative on recalls. 21st – 23rd in connection with Central States Retail Conference.

MCAFDO Update. Angela said they have a lot of storms – emergency response. March in Oklahoma City in bricktown area around March Madness. TX, KS, OK have salmonella cases due to tomato outbreak. Dan Smyly got award for his support. Everyone is transferring their jobs in KS, but don't know what their jobs will be.

CASA Update. Howard said that they had conference in Saratoga Springs, NY May 6-9th where they presented a lifetime achievement award to Joe Corby. Conference went well. Next year May 11-14 in Philadelphia and will start with a drug seminar at the Airport Hilton. Hope to combine future meetings with region seminar meetings because of funding.

AFDOSS Update. Rita said that Gatlinburg will be in late September. She reviewed their program from the spring, the highlight was the ICS training. Their Spring Conference will be in Nashville, TN in March/April, 2009. They're financially stable...at the moment. The big issue right now is produce. Tomato assessment initiative is taking place in FL and TX as we speak.

AAFCO Update – Ken Kitade thanked group for having him. Kevin Armbrust is our liaison, but he's vacationing in Hawaii. Their biggest issue is their strategic plan – 5-year plan. They had an industry summit meeting with FDA and industry members. They also had a session at administrative seminar with state agency counterparts. Need to improve their infrastructure as a volunteer organization with only 1 full time employee. They're planning on hiring an Executive Director and to re-develop their website – both of which cost money. That will be their biggest challenge over the next few years. 2 other things that came with that is making their committees more effective – something that accompanies volunteer organizations. Development of leadership is another issue – because they're like a stepchild association. AFDO has directors that attend their meetings, they don't. They need an influx of high-level people participating in their activities. What are the new regulatory needs of their members? Set plan to set voluntary HACCP standards, next is checklist then outreach. They will also need GMPs – very close. Model Non-Commercial Feed Bill – they are very close to releasing it. Ken mentioned to Richard that his department doesn't really understand the purpose of the 50-state meeting – what's going to happen? Nashville, TN – July 31st – ~ August 3rd. Mid-Year meeting will be somewhere in Florida. Joe said we'd try to have someone at the Board meeting. August, 2009 – 100th Anniversary – will be in Washington, DC – will be at the Hyatt. \$130/night. Ralph asked Ken how many members they have – Ken responded that their membership is by state, but that it equates to about 40 active members plus Canada and Dominican Republic.

Ken said that he really enjoyed our Conference. He said that it's important to come away with something they can use back at home – this meeting provided that for him.

Grant Opportunity – LSU – Met with Mike Moody. Funded to develop multiple courses in food protection and defense and would like to partner with AFDO to put together course in post-harvest emergency response. He spoke with FDA/FSIS and he wants subject experts from AFDO. We've given him a letter of support and we need to identify 3 people to go to Baton Rouge to meet on this – very soon. Joe's recommendation – to keep the surveillance in it – we should have Ernie; Response – Joe Reardon; and someone else who is generally interested in doing this work. We need to suggest the individuals to serve on this panel. Target is state and local government

agencies, possibly first-responders – in case something would happen in a plant. Joe R suggested Jeff as the 3rd party. Ernie is interested in this already. Dave asked what level course? Jerry said that this will be a higher level course, but not necessarily advance and not entry level. Jeff agrees that he is also interested. We'll base further action on future communications.

Project Ideas provided to Jerry:

- Ad Hoc Committee to create a state program like Crumbine award
- Pursuing grant for a national training academy
- Look into forming a workgroup on codex-like thing
- National Restaurant Assn. wants to do something this fall on traceability and supply chain and maybe recalls. Joe will talk to Dan about this opportunity.
- Joe suggested establishing a clearinghouse on national manufactured food program standards to assist other states in creating their programs. Richard suggested that it would be great for us to collect this information from the pilot states. This will become the national standard. Food Committee has a charge this year, to gather data from the pilot states and organize it to the AFDO website.
- Endowment Foundation is offering \$10,000 grant to the Board – want ideas on how to use it. Its primary purpose would be to advertise the fund. Estimate of cost, description of use (sending person to AFDO, supporting Affiliate, etc.) with prominent attachment of Fund for promotion.

Fall Board meeting dates: October 26-28, 2008 at Hamilton Crowne Plaza Hotel in Washington, DC

Old Business: None

New Business:

Recall Workgroup – we already have a Recall Workgroup (with Ernie Julian). Sarah said that she chairs a subgroup of the CIFOR initiative. Joe recommends having a few more state people from AFDO be added to the workgroup so that we don't have to create a new workgroup. There has been a bit of a spinoff taking place that integrates recalls into their objectives. They are focusing on process. Joe would like to be added for now – Sarah will suggest him.

50-State Call – There will be a 50-State call tomorrow at 3:30pm (Eastern) on tomatoes with a planned 2-prong approach.

- Motion made, seconded, meeting adjourned at 3:17.

**Fall Board Meeting
October 26 – October 28, 2008
Washington, DC**

Sunday, October 26

Present: Jerry Wojtala, Alan Taylor, Al Bugenhagen, Angela Kohl, Ron Klein, Jeff Farrar, Joe Reardon, Steve Steingart, Bob Scales, Dave Read, Ellen Laymon, Ralph Stafko, Denise Rooney, Bill Krueger, Travis Goodman, Kevin Armbrust (AAFCO), John Young (sitting in for Sarah Geisert) **Absent were:** Guy Delius and Claudia Coles.

Opening Remarks: AFDO Director at Large, Guy Delius, was recently promoted to Division Director of Kentucky Public Health Protection and Safety. Leigh Ann will not be present due to the sudden passing of her father. Jerry shared highlights of his AFDO presentation that he gives on “SYZYGY.”

Approval of Minutes: Ron Klein moved that the minutes be approved as submitted, Angela Kohl seconded. The motion carried.

Review of Pending Board Action Items:

- **Retail Food Safety Consortium (RFSC):** Ron Klein is working with Brian Nummer on the details for the RFSC meeting to be held in conjunction with the AFDO Annual Conference in June 2009.

Scholarships and Grant Possibilities: These possibilities need to be identified in order to brainstorm for any feasible and productive grant ideas that fall in line with AFDO’s missions and state/local needs.

Ohio State Survey: Ohio State, through NIFSI grant, conducted a survey on where farmers get food safety information. They found that farmers trust extension level people the most, and government not so much. Jerry talked to them about tying in Marion’s produce guidance. Who would they most trust to write this document and the hazards guide - USDA, FDA If regulations were written what should the model look like Should there be Federal oversight or State oversight? Who would the producers trust most? Dave Read suggested that we use some of the information gathered from BSE farm information. Jeff Farrar suggested asking farmers who have been inspected with the leafy greens if they have any input or feedback on their experience with on-farm inspections. Bill Krueger mentioned the possibility of using FoodSHIELD as the platform to gather more data, build community and build information streams that do not currently exist. If we want ongoing funding we need to feed the system continually. He stated that there are various funding models that would provide varying dollar amounts based on who does what. The system needs to gather additional information to build community; the sky is the limit on gap analysis research that could be done in this area.

Scholarships to Annual Conference - Everyone is feeling the crunch on funding. All states are feeling the pinch. The first thing to go is out of state travel.

Video Streaming: This may be a possibility for future annual conferences if travel is going to be restricted. It would also showcase FoodSHIELD’s capability and take advantage of technology. A suggestion was made to make this a goal by the 2010 AFDO Annual Conference. It would demonstrate capability and be open to Virtual Access (VA) members. A suggestion was made for possible use in committee meetings. Could it be sold as a 50 state meeting? Denise suggested putting together an ad hoc group to further this concept. Members are: Travis Goodman, Bill Krueger, Ellen Laymon, Jeff Farrar, Jim Austin and Leigh Ann Stambaugh. Suggestion made to apply for a CSREES grant for this year to be awarded in June 2009. Another possibility is to request an Endowment Fund for this to show investment from AFDO.

2009 AFDO Annual Educational Conference:

- **Program:** Wendy Campbell, via conference call, walked the Board of Directors through the program developed to date. President Wojtala suggested that an invitation be extended to Obama for the annual meeting. There was discussion on reducing the number of opening speakers. Perhaps have George Burditt do the opening or maybe the NRA could give the keynote address, since they are in Chicago. Denise mentioned that IFT has their conference at the same time in Anaheim.

- **Program Cover:** There are two cover designs for the Annual Conference Program. Everyone received a copy of each and they are to vote on their preference.
- **2009 Monday Night Event:** A motion was made to hold a Monday Night Event the motion was seconded and passed.
- **Drug and Device Sessions:** Wendy stated that she did not have much information in regards to the Drug and Device Sessions. Leigh Ann is taking the lead on those sessions.

Interim Committee Reports: Discussion was held by President-Elect, Ron Klein.

George Burditt Recognition: John Young discussed various ways to recognize George Burditt while we are in his home town of Chicago. He has been talking with George's daughter, Debbie, about what to do. There are many pictures of George at the AFDO office. Someone suggested taking the Tug of war scene and have character drawing of George interjected into the photo or put George's face in the overheads for the Burditt Luncheon. American Food Journals from 1813 to 1826 are now online at Cornell University Library.

Possible Liability Issues: John Young presented to the Board that he is in a position to give back to AFDO what he has received from AFDO over the years. He is happy to give counsel on everyday things as might be required. The Board acknowledged this generous offer and extended their appreciation to John.

Endowment Foundation (EF) Grant: (John Young) Ten years ago there was a goal to reach one million dollars to support educational and scientific purposes of AFDO and the Affiliates. The EF fund has lost about 10% due to the market crisis. The Foundation has decided that now is the time to reinvest in AFDO/Affiliates by offering individual grants. A grant proposal must be submitted to the EF Board by February 15, 2009 in order to be considered. The proposal must include how the organization will use the funding. Amounts awarded by the amount paid as dividends only. Please do not suggest funding the AFDO annual conference, maybe one or two states that usually do not send representatives. The EF Board should know by March 1 who will be awarded the money. Affiliates are not limited to one proposal. One major constriction is that the money can only go to AFDO or affiliates – not a third party. Dividends are currently about \$15,000. Steve asked why EF doesn't give 2,000 across the board to each Affiliate to come to the annual meeting. John said that could be a proposal. Letter should be coming to the Affiliates in the next two weeks.

2009 Spring Board Meeting Dates: Monday March 9th and Tuesday March 10th Chicago Oak Brook Double Tree hotel.

Video Conferencing: (Jeff Farrar) Trying to push video technology as travel dollars get less. The technology has advanced significantly over the years. California has purchased new equipment and did a trial run with Florida to see how far the distance would do. Bob Scales asked about security on these systems. Jeff is willing to have side discussions on this.

Associate Update: There is none at this time.

AAFCO Update:

- **Raw Milk Workgroup:** Prohibitive acts to go into the model bill. Specifically around the distribution of raw milk in commerce that has not been labeled as raw milk and denatured/decharacterized (with a color approved by FDA). A model code is being developed. Joe Reardon addressed the issue of state and federal regulations and laws that do not distinguish between human and pet food and these raw milk regulations fly in the face of that, sanitary standards are the same, so to label as pet food that is less than approved food does not square. Jeff spoke to the Westin Price Foundation. The model ordinance is a good first step. This becomes an emotional issue when in front of legislators. The only thing to counter this is facts of outbreaks and deaths. CDC has a stack of published papers and educational tools. We need to update our web technology to keep up with the times.
- **Feed Contaminants Committee:** AAFCO started a feed contaminants committee to try and start a feed contaminant clearinghouse. AAFCO would like to have 2–3 members from both AFDO and AFFCO to work through some of the common concerns. What are the issues we both work through? Jerry suggested this should be issue driven. AAFCO does not have an Affiliate level that AFDO could work one on one with. Jerry suggested that we comment on the raw milk model code.

Food Protection Plan (FPP): Compliments to Joe Corby and AFDO for the update on the food protection plan presented at the meeting in St. Louis.

DHS Update: (Travis Goodman)

- **Personnel:** July 2008 thru July 2009 Lyle Jackson will be in Iraq. Bill Krueger comes in every other week to help. Bill is working on FoodSHIELD and how it fits in with HSIN. Travis is vetting HSIN; contact him for getting on board.
- **HSIN/FoodSHIELD:** Need to meet 6 requirements to link HSIN to FoodSHIELD, need to write SOP's on these 6 things: (1) Governance and membership management, (2) suspicious activity, (3) alert, (4) incident communication, (5) routine communication, and (6) document management.
- **Table Top Exercise:** An exercise will be held February 4 & 5 in Oklahoma City other states include TX, NM, OK and AZ. The table top exercise takes you through the recovery phase.
- **GCC:** Recent activities of the GCC include revising the charter (GCC), adding a state co-chair, Charlie Ingram, to work with DHS, USDA and FDA. Now that Travis is the DHS representative, frees a seat for AFDO, we can have two representatives on the GCC. Each representative receives voting rights and all expenses are paid for travel.
- **Plum Island:** National Bio and Agro bio-terrorism, looking to revise the Plum Island. Preferred sight should be announced by early December. Lab BSL 4 level lab. Plum Island is one of 5 locations being looked at.
- **FAS-CAT:** Bill is spending half of his time on this and half of his time on FoodSHIELD, some states are already signed up. A few states have been selected to pilot the information. Need to make argument buying down risk, with DHS money in the food sector.

USDA Update: (Ralph Stafko)

- **Operations:** Operating under a continuing resolution (held to budget of preceding year). He is still the acting director of two units. Will be working to build the smaller of the two programs and putting together a call center for small and very small plants.
- **Personnel:** Under Secretary Raymond has moved on to other things. Acting is Beth Johnson, who will be lead tomorrow.
- **Public Hearings:** Couple of public hearings on how to review and approve labels on claims for how the animals have been raised. They are ratcheting up the e-coli standards from purchased animal by-products, causing problems for small and very small plants.

National Training Institute: AFDO was approached about the possibility of leading a national training institute. Efforts to construct a National Training Institute have begun in conjunction with the Kellogg Foundation and Battle Creek Unlimited both located in Battle Creek, MI. The idea came out during a 50 State Meeting that a national training center is needed. AFDO has already met with FDA/CFSAN to talk about the training institute. FDA currently has 6 research centers. Current system for research is at the whims and threats of politics and budgets. FPP talks about way of rapid testing and research. Create a research center for industry by industry for industry; form a consortium, throw money in a pot, research center created. The major arrears will be research, lab, and training academy for regulators.

Grants Update: (Jim Austin)

- **State and Local Directory:** notes in blue folder.
- **Food Code grant:** no update at this time.
- **University of Wisconsin:** Joe asking permission from the board to move ahead with University of Wisconsin project. Lorna Zach approached Joe Corby to partner with 600,000 CSREES grant to do outreach. The objectives are:
 1. Form a steering committee
 2. Awareness program for regulators to employ in an integrated system for imports
 3. Educational materials for industry and consumers – simple brochure to be given to ethnic food stores, for basic labeling, English, what colors are approved
 4. Interactive websites – post photos of imported products, post recalls, post enforcement actions on imports , Q & A portal for imports, complaint line for imports
- **Ethnic Foods:** Joe also talked to Bob Gravani and they still want to submit the NIFSI grant for ethnic foods again this year. Bob has asked permission to show this grant to other collaborators for peer review before re-

submitting. Bob said he would write into the grant to do another updated survey. Ron K. suggested that Joe also run this by Brian Nummer for his input.

- **Retail Consortium:** Ron Klein, charge 1 in the Retail Food Committee Report.

Future Conference Properties: (Terri Ribble, Conference Direct) Ideal locations are close to major airports, have reasonable per diem and room rates, and low-cost rooms and food/beverage. Costs are pertinent to AFDO due to the current economy. We need to select cities that can support our needs. We may be in another position to do a multi-year contract, like the one we just finished. Some of the minimum requirements are 30,000 sq. ft. for meeting and 225 sleeping rooms during peak attendance. A suggestion was made to consider Niagara Falls.

Tasks for Terri Ribble: (1) Investigate what Niagara Falls has to offer, (2) go back to Cincinnati and see if it is still available, and (3) then talk to corporate chains and see if we can negotiate a multi-year contract for 2010 to 2012. Also, what if we didn't have any geographic constraints? Where would we go? Possibly major hubs like Atlanta or Dallas.

Monday, October 27

Present: Denise Rooney, Al Bugenhagen, Steve Steingart, Ron Klein, Ralph Stafko, Jerry Wojtala, Dave Read, Joe Reardon, Alan Taylor, Bob Scales, Rita Johnson, Angela Kohls, Ellen Laymon, Bill Krueger

Welcome and Introductions: (Ralph Stafko)

C.O.O.L.: (Marty O'Connor, AMS) Handouts – 2002 Farm Bill, full implementation this year, September 30, 2008. Regulations in two parts, 7 CFR 60 for fish and shellfish, 7 CFR 65 for all other covered commodities. Does not cover products prior to September 30, 208, will be doing 6 months of outreach to educate and then begin enforcement.

Keith Pain: Introduction of Keith Paine, he is working on the supervisory side of outreach, and also the editor of small plant newsletter (objective is to give the small plants a user-friendly format of all the requirements.).

CSREES Grants for 2009: (Ram Rao)

- **Name Change:** The cooperative name is changing in October 2009
- **NIFA – National:** Directed by 25 different government authorities, go through land grant universities to perform these outreach activities (for bench and applied research). NIFSI grants – 15 M in this program, to use integrated approach to solve complex food safety programs, integrate at least two of three functions, research, education and extension, focus on applied research, evaluation of the project required, components addressed should be absolutely necessary to the success of the project. Priorities for 2008: training, education and certifications for industry, retail and consumers – risk assessment- source, incident and control measures for meat poultry and dairy- alternative food processing technologies-national coordination of integrated food safety programs and resources – food defense-safety of fresh and fresh cut fruits and vegetables.

22 grants average 570,000
 1 special emphasis 1.64 M
 4 conference grants 50,000
 34% success rate

Update from Beth Johnson:

- **Brief Personal Background:** She is Acting Undersecretary for Food Safety, Senior Advisor for Vetterman and has been with the Department since 2002. Currently she is working with food safety, nutrition, and animal health. Nice perspective given from “The Cage”. E. coli is still a major issue specifically how to sample and respond; low-dose irradiation on carcasses.
- **Public Health Information Service:** There is a lot of effort being put into the Public Health Information Service. It is an incredible tool for the Agency to compare data and look for trends and to get ahead of the curve to look for risk and trends and address these issues.
- **Farm Bill:** Implementing farm bill provisions - interstate shipment of state meat inspection programs and catfish regulations.
- **Food Safety:** Food safety improvement plans for recalls and plans for adulterated products that they know have gotten into commerce.

AFDO Vision and Goals: Jerry shared with Acting Undersecretary Johnson some of AFDO’s visions and goals.

FERN Update: (Randy Layton, Deputy Director) The FERN Mission is to integrate the nation’s food testing laboratories for the detection of threat agents in food at the local, state, and federal levels. Objectives are prevention, recovery, response, (FPP objectives) incorporate civil Support Teams (National Guard Teams from each state). There are currently 150 FERN members. There is no recruiting it is strictly voluntarily. FERN provides training for USDA, FDA, and the States (through Cooperative Agreements with the States). They are tracking through FoodSHIELD. FERN is conducting proficiency testing through a cooperative agreement with Illinois Institute of Technology, which is housed next to the FDA lab in Chicago. Cooperative Agreements through FERN include 29 labs in 2008, agreements with Minnesota, Georgia, and Institute of Technology in Chicago. eLEXNET is a repository for other lab data, which is pulled from many places and held until review. It is now tied in with FERN and has a blog and video streaming capability. Recent FERN activities include: spinach outbreak, pet food

contamination, tomato/peppers-Salmonella, and melamine 2 dehydrated formula (trouble finding negative samples to run real samples against, melamine is everywhere). The next steps with Georgia are to establish criteria for FERN activation and national emergency response coordination, communicate FERN objectives, enhance collaboration among FERN labs, and expand FERN capacity and capability. Future Initiatives – (get from Ron)

New Recall Rule: (Vicky Levine) To sign up to receive notification of a recall or a list of retail consignee's please visit USDA's website and click the link located on the left-hand side menu. A new rule was published on August 18, 2008 saying that USDA will list the names and addresses of retail consignees that have received recalled products. USDA has always gathered this information but now it will be on the website. Challenges to accomplish this objective were overcome by providing education and reminders to industry of who is required to keep what information along the continuum. As soon as the company knows there is adulterated product in the marketplace, USDA will step in and try and develop the consignee list to put on the website. The firm does not develop the list, USDA does. We try to have it completed in 3 –5 days. The directive says it needs to be done in 3 –10 days.

Tuesday, October 28

Present: Jerry Wojtala, Steve Steingart, Joe Reardon, Bob Scales, Jeff Farrar, Joe Corby, Denise Rooney, Ellen Laymon, Rita Johnson, Angela Kohls, Alan Taylor, Al Bugenhagen, Dave Read, Bill Krueger, Travis Goodman, Richard Barnes, Ron Klein

AFDO Opening Remarks: (Jerry Wojtala) Thanks for hosting this meeting - it keeps us updated for the coming year. Went over the topics in his power point to share what is going on with AFDO with the FDA reps in the room.

Update from Dr. Acheson, Associate Commissioner of FDA:

- **50 State Meeting:** Positive momentum coming out of the 50 state meeting. He wants to have a dialog in the time allotted for him. Also believes vertical integration is necessary. 50 state meeting report in final clearance, actually a document of what happened at the meeting. He will share with the Council of Presidents first.
- **FPP:** November 6, 2008 will be the one-year anniversary of the FPP. We are working hard with CFSAN to develop a detailed implementation plan. Some of the questions raised were: what initiatives do we want to start, where are we going, and how to use the money we are scheduled to get for this plan. The document is in final clearance we're hoping to get some input on the current working document soon. The National Academy of Sciences Study will be reviewing the FPP.
- **IASP:** This is a very active document. We plan to open offices overseas which will have less impact on domestic food safety but still important to FDA. November 18, three offices in China will open. Office in India and South Africa are under way. What are they going to do in the foreign countries? That is the focus of current conversations on the IASP.
- **Collaboration:** Currently addressing the issue of CDC and FDA working together. We want to work with the states and locals on response and preventative controls. We want horizontal integration as well as vertical. Agree that we need more active dialog with the 50 states. We hope to be hosting regional meeting with CDC. We also want to improve relationships with industry during outbreaks and illnesses and to talking about confidentially issues and trust. State - federal interaction and industry - federal interaction are important, not just AFDO, but other Associations as well. Want to form a state advisory group consisting of two groups: (1) Council of Presidents and (2) other experts outside their organizations.
- **RRT:** 6 states for RRT this year, 3 more next year, would like all of these forward leading states to be a part of this.
- **State Funding:** Would like to find a way to get more funding to the states. Talk with food processing lobbyist about leaving the domestic food safety to the states. FDA has enough to do with the global food supply.
- **FoodSHIELD:** During the recent Castleberry recall it was asked; why not use FoodSHIELD to get the information out? Is it the right platform? What about confidentiality? We've met with our legal people and there is a way to do this. We will be taking the information that is current shared by hard copy fax and it will now be on FoodSHIELD. Would like more control of FoodSHIELD, does not want to write a check and let it go. Let us host the parts we want, and then we can consider using it.

Dr. Acheson – A part of the responsibility of regulating is pointing out that there could be a problem.

GMP's and GAP's: (Joe Corby) AFDO active at association meetings long ago, update the GMP's and include preventative measures built into the GMP's. New GMP'S (survey of what is being done now, so can do economic impact) and update the GAP's. Next steps are hearings, comments and meetings about the GMP's. There was a briefing on it yesterday.

50-State Meeting: (Jeff) summary of 50-state meeting is coming; will the summary include what is next? FDA is committed to bringing suggestions to the states of things to work on and what is the mechanism to get there. They will work aggressively towards the process to make this happen. Will have a call with Council of Presidents, then a call with participants and then with states that were not involved. Have to figure out how to include industry and consumers.

IPA: Would like to find funds to have an IPA to have a state person that comes to work with FDA for a year to help drive this. Ron suggested it goes two ways embedding an FDA person in a state program.

FDA Intervention: Richard suggested that states tighten up their FOI acts to be able to share information. FDA has model language that gives FDA 48 hours to decide if they want to intervene or not. The information belongs to the FDA not the states. Marion Aller has the model language. Include in the survey of states.

Outbreaks: (Janice Oliver) Produce, melamine, Salmonella St. Paul, worst outbreak in Janice's career. We need as much information and data as soon as possible to determine next steps. Epi data on clusters is needed. System has to be improved to react better and faster. She begs for a seamless, updated system for sampling in an outbreak. Set up traceability issues. November 13th there will be a meeting in California on traceability. Industry has a role to play in traceability as well. Faye Feldstein, PMA fresh summit last week, consistent nomenclature is huge and using this nomenclature through the farm to table continuum. Janice believes that there is incomplete information on the bill of ladings. Also wants to improve rapid methods to get negatives out of the way to do more samples.

Lettuce and Tomato Initiative: Virginia and Florida have done a lot of work on this. Florida has put in rules for this commodity. There are still lettuce outbreaks in California. Industry is still doing a lot of sampling. Peppers are new to an associated outbreak.

Update from Faye Feldstein:

- **Brief Personal Background:** Faye is new office director assuming Dr. Acheson's old job.
- **Personnel:** Creating a new produce safety director and hired 4 new staff for this section. **Audits:** On the farm, more opportunities, more assessments domestically and abroad on the farms. Assessment, audits.
- **Produce GAP's:** Notice out for comments on produce GAP's. This will not likely publish until 2010. We will have public meetings around the country for this.
- **Outbreak:** We are continually doing follow-ups. We need to work more closely with the states, RRT's. The center is looking at putting FDA into the states as "Pubic Health Liaisons." Work closer and more effectively with the states. May be a time when a state or local needs to come out with a press release before FDA does everyone needs to be together on the message. We need to enhance our communication for outbreaks (e.g. St. Paul outbreak) and create plans.
- **Risk Ranking:** Working with ORA on risk ranking. Everything they work on they assign a risk. There is no money to do it across the board. Work on the riskiest thing first and then move to less risky. We need more interaction with states for inputs and better process for doing this.
- **Melamine:** Not the first or the last economical adulterant to enter the food supply. Communicate with the states to target different adulterants so we can avoid duplicating resources. With current economic crisis in the world this adulterant issue will probably not go away. Threshold for infant formula is zero it is an illegal food additive; what is the action level? A fair amount a research since 2007 has been conducted; what is the level of public health concern? 2.5 ppm of melamine and its analog is a significant concern. Not at a threshold level yet. Should there be a threshold for an illegal additive? Do you want to keep it out of the country or get it out of the house once people have it? When and where are people going to get sick? What does this mean to the producer? 2.5 ppm is not an allowable level it is allowed for leeching of packaging, etc.
- **ALERT Program:** Employee FIRST program is the second step to the ALERT program. The feedback regarding ALERT was informative and helpful in creating a direct line to the employees. ALERT can be ordered off the FDA food defense website.
- **Food Safety Innovative Grants:** (Richard) RFP will be coming out soon. Currently, there are 2 states and two locals.
- **Intervention and Preparedness:** CARVER Shock was the original tool. They have added self-assessment tools for assessing vulnerabilities. At the end of the year, free mitigation strategies will be available on the web site. Common nodes of vulnerability are addressed. Milk, time/temperature assessment are used to mitigate an agent of concern. Will be writing a report to be released in the spring about findings from this and states participation.
- **Food Safety Defense Table Top Exercises:** By summer 2009, they will be launching 5 food safety/defense table top exercises in a box for across the continuum from farm to fork.
- **DHS Collaborations:** Working with DHS to better categorize the food and Ag industries/sector using FASTCAT tool. The more we put in the more money likely to come back from DHS.

Seafood Hazards Guide: Any word on the seafood hazards guide? The last edition is being in a final read right now. It is close to publication.

Outbreaks: (Jeff) we need a standard form on what to ask for in an outbreak (e.g. onset date, location). So many investigations on the same commodity, there are certain questions that need to be asked (e.g. product, product code, pack date). CIFOR is working on this.

Update from Mike Chapel, ORA:

- **Personnel:** Provided update on personnel changes.
- **Global Involvement:** New foreign offices will be open soon. Interaction with the states will be critical. How do we do things that we have not been successful at in the past?
- **Revitalization at ORA:** It started 2 years ago by looking at a core mission and responsibility and decided how to meet these.
- **ORA Emergencies:** How do we respond to emergencies in ORA? How do we coordinate internally in the agency and with the state counterparts? CALFERT is an example. We have created two positions within ORA to handle emergencies and interaction with others. We need a play book; who are the contacts? What do we do?
- **Environmental Changes:** How has the environment changed? (structured to regulate domestic in the 1970's) How do we work with our state counterparts? Are we going to have to rely more on our states for the domestic food supply oversight? Do we have the right skill sets and emerging technologies? We need a highly skilled work force. Looking at inspections and the relationship between inspections and compliance will be part of the Quality Management System. Is compliance more than seizures and warning letters? How do we work with industry on this? What is high risk and what is low risk? Major move to upgrade IT systems. How the data is collected and how is it useful to the user. Also update lab technology, processes, and capacity. Leveraging collaboration with states, which Denis Baker is the lead on this topic. We have a micro lab in Denver; is there a better way to manage samples in the lab from the in time to the out time? How do we increase capacity? 2000 samples a week by 4-5 people and using technology to increase productivity. Managing information in the lab; how do we improve that? We have agreed to share lessons learned with the states.
- **Identify RRT:** Specific skill sets within specific teams for deployment to emergencies domestically or internationally at a moments notice.
- **International Offices:** New offices in 2008 in China and India. In addition, we have created two major agreements with China, Shangi, Guanjo, European offices, India, Central America, and Middle East.
- **Foreign Inspections:** We will be increasing foreign inspections. Now we can identify a dedicated foreign inspection cadre which will be working with medical products specifically.
- **Risk:** Moving to an IT assisted process, PREDICT is the tool, looks at key elements and gives a score, for example firm, part of world coming from, recent experience with particular product, firm history, etc.
- **Hiring:** 2007, 104 investigators; 2008, 220 investigators total 350 includes support and lab; 2009, maybe hire 300 new hires and 50 lab analysts.

RRT: (Richard) Six states for RRT MI, FL, MN, MA, CA, and NC. They receive prototype grants and tell congress every month what they are doing with it. Assess their infrastructure to build, improve and sustain the RRT to become part of the program. A District Team will be assembled. All food hazards RRT involving all other agencies that are involved with food and feed. Spend 2 years building this and then move to all states. 500,000/year for 3 years. RRT is housed at the District Offices.

WIFSS: Update provided by Jean Fear

Seafood HACCP Alliance: Cost to students getting more expensive for the seafood HACCP classes. Trainers were to donate their time in order to keep the costs low for students. Reviewed the Hazards guide and revised the curriculum for the online course and did not talk to AFDO. What is the role of the alliance and what is the role of AFDO? There is a need for more trainers. There is a need for another train-the-trainer course. 24,000 people trained under the old hazards guide we will all need to be retrained on the new hazards guide. Next Alliance will be in March or April. Jerry said we need to meet with the alliance and make sure all is good with the world. Alliance has some sort of bridge grant for something with the alliance.

Pharmaceutical HACCP: (Ron) Pharmaceutical HACCP course is a duplicate of medical device HACCP course. Should not be certified by AFDO. It was reviewed by John Thorsky, FDA.

Affiliate Reports: Presented by affiliate directors.

Food Manager Portal: (Joe Corby) Food Manager Portal map is on the website. It is available to AFDO members but not necessarily Virtual Access members. Take training off and put on the Retail consortium website.

AFDO Vision: (Ron) AFDO Visioning Jerry, Joe, Joe and Ron met in St. Louis to talk about visioning to guide us over the next three years.

Spring Board Meeting
March 9 – March 10, 2009
Oak Brook, IL

Monday, March 9

Participants: Sarah Geisert, Richard Barnes, Bob Scales, Al Bugenhagen, Ellen Laymon, Alan Taylor, Ron Klein, Jeff Farrar, Jerry Wojtala, Leigh Ann Stambaugh, Claudia Coles, Angela Kohls, Dave Read, Rita Johnson, Joe Corby, Steve Steingart, Kevin Armbrust, Ralph Stafko, and Keith Payne (FSIS)

Call to order and roll call. Jerry welcomed all and began introductions. We've all been busier and there's a lot going on for AFDO and we've got a lot of updates for you. A Durbin bill came out the Friday before last – it doesn't have a lot of "crazy" things that other bills have had – it may be the one that "sticks". AFDO is getting a lot of calls from the media – spinoffs from the peanut recalls. We've been very careful about how we address these calls, sometimes referring them to states and others to the FDA (on FDA matters). We've done interviews with the Atlanta Constitution and there was a Newsweek interview last week and others. We keep coming back to the message of the 50-State Meeting and the efforts that FDA is leading. We don't want to downplay the roles or efforts of FDA or USDA – it's all of us together. We'll continue to keep the group informed. The House Energy & Commerce Committee held a recent hearing on peanut butter. Claudia has a reporter looking for information (OAI list) – still fishing. Jerry advised that the survey (AFDO State Food Safety Resource Survey) is out – it has been sent to program managers and commissioners. There will be hearings ongoing for some time yet according to Richard. Claudia said that the testimony helped their state lab. Jerry suggested that we put together a mind map on all these facets and how the components come together and interplay. We have some talk points that we'd like to share with the state programs – for a consistent message.

Approval of Minutes. Fall Board minutes need to be sent around for approval.

Open Action Items. Reviewed open action items one-by-one.

LSU NCBRT course pilot will be held 1 week after the AFDO conference. The primary target audience is the food/health/epi regulatory community. The course was built by Jerry, Joe Reardon and Ernie Julian. If you know of anyone interested in becoming an instructor, please send them to Mike Moody.

Joe Corby met with the Seafood HACCP Alliance – they are waiting for the Guide to be updated to move forward.

Jerry will invite President Obama and Senator Durbin to give a brief presentation during our Conference. Steve Steingart suggested inviting Secretary Vilsak to do the USDA presentation.

Ellen is participating in the Crumbine Jury and is also NSF Leadership Award representative to AFDO/WAFDO. The call was last week – Joe Reardon was selected for an award for his Castleberry efforts. Michael Roberson nominated him and the election was unanimous. She hopes to take from these to build an even better award for AFDO.

Burditt recognition – Jerry is acquainted with a graphic artist who will be taking the Battle of Denver (2 panels) and blowing them up and colorizing and framing them – adding George as a caricature. All agreed that this was a great idea.

Personnel. Erin Shetter is coming on board as a full-time AFDO employee next week. She will be Administrative/Special Projects Assistant.

Website Tour. Add to FTA brunch. Steve Steingart suggested showing the Website at the Food Safety Summit in addition to exhibit. Sarah suggested that having Associate representative at the booth to attract additional industry attention. Sarah will send information out to associate members to solicit volunteers to help out at the booth. Claudia asked if we can get Canadian provincial food safety managers onboard as well (need Canada map) – CFIA is key to get this information.

We may want to consider having CFIA representation on the Board as well as Health Canada. It has been somewhat of a challenge to get their active participation in AFDO, but we'll address it more at the Conference. Bill Teeter will be presenting. Bob encouraged board members to keep putting in plugs for their involvement.

AFDO Printed/Online Publications.

Leigh Ann said that the AFDO Administration Committee was charged with developing an AFDO policy for the sale and cost of electronic publications. The AFDO office has been receiving inquiries to purchase publications in electronic format and to then allow staff to load on their laptops (one purchase/numerous electronic copies to be provided). The results of the Administration Committee's recommendations:

Approved process:

Charge for both hard copies and e-docs, but create a 2-tiered fee structure based on AFDO membership. Hard copies or e-docs would be provided to members at a cost that reflects recovery of costs for each document (and document format) plus a modest revenue cushion. For non-AFDO members, hard copies and e-docs would be sold at an appropriately higher cost reflecting recovery of costs plus a greater revenue cushion.

The AFDO Publications list was reviewed and refined to determine ease of publication of the various documents currently offered in print.

- Some outdated publications were flagged for removal from the listing.
- Revision dates have been listed for all publications
- A review cycle has been established for all publications
- eDoc rates have been proposed with above-highlighted considerations
- Web policy change has been proposed, which will need to be adopted and posted prior to offering eDocs
- AFDO procedures for purchasing eDocs needs to be adopted

A proposed revised listing of publications and recommended pricing structure was presented for approval by the Board. This list included a period review cycle for each publication to facilitate committee designation for upcoming charges to coincide with the review cycle. Steve Steingart moved to approve pricing structure, Rita seconded. Motion passed. Steve also moved to approve review cycle and Ron Klein seconded the motion to approve review cycle. Motion passed.

Committee assignments. The President-Elect will use the listing proposed by the Administration Committee to determine committee assignments.

2009 Conference. Sunday there will be the first-time attendees' brunch. Sarah advised that they had a Poker tournament at General Mills where they played bingo – it was a big hit and a lot of fun. She is pursuing the development of associate bingo cards and “other” cards. Head shots should be provided to be printed onto the cards. Texas Hold 'Em was too complicated and Bingo is so easy and many of the younger generation crowd have never played it before. This is still being developed, but Sarah is having fun with this – particularly since she isn't doing the Wiley Award Banquet this year.

Produce Regulation. Marion Aller joined the meeting via conference call - Florida and Virginia volunteered to take this project on and they are now coming up on 2 years of activity. Marion indicated that this came out of the tomato industry. The Board looked at it and said that we really needed to move ahead with this for all produce, not just tomatoes. The first meeting was nearly 2 years ago. They began as conference calls, but now the Pew Charitable Trust is supporting face-to-face meetings. In early October, the first draft was distributed to the Board, which they are now revising. They also met in December and again last month and may be meeting again immediately after the Food Safety Summit to try to wrap this up. They will probably need 2 more face-to-face meetings. The membership of the group is extremely large, but the core members that meet include a couple states, FDA, USDA and they have had a great deal of support from consumer advocacy groups and industry along the entire distribution chain including growers and associations of various commodities, transportation, FMI, NRA, etc. Jerry asked if there's a list of the workgroup membership. Marion added that there are probably 50 members on the list. The entire group gets everything that the workgroup does. Alfred _____ from Canada has been involved in a similar effort there, only the Canadians have taken some regulatory steps, it's kind of closer to the leafy green model – but they do things a bit differently. He has commodity-specific modules of their regulatory scheme that will have

limited distribution because it is not public information (proprietary). There will also have information coming from him from the Canadian government that they can distribute more widely. Water has been of particular interest. Marion talked a bit about water and its role in food growing and harvested – cranberries, drinking-water quality is not practical. The code is very broadly worded. The meat of the significant issues must be addressed on a commodity-specific basis. Hope to complete the code by June, but by fall at the latest. The next phase would be to develop the commodity-specific guide. They are pursuing grant with UC-Davis, Cornell, Maryland and others. Had some conversations with Dr. Martha Roberts who is working on specific guides and will get back to Marion later today on who should take the lead with this – for a NIFSI grant. The GAPS meeting 2 weeks ago, Marion was asked if AFDO would be distributing the code. Her first response was that she had some concerns about active encouragement of adoption of the code without the commodity-specific code. Implementation and interpretation are critical. At the same time, it should not be kept under the hat. We should consider how to introduce it. We do need to share it widely with all who want to look at it – as states/localities consider adoption, they should have some good dialog with appropriate folks within their own state, industry, epi, etc. so that none of the states go too far afield. Florida is currently very consistent with the model code. They may take a look to see if they can make things more consistent – they haven't adopted all portions. Part of the message should be that commodity-specific regulation will be coming out in the near future and it should be a vital component in the introduction of this process. Marion recommended that our President and President-Elect, AFDO may get a request from FDA to think about some folks that would be suited to help FDA with re-write of the GAPS or something more regulatory. We should be thinking of folks that would be ideal candidates. Marion suggested that Doug would be a good consideration. Jerry mentioned the Durbin bill that directs FDA to put together a regulation. Marion said that Putnam from Florida introduced something like that last congress. Michelle Smith (FDA) and Kathy Staley (USDA) are active participants. Kathy is the heads-up USDA food safety GAPS audit who works with the AVISA group. Michelle is in CFSAN and is involved with and author of 1997 document and has been intimately involved. Steve Solomon and David Acheson are also aware of what's happening, but CFSAN is actively involved. Ron asked if the document is on the AFDO Website. Marion said that she hasn't yet done so and that it's ever-changing. When they have meetings, they have a program called WebX where she can put the documents and all can see the document as revisions are made. Jerry asked if she would provide the document to Leigh Ann to post online for the Board. They've been tagging onto other meetings in order to keep costs down, but that also restricts their time to meet. They've gotten through water and the worst of it, so they may move more quickly than she thinks, but they need to re-evaluate definitions and ensure their consistency. Jerry asked if it will be an action item to prepare a media message on the roll out? Marion feels that this is a great consideration and they will tackle this. They will also draft up a fact sheet that can be customized for use by others.

Grants Update. Jim Austin provided the following update via conference call:

Food Code. This ongoing project was suspended from last March through September 30th last year and there was no activity. It has been renewed for 6 months through March, 2009 for \$15,000. Jim spoke with Glenda and we have \$10,000 unspent and we're hoping for no-cost extension.

FDA Small Conference Grant. We were awarded the grant for 2009.

Retail Food Safety Consortium (RFSC). Ron was designated as liaison for this project. We subcontract to Utah State, who has CSREES cooperative agreement. Ron sat in on NEHA Conference last year and provided his report and turned it over to Charlene Bruce, who is working with Brian Nummer with Utah State and John Marcy (Arkansas). The roundtable will be held in conjunction with our Conference on the Wednesday program. They are working on cataloging online resources for regulators. Charlene and Jim will be participating in a call tomorrow with John Marcy. Funding is healthy right now, so the roundtable shouldn't be a problem. Jerry asked about Richard Linton's database – is it public? Jim will check on that. Ron will share the link with Jerry. Ron and Leigh Ann will take a look at exhibit area so that they can include it into their conversation tomorrow. They are developing methods for searching the database of resources which run the gamut from posters, video training, etc. This way we are not reinventing the materials, we are utilizing existing resources. John Young assisted with ironing out information-sharing limitations and ability to donate resource concepts that work for them – encouraging them to forward to “us” for review and sharing with the regulatory community.

Directory of State and Local Officials. The project is to update existing directory on DFRS website and to re-conduct the state food safety resource survey. Jim is working on updating this information. We will then look at improving the data. Some states offered few contacts, others offered pages. The other large piece of the project is

the survey. There was a lot of review and input on this to determine the best information to collect. What would make this information valuable to our federal partners? It has now been added to the AFDO Website. An e-mail went out to commissioners and health directors. NASDA has full write-up on their site as well. Joe added that we've also contacted other organizations – NACCHO, AAFCO, State meat inspectors association, to ensure that they're aware that this is taking place. Richard – clarified that they are supporting our infrastructure to do the survey – they are not funding the survey. Kevin said that they're sending the information out to their membership (AAFCO) this week. Jim added that we're asking for a single response from each Agency. Jerry asked how the data will be tracked and verified. A good way to encourage participation is to demonstrate how this information has been used in the past. Jeff asked about the directory and their FoodSHIELD – how does the information relate? Jim is verifying the information in a number of ways. Richard advised that AFDO will be housing the information, but this listing is more than just food and what FoodSHIELD collects.

GWU – Food Safety Resources – Mike sent out initial information last August/September and proposed looking at food safety expenditures in 3 frames (type of vehicle, points on the farm-to-fork continuum, and activities more related to prevention/response/recovery) – one may be better for states than others. Mike drafted funding mechanism (November, 2008). For now, AFDO's part is finished and Mike's role is to develop the framework.

GWU – States & Locals – This project is intended to develop and communicate agenda for reform and to ensure that states and locals were on the same page. After a lot of input – the release will be released later this month. Joe said the report is done, letters of support are in, and it will be rolled out later this month. We will be asked to be there for questions – media, industry associations and congressional staffers and this document will reach a lot of congressional staffers. Joe is hoping to have USDA meeting coincide with this roll-up.

NIFSI grants (Joe Corby) – are due April 15th. Standard grants are for 3 years and up to \$600,000. Special emphasis grants go up to \$2 million and topic is fresh fruits and vegetables. As Marion stated, Martha is taking the lead in getting some universities to collaborate with us on a special emphasis grant to do what we did with Seafood HACCP Alliance. We will go after this grant and will need someone to take the lead. We'll be working on this and see what happens.

University of WI on imports. Standard grant - food safety infrastructure. Joe is waiting to hear from them on whether they are interested in collaborating with us.

We are also waiting to hear from Bob Gravani to see if he wants to try again with the import project again.

Joe Corby and Jeff Farrar – Mike Taylor, in the follow-up to our work with them, is considering a pilot with California to conduct a food safety assessment. It will deal with all kinds of other issues – fostering integration with state and federal agencies. It will deal also with the commitment of legislature of state and agencies, what they pay their inspectors and how it compares to others. It will build a panel of food safety experts from AFDO, industry, academia and other state agencies to do interviews and assessment of food safety programs. \$25,000 for AFDO – no staff time or travel (all would be paid by GWU). This has just been proposed to the Robert Wood Johnson foundation. We would pilot in CA and if successful, could roll out in other states. Jeff added that in looking at the draft paper, it became apparent that it's an excellent document, but doesn't go far enough. Their legislation needs more specifics – authorities, funding, etc. Although it airs a bit of dirty laundry – it does tell them what they need and serves to remedy the existing process and would be very effective.

Endowment Foundation – NEFDOA, NCAFDO and WAFDO have submitted their applications for the EF Grant. Will AFDO be submitting? Yes. They will be voting on March 17th. Joe Corby encourages the remaining affiliates to submit right away. John Young said Friday that if submissions are in today or tomorrow – they will be considered. Denise suggested that a proposal for the Future leadership forum at the Conference be prepared and submitted. Ellen will prepare the AFDO submission later today.

FoodSHIELD recall initiative. Jerry said that at the Fall Board meeting, we talked with FDA on how to use FoodSHIELD – recalls and effectiveness checks. It came out as a 50-state meeting agenda item. Ernie Julian sent message to David Acheson asking for this and David gave the direction to make it so – to make FoodSHIELD available to pilot the infrastructure for peanut recall. There have been 1 or 2 conference calls and the programmers are working with them behind the scenes as well. NC, MI, NC, MN (RRT states), and possibly RI. 6 of the 7 states

are participating. We're waiting for instructions. There will be an interactive PDF to submit data directly to FoodSHIELD, where data can be compiled and shared online. Joe added that this doesn't resolve FDA's inability to share distribution information on FoodSHIELD, but we'll have real-time information on the other facets.

AFDO 113th Annual Educational Conference

- Exhibitors – Three exhibitors have confirmed and paid to date (Abbott Laboratories, WinWam Software and NSF International). Reservations have been made by five others, which are pending payment (DHS/NCS/GETS/WPS, FDA, USDA, EJH & Associates and Lachman Consultants).
- Travel support – Small conference grant; Jim & Charlene will be having a conference call tomorrow, \$5,000 for travel and \$4,000 for costs; IFPTI covering committee chairs (not necessarily all) to attend the annual conference; Central Region FDA will be having a meeting in conjunction with our Conference (proposed);
- Future Leader Forum – Identify those individuals that are up and coming leaders to invite to the AFDO Conference to talk about to look ahead in terms of succession planning. Jerry asked how we can find out who those leaders are. Ellen suggested that we ask the affiliates for their shining stars' nominations. This would be a great opportunity to bring future leaders to the Conference by making this into an EF grant proposal. Steve Steingart suggested the Achievement Award winners be considered. Jerry suggested mid-level managers that don't get the opportunity to travel to these meetings. The intention is to grow some presidential timbre/board officers. Denise will write something up for Jerry for his review and approval. Sarah suggested staying in touch with previous award winners – keep them in the fold and involved. Sarah also suggested a pre-conference workshop on leadership development and preparing for the future. Joe said that he feels that this should be such a special group that they should be hand-picked by our current leadership for this opportunity. It may sound biased, but grooming future leaders is very important and not necessarily based upon a process. Board members should submit their recommendations to AFDO – submissions should be prioritized, no more than 2. We can combine the names submitted, merge them with committee chairs and then determine what will pay their way. Submissions are due tomorrow to Claudia (but no later than the end of this week). Our objective will be to fund all their travel. We will ask them to come to the Committee Chair meeting, then the FTA brunch. Denise suggested that we talk to them after the FTA brunch with AFDO leadership. Can they get BINGO cards?

Jeff recommended making it fun. Jerry suggested that we bring them to the Wiley Award Banquet. We can also task them with collecting as many possible business cards during the event – get an award. They could go on a treasure hunt to get initials of the people pictured on the cards. There would be prizes for those who get all the signatures. Winner can get a free conference registration for the next year.

Conference Board meeting – Will be Saturday, June 6th, but times may change.

Fall Board meeting – no contract yet...will stay in touch.

Conference binders – Leigh Ann is to add an option to the evaluation form for comments on how they feel on the binder format. Leave it the same for now.

Mentoring – how do we link the mentees with their mentors? Perhaps have mentors wear badges/ribbons? We'll task this to the Membership Committee to identify a resolution to this matter. Make sure the mentors know what's expected of them. Al suggested taking the Mentor and giving them the drink tickets for the mentee. Bob said that the first impression that we make lasts a lifetime and we need to make it count.

Resolutions – Randy sent out an e-mail for Dan to the Affiliate presidents soliciting resolutions and Ron sent it out to the Committee Chairs. Ron will be touching bases personally with each of them on this subject as well. Resolutions will be added to the agenda of the next Affiliate Presidents' call. A template is available on the AFDO Website. Richard asked that we please be specific on what we want in the resolutions.

Committee Updates – Most committees are active, though some are not as active.

- Awards committee has made the determinations.
- Jerry advised that the Lab committee has a survey ready to go onto the AFDO Website – waiting to be released in the next couple of weeks.

- Nominations and elections – VP and Sec/Treas nominations? Steve Steingart said that he didn't know that the Secretary/Treasurer term was up. Steve engaged his committee to seek out individuals for VP position. Since he didn't get any response from his committee, he proceeded to seek someone from PA since AFDO is there. He found Bill Chirdon from the PA Secretary of Agriculture. Steve said that Ellen advised that she was able to run for VP, which will leave the Secretary/Treasurer position open. Priscilla Neves was recommended as Secretary/Treasurer, but she hasn't responded to Steve's voice message. Steve contacted Tressa Madden (OK) for Secretary/Treasurer position as well. Steve feels that he should have a bio from them. Claudia Coles would also be interested in the Secretary/Treasurer role. Steve also looked at the composition of the Board. 7 positions (not counting the affiliates). WAFDO – 3; NCAFDO – 1; AFDOSS – 2; MCA – 0; CASA – 0 after June. Claudia nominated Angela Kohls for Secretary/Treasurer position. If you have any names/nominations – send them to Steve Steingart by noon tomorrow. AFDO Office needs to have the nominations by 3/15/09.
- Suggestions for 09/10 charges – Ron is capturing some ideas for charges for future charges. Joe Corby added that for 10 years we've supported concept of universal HACCP. AFDO never did a model code on requiring food safety plans. Joe believes that this will be mentioned in the GWU report. Jeff added that we seem to be piece-mealing model code recommendations – would it be feasible to bring them together and model food safety program should contain these components.
- Affiliate tables – We need to get the word out that these tables will again be available for information-sharing. Contact your extension folks to see about getting their information out. Let's fill up the tables with this information and handouts.

Seafood HACCP. September meeting was suggested by Dr. Otwell. The new Hazards guide hasn't yet been issued.

Applications Course Train-the-Trainer. One of the budget items of the Institute is to revamp the Applications course. Of the original cadre, most have retired or are no longer active. Susan Kendrik is still active and putting the course on in Oregon. MD rep is gone. It is a charge for the affiliate reps to update the trainer listing (which is on the AFDO Website).

AFDO Brochure. There was discussion on the first bullet on page 3 - we'll need to move some words around in that sentence. "Membership in a professional organization whose only voting members are government regulatory officials".

Committee Leadership Concept. It's nearly an impossible task for one person to stay on top of all the AFDO committees, so Jerry & Joe have proposed that the Executive Director and Past-President help out with their leadership.

President-Elect:

- Associate Industry
- Education & Training
- Field
- Food
- Food Protection & Defense
- Laboratory, Science & Technology
- Meat & Poultry
- Retail Food
- Seafood

Past-President:

- Alumni
- Awards
- Drugs & Devices
- International & Government Relations
- Laws & Regulations
- Nominations & Elections

Executive Director:

- Administration
- Media & Public Affairs
- Membership
- Resolutions

Ad Hoc committees should be under the direct leadership and supervision of the current AFDO President.

Claudia moved that we review the Bylaws to verify process for acceptance of the concept and Angela seconded. Passed.

Steve Steingart suggests that we sell AFDO lapel pins.

It was asked if we can get Conference photos online. Charge Alumni committee with investigating uploading photos to the AFDO Website - which responsibility will include the legal considerations that may be applied.

The Illinois State flag should be displayed with the American Flag on the podium at the Conference.

Adjourned at 4:10 pm

CDC Update. Art Liang dialed in just after the adjournment of the meeting. The peanut recall initiated a lot of introspection - how and with whom they do business. With the help of Mike Doyle, they've been re-thinking how to work with industry. David Gombas is coming to town with someone from PMA to talk about how we can collaborate better on outbreaks faster and with higher precision. Dr. Acheson and Dr. Lonnie King have agreed to work together to see how they can work better on these response events.

There's so much to do that there's no need to fight about who should be doing what – all have their own roles – with intentional overlap.

Rapid response team (RRT) activity – perhaps they'll ask CIFOR to get some \$ out on behalf of the RRTs. It could be a good way to get that activity funded.

Micro update is that they're looking into some things AFDO has done with the center – epi ready. They're interested in looking into AFDO's experience with this. They may be ready to hand over the epi-ready training. FDA already has some of it in the ORA U. Their funding to NEHA will be rapidly tapering off, not as a result of anyone's fault. Epi-ready is running on the fastest taper.

Food Safety Bills coming out – Art said they're aware of them, but don't see a lot of resources on the way to CDC through stimulus or other. There is nothing big on the horizon.

Jerry thanked Art for his feedback.

Meeting re-adjourned at 4:32pm

Tuesday, March 10

Participants: Keith Payne, Kevin Armbrust, Richard Barnes, Sarah Geisert, Dave Read, Al Bugenhagen, Ellen Laymon, Alan Taylor, Ron Klein, Jeff Farrar, Jerry Wojtala, Leigh Ann Stambaugh, Angela Kohls, Robert Scales, Steve Steingart, Joe Corby, Denise Rooney, Rita Johnson, Ralph Stafko and Claudia Coles

Call to Order and Roll Call.

Opening Remarks:

Agency Updates. 8:30 am

- **Associate Update** – Wiley Award presentation will be done by Michael Roberson and Terry Levee, and Associate Award. Recall Outbreak Optimization process - it's a combination AFDO – GMA – CIFOR. There is a lot of work going on with recalls and there exists a lack of access to distribution lists. They took this charter on. (See attachment). They know that FDA can't share the distribution lists and wanted to go above and beyond to be able to push lists out to states. Joe is helping Sarah – don't want to push list out to many within each state, but have identified a contact within each state for receipt of distribution (consignee) lists. How do we also setup system to share effectiveness data? They're working on support and data elements. Should be done in the next couple months. When agencies/companies call – what kind of information does each need? Richard added his sentiments about the fact that once the federal agencies share information with the states, the states' foiability laws take over and the information loses its integrity and cannot be effectively protected. Doing things too quickly can sometimes complicate the process and reckless handling of rushed data. Jeff added that Sarah has opened his eyes to the multitude of effectiveness checks that are done by industry – which would be great information for states to have. There are a lot of possibilities to improve that part of the system. Commercial confidential information stays as such unless the company says otherwise. Samples and lists, etc. become foiable. There was then discussion on the access of congressional investigation efforts.
- **DHS**
 - **DHS Intergovernmental Personnel Agreement (IPA)** - DHS is seeking candidates to fill the Food and Agriculture Sector IPA position, which will available on July 7, 2009, when Travis Goodman's detail ends. Attached is a copy of the position announcement. This is a one-two year detail opportunity for State/Local government staff to work with the DHS Office of Infrastructure Protection.
 - **DHS Government Coordinating Council Update** - There is a proposal to change to the Vision Statement to: The Food and Agriculture Sector acknowledges the Nation's critical reliance on food and agriculture. The Sector will strive to ensure that the Nation's food and agriculture networks and systems are secure, resilient, and rapidly restored after all-hazards incidents. Public and private partners aim to reduce vulnerabilities and minimize consequences through risk-based decision making and effective communication.
 - **GCC/SCC 3 Goals for 2009: Membership: Goal 1: Increase sector membership as well as encourage more active participation from current members.** The SCC and GCC require a broad and participatory membership to ensure that sector initiatives receive input from Federal, State, local, tribal, and territorial levels; the private sector; and from each component of the food and agriculture farm to fork spectrum.
 - Sector leadership will identify additional organizations to invite to join the Food and Agriculture Sector.
 - GCC chairs will reach out to existing members to gain a better understanding of what is important to the sector.
 - Sector members are encouraged to share information throughout the organizations that they represent.
 - SCC leadership will undertake a Value Proposition project through a DHS contractor to better understand and describe the value of the Sector partnership to the private sector members.
 - **Information-Sharing**- *Goal 2: Create a more effective and efficient information sharing environment within the sector.* The sector will explore several strategies to improve information sharing within the sector: In order to make information more readily available to sector members and the organizations that they represent, sector leadership and the secretariat will disseminate

information and updates on sector accomplishments and activities in a more usable format such as a newsletter.

- The Joint Information Sharing Working Group, created in January 2009, will develop the following information sharing processes: Alerts, Warnings, and Notifications; Suspicious Activity Reporting; Document Management; Incident Communication and Collaboration; Routine Communication and Collaboration; and Governance and Membership Management.
- The Joint Information Sharing Working Group will explore the integration of technologies, such as the Homeland Security Information Network (HSIN) and FoodSHIELD, to distribute information in a consolidated way.
- The sector will test the finalized Incident Communication and Collaboration Standard Operating Procedure (SOP) with an exercise to identify gaps in sector information sharing.
- ***Exercises*** - *Goal 3: Create a three year exercise schedule, planning for one large multi-agency exercise per year.* In light of the positive feedback on the utility of the Food and Agriculture Regional Tabletop Exercise in Oklahoma City, Oklahoma on February 4-5, 2009, and the Intentional Animal Feed Contamination Tabletop Exercise in Harrisburg, Pennsylvania on September 25-26, 2008, the sector will create a three year exercise schedule, planning for one large multi-agency exercise per year. These exercises will incorporate the testing of sector information sharing processes such as the Incident Communication and Collaboration SOP as well as any other items identified for testing.
- **Food and Agriculture Criticality Assessment Tool (FAS-CAT) Update** - Background: DHS Infrastructure Protection and its Food and Agriculture Government Coordinating Council have partnered with NCFPD to develop FAS-CAT 1.0/1.1 to assist states in determining and documenting what their most critical elements and systems/sub-systems are within the food and agriculture infrastructure at the State level. The benefits of utilizing this assessment tool include: Provide a means to identify sector elements and systems that are critical to key State commodity chains or food distribution systems; Provide a method of prioritization for further State or private sector vulnerability assessment and possible protective measure(s) or mitigation strategy development; Provide documentation and improved characterization of each State's food and agriculture sector risk profile; Provide an increasingly effective and consistent (across states) response to future DHS National Data Calls for information on critical Food and Agriculture infrastructure components
- DHS is funding 3 state workshops and 2 regional workshops to further pilot test the tool with proactive states and Associations. There will be additional webinar training on the FAS-CAT tool scheduled as well. Please contact: fascap@foodshield.org if you have any additional questions about the FAS-CAT tool.
- **FDA** – Richard thanked the Board for the flowers after his surgery. Second, Gary German and Richard are retiring sometime next January. There will be some changes. There will be a transition period in both areas. They will work closely to enable the transition.
 - **Contract Changes** – Several weeks ago a bulletin came out re. increase in environmental sampling. This is not new. FDA investigators will begin in high-risk facilities taking swabs. This also affects the sub-contracts. They are looking at a percentage of the # of inspections that the states do. Contract will be modified to include environmental sampling and high-risk facilities. It will significantly increase the cost of state contracts – not sure, haven't done this before. They have a tendency to do more than is necessary, but this should be the only change to the contracts. States will need to advise of the cost of the added expectations. They (states) can always bill more. Be careful what you look for – you'll find it. FDA is renting an inspector for a day to do checks, not an investigation. ESAF entry will need to be done, but it will be on a generalized basis, not per sample.
 - **Grants** – Food protection task force grants are out. They would love to have 50 states do this. They are trying to get more than \$5,000. 24 states do this on a nearly annual basis. Their hope is to increase it. Most of those using it, it has done things to improve their process (adopted food codes, networking, etc.) It's a 3-year cycle. Angela asked if they need to reapply for year 2 & 3 – Richard said to call Jenny.
 - **6 RRT Agreements with States** – Got a slow start (10/1) on 3-year grants to develop RRT. First year is to probe, then build and develop the team. They are working with WIFSS on this project.

FDA will provide participating states with epi-training. Things are picking up and moving faster. Have discussions monthly with states and districts. Steve Gustavson is contact. There will be 5 emergency coordinators in each district. A new Coordinator role to work with RRTs and district personnel.

- **Lessons learned from peanut butter recall** – Communications continues to be the biggest issue of all. It's very difficult. Sharing information on investigative records, confidentiality. People know that they're having the 50-state calls, the AP is waiting for the lines to open to try to get information. This time they brought the states in early – as soon as they knew it was peanut butter. Folks don't understand why it took 6 weeks to be confirmed and to move on. It's a time-consuming process to recognize and identify. They've also been criticized for not doing a close-out on each of the outbreak situations – it's needed to do a lessons-learned – for all parties. Jerry added that perhaps a regulatory debriefing call would be effective. Richard also mentioned weekly update calls on Fridays...and revisited conversations on specific scenarios and how to deal with them. Something went out yesterday re. plants that...(CFSAN Website) and was automatically sent to all the states. Jeff said that there's a rumor of another assignment inspection of peanut butter production plants. The last he saw was a week and a half ago which takes a look at all co-signees who collect samples, but Richard is unaware of any others.
- **50-State Meeting Update** – Richard said that as a result of August meeting, talked to council of association presidents to move process of coordinating committee forward. Began assembly of the 4 workgroups – Response/Risk-Based Inspection/Training/IT (Information-sharing). As a result, a request for nominations went out to build workgroups of 20-25 people. First meeting will be in May. Interim chairs have been selected. Workgroup member selection is under way. This may through next July. August, 2010 will be next 50-State Meeting. They will have a list of tasks/products that will need to be developed. Joe Corby jumped in and said that you'll see AFDO's fingerprints all over this project. 3 of 4 workgroups have AFDO members as interim chairs. Charlene – David Ludwig – Joe Corby – Workgroups are supposed to be 12-15 members. Joe said that there are nearer to 30 people nominated for all but IT committees. Training group has 2 charges – 1) do a job analysis of every stakeholder in food safety (inspectors, lab technicians, etc.). Joe suggests that we not exclude anyone so that the best people can be used to get this huge undertaking done. 2) Creation of an International Food Safety Training Center – this committee would stay involved to see if the IFPTI will be the center that will accomplish these objectives. Names are due in on Thursday this week for the workgroups. Richard added that there will be note-takers at the meetings to free participants to do their tasks. The first meeting will be May 27th.

DHS - Travis has asked for candidate recommendations to fill the position on detail to infrastructure protection group – Travis' job when he returns to Indiana in July, 2009.

Agency Updates, Continued

- **Health Canada** – Bob brought up the upcoming AFDO Conference. He is pleased with the participation that we've got. Meena Ballanyne will be giving the keynote address. Alexis Grolla will be doing inspectorate update. Bill Teeter doing Lm presentation. Bob's direct report (manager) has committed to coming to AFDO this year as well (she's an NCAFDO supporter) – Lorette Birch. This will be her first AFDO conference. She is Meena's counterpart in her branch. Bob is trying to encourage one more RD to come as well (shooting for 3). Introduced food and product safety legislation that was tabled for election call – hope to re-introduce it soon. New legislation will take 3-prong approach: targeting problem, prevention and resolution. Health promotion, advances and cooperation between agencies and being flexible/ adaptable organization. Federal budget came down about a month ago – a lot of infrastructure support. 4 regional labs in Canada – they're in line for a big investment in their lab and hope that it happens in the next 2 years. Program review has been done – looking at region by function – compliance and enforcement arm – all products in one pillar, another pillar is laboratories (food & pharm) and 3rd pillar is health programs. Outreach – ramps up again soon now that election call is done. Targeted consultations on aspartame. Advisory – what went well – cough and cold advisory. Process received a lot of positive feedback from press and public. CFIA and Health Canada interface – will be talking to them next month at NEFDOA. With the number of cross-border food issues, we need to engage with them. Public Health Agency of Canada is another key player. Working with CFIA on involvement with FoodSHIELD. Working on populating their laboratories – still working on it. Acrylamide – Named as one of

the ___5 substances – want to limit exposure to Canadians. New labeling guidelines for Canada – made in Canada (food is manufactured in Canada regardless of where the materials came from) vs. product of Canada (from Canada and manufactured in Canada). Trans-fat monitoring program – regional labs – analyzing a lot of products from restaurants and fast-food chains. Canadian industry is making significant progress in voluntary program to reduce trans-fats. Another program will affect cafeterias, hospitals, etc. – should be released early fall. Federal government is working from a voluntary perspective for now. Starting to see significant work done. Acrylamide is to be kept as low as possible (working with many countries) to limit the exposure in food. Beginning 2009 implementing acrylamide monitoring program. Results, as they become available, will be published on the Health Canada Website. Trans-fat information is also posted on their Website, which is very popular. Listeria – enhanced reporting has become the order of the day. Requirements include early detection and shared information. RTE processors are required to do more checks and all positives must be reported to CFIA. Provincial people do the grocery stores. If they don't have the staff, CFIA will be contracted to assist. CFIA follows the product through the chain. Health Canada sets policy and regulations, do studies on foods. Post-market is CFIA. Drug & Device – they do it all at Health Canada. As election was going through fall, to divert attention they were getting, government announced that they would appoint an investigator – finally named January 20th. They had 12 deaths. Report is due by July 20th. Once the report comes out – Bob will share with Board. Gluten products and added sulfites to be added to product labeling and are coming up with regulatory package that should be law in 2010. Salmonella – Basically, CFIA has been heavily involved in working with FDA. CFIA have tracked items, including the paste and there was 300 recalls of peanut paste product made in US and could be contaminated with salmonella. 50 recalls on ground and whole peanut products.

- o **USDA** – Ralph introduced Keith Payne, a colleague. Ralph is not necessarily retiring anytime soon – no date yet. He wanted to get some more depth in the AFDO position and role with USDA. Ralph has taken on more duties and moved offices, functioning on small business. Building a call center. Technical service center has evolved to address more policy questions – increasingly asking for written questions and posting on the web. Ralph is concerned about the small and very small processor. 2,000 state inspected plants, virtually all state-inspected. 1-2 man operations. It's hard to find information on the Website – for all. They've gotten a lot of complaints recently. Karlease got the Asst. Admin position to focus on the smaller plants dealing with HACCP to assist with getting them answers that may be easier for larger groups to navigate – making things easier. They've been doing this with their state programs and want to make it an entry point to getting information for the Agency. Hired 3 and has 4 more positions to go. A lot of state programs have activities that conflict with AFDO – getting Keith involved so that they back one-another up on these various matters.

- o **FSIS retail efforts** – The new white meat is catfish. Keith has been getting involved to setup a catfish inspection program.
- o **New secretary appointments** – Tom Vilsak. Nominated deputy secretary – Nancy Merigan. They both have good reputations and they are hopeful. No word yet on new Under Secretary for Food Safety. With any luck we'll have that person on the agenda at Conference.
- o They've been standing up the office of outreach, employee education and training. Formed last year which combined the center for training with the outreach group. Training includes three branches: one for program training, one for employee development, and a third for distance learning. Outreach has two staffs – Keith is director of 1 and Ralph is director of the other. Keith is down one person.
- o **State Outreach and Technical Assistance division.** 27 states have own state meat & poultry inspection program. They pay 50% of these costs. Additionally, they have other cooperative programs - 1 is Talmadge Aiken. Custom Slaughter plants (3 states that do nothing but this for FSIS cooperative programs – CA, CO and NY). 3 states doing egg processing inspection for USDA.
- o **Budget** – continuing resolution.
- o **Farm Bill** – in addition to catfish, had other pieces that caused work. All plants are required to have recall plans. Haven't done much with it yet. A third item is a provision, long advocated by NASDA, to allow state-inspected product to be shipped in interstate commerce. The Farm Bill provides for reimbursing 60% of the costs of such a program. There will be a special seal to allow them to ship interstate. Will need to adhere more closely to Federal inspection requirements. Expecting that proposal to publish in the next couple of months. There will be a lot of interest in this when it does publish. Office May get 1 or 2 more FTEs for that.

- **Meat & Poultry** – got 3 good speakers from USDA for panel – with Stan Stromberg. One from AMS, and two from FSIS - Billy Milton & Bill Smith.
- **Retail** – As Bill Smith is now talking about – they are integrating all the data they assemble into a public health information system. Taking sampling, inspection, surveillance data and integrating them into a single system to help direct inspections and other resources – hope to function more effectively and efficiently in the future as a result. Planning to work with States to see how they may integrate as well, in particular the in-commerce surveillance/compliance part of the system. On-going concerns re. Lm in delis and such – concerned that there is a gap in coverage where neither FSIS nor state/locals are adequately covering retail & other inspection-exempt operations. Building systematic approach to remedy gap – don't know when it will happen, but keep an eye out.
- **Catfish** – Keith said they were charged with building a catfish inspection program. Setting up an inspection program – rule has been developed by the agency and is going through review now. Farm Bill stipulated that the catfish rule needed to be implemented within 18 months. Hope to get it out this spring. Comment period after rule goes out and hope to have final, approved rule out early in 2010. This is something entirely new to their agency. Need to setup training programs for the industry that will be regulated as well as their own employees. Rule will also establish voluntary grading that will be administered by the AMS. International processors will need to have parallel, comparable guidance. Once proposal publishes, current plan is to have 4 meetings in the deep South (bulk of processors there) and 1 in Washington, DC. Kevin asked about standards was the use of antibiotics – is there going to be a chemical component? Keith interjected that we still need to define catfish and narrow down the various species of catfish. There is much to be done yet. There was general discussion also on factors that make the catfish processing more complicated and expensive. A processor stated his concern that the longer it takes for this to be resolved, the more chance for foreign entities to dump catfish in our country. Right now it's farm-raised catfish. Keith passed out copies of a recent presentation.
- **CDC** – Given Monday afternoon (See Monday minutes)

Liaisons Updates

- **AAFCO Update** - Kevin added that they've had an issue with antibiotics – producer using an antibiotic in these and they were heavily involved in monitoring. Concern on spray draft and accidental overspray. Had program going for 10 years – nothing found. Unique to Mississippi. Will be talking about this at symposium in Washington in August. Dr. Bob Waltz will be their rep and he will attend the meeting on April 9th. Still want to wait and see what they may want after that meeting. One question that they have – resource survey and feed questions on it – is there actually any plans to have a committee or sub-committee on animal feed and safety. Feed does contribute to food safety. Recommends a MOU between AFDO and AAFCO on the role of feed and who does what to head off any confusion on roles. Jerry added that we've had similar discussions on meat and poultry, etc. If there are opportunities to talk about this, they are interested in discussing it. Jerry suggested a couple representatives from each association come together to talk about the lines. We will pursue a discussion on roles between the associations. Kent will likely also bring this up at the Conference Board meeting. Kent spoke to Jeff – possibly agreeing to waive mutual registration fees for attending meetings. Kent will be attending AFDO Conference – and would like to see about reduced registration rates for such matters. Ron moved that AFDO waive registration for the Conference for no more than 2 representatives from recognized partner associations – if reciprocated. Ellen seconded. We can't make this too broad. Ron suggested that we just start with a reciprocal agreement with AAFCO. Jeff moved that we table the motion till Executive Session. Al seconded. Will be discussed at Executive Session. Jeff asked if both associations link to one another's websites. AAFCO is considering using FoodSHIELD. Established a decontaminants committee and the board is working on assigning them charges. Joe was impressed with AAFCO – who has developed the competencies for feed inspectors and are ready to deliver this course that FDA has agreed that this is a good training mechanism for certification training for inspectors. Add AAFCO to the links page of the AFDO Website. They are celebrating their 100th anniversary this year.
- **CIFOR Update** Ron said that Jack Guzewich indicated that report is due end of May, 2009. Like taking IAMPHIS outbreak procedures and modifying them. Ron said it doesn't replace that – this will get into other

issues – supplemental – using both together. Sarah is on the group – there is a broader umbrella organization – meeting today and tomorrow. They are an active group. Challenge is that it's something else to do in their spare time. There are a number of workgroups running – how do you coordinate all these activities? They seem to have a lot of energy and are trying to find ways to address long-standing issues at hand. Jerry has asked for a written report from Lisa & Ernie.

International Food Protection Training Institute (IFPTI)

Jerry said things are moving along. AFDO was asked to take the lead in pushing this thing along when it was identified that there was seed funding to get this moving. The Executive Committee went to Battle Creek to look around and we've decided to participate. We've been assured that it will be any time now – in terms of the Foundation grant. BCU agreed to pay all of AFDO's bills for 3 months until the grant kicks in. We applied for a \$2 Million foundation grant to support our work plan. We talk weekly and put together a workplan. Our task is to create community. We've been meeting with a number of entities. First phase is to get everyone together and put together an Advisory Council. Key message to send is that AFDO won't do this in a vacuum, it needs to be a community effort. Bylaws – Governance – Priorities – Resources for task assignments. Our activity will initially be identifying how to get the information necessary to identify what we need to accomplish. Identified Alan Gelfius HACCP course – which will be our kick-off course. Part of our charge is also to run with some other low-hanging fruit courses. Applications course, DHS course with LSU, AAFCO's course? And seafood HACCP are all possibilities. April 9th will be the first AC meeting in conjunction with AFDOSS. There is also an effort to look at long-term funding. The folks in BC have a lobbyist to talk about long-term funding. Representative DeLauro put a placeholder in her bill, but the language didn't quite work out right. We don't want an earmark – we want a line item. First need to authorize, then appropriate. BC congressman will be introducing a bill to identify long-term funding for the Institute. This is also happening on the Senate side to find proper vehicle to put similar bill on Senate side. Sarah asked about the true purpose for this Institute. Jerry said that it doesn't make sense to have only one location from which to run all the courses. Some will, of course, be there. Folks will be flown in to help BC. Initial focus is state and local folks. It will also support funding for courses that can go around the country. We talked about certification and tying into the 50-state meeting workgroups. Doing a job-analysis across the spectrum. To be a food inspector, there are 30 courses to be certified, list the myriad of courses that could fulfill the requirements. We will not be bringing everyone through BC, but we will bring some. This could pay for the course development, training of trainers and implementing the courses. Steve added that it's mostly been the Jerry & Joe show, but Steve is listening in. Last week they talked to NEHA – they had lots of concerns. This effort doesn't intend to threaten any existing programs, but it wants to streamline the process. AFDO is the leader, but this Institute is not AFDO – the Advisory Council will administer this project. Right now we're in the developmental phase, we will soon move into an operational phase – setup curriculum, what needs to be done – who's doing what?, etc. This is a huge job! Industry has agreed that state and local regulators are the first target. We need to get these people into their plants for that experience. It's necessary. Alan Taylor asked a lot of questions. The bottom line on the questions is that the IFPTI will be run by its AC, by representatives of the key associations. Why? Not because of BC, but because it's necessary to build an integrated food safety system. This is simply necessary. With all that's going on – it's hard enough to simply get by, but there are not enough resources to do the necessary training. Jeff stated his concern that while this is outstanding – there is also the concern that we don't get ourselves overcommitted and then have funding yanked. Give us your questions – they continue to help. We're meeting with AC in April.

Regional Affiliate Updates

- **AFDOSS** – 4/5-8/09 in Franklin, TN. Best practices and retail food processing. Dr. Otwell is on the agenda. They had considered canceling the meeting recently due to budget affects by membership. 5 or 6 states may not be represented, but they decided to proceed. They may be forced to consider cancelling Gatlinburg (September), but will only be a last resort. Charlene Bruce is senior member and is the committee whip – she's doing a great job. Reviewers for Seafood HACCP are concerned about costs of courses and are not entirely sure of how to work around this matter. Ultimately they approved the course. There's been a senate bill – farm to food safety act – would pull all DOH&R agencies under the department of agriculture including resources, personnel, equipment, etc.
- **CASA** – 8 affiliates. Each of their affiliates has had 2 trainings each since _____. Their big annual conference will be May 11-14, 2009 in Philadelphia, PA. Jerry will be there. On the 11th, will have pharmaceutical seminar all day, then opening events start later that day. The program is on the CASA website. Check it out. They are trying to get folks more involved to increase membership like bring a buddy – get in

free. We all need to bring in some fresh blood. Diversification of presentation is also a consideration to help make and keep things interesting. Alan talked about challenges they're having with membership and how members or potential members participate and what is allowable expense, etc. (Example: some people paid more to attend meeting as non-member since their office would not pay for membership, even though membership is automatic from there – they don't always complete the membership form). They like to rotate where their meetings are – to keep the mix changing and not get all the participation from a single area. The new sanitarians don't want to come to the meetings.

- **MCA** – Angela said that most states have eliminated out of state travel. Their conference is coming up 4/7-9/09 in Norman, OK. Overall she feels the conference will be fine. They've taken certification actions to entice locals to attend. Many states are conducting their food defense task force meetings/trainings. They will be signing up for the manufactured food program standards. Investigating Salmonella St. Paul in sprouts (mung bean and/or alfalfa). The sprouter is in NE. Have 5 or 6 cases in Nebraska. Oregon has that as well + salmonella in sprouts. Don't eat sprouts. Claudia said Dr. Bill Keene (Oregon) is a really good person to talk to on sprouts. This is a multi-state outbreak. Gov of Kansas has recently been nominated for Deputy Director(?) of HHS. Conference agenda is on their website. Steve Steingart will be attending the MCA meeting for Jerry.
- **NCAFDO** – Dave Read reviewed state participation in NCAFDO. Held 2008 conference in Columbus, OH in conjunction with another seminar and went very well. Did a survey and attendees felt it was worthwhile. Want to do another conference in 2009. In addition to the joint AFDO/NCAFDO conference, they will also be meeting in Fargo, ND in the fall. They're hoping to increase affiliate awareness and membership by doing these joint meetings with the environmental folks. This year they're partnering with University of Chicago for a 2 or 3 day drug GMP conference. Abbott Laboratories has been very supportive. Arlyn Baumgarten (treasurer) is also involved on the Board. Hoping to pull in some students as NCAFDO membership. They are working on revitalizing their drugs & devices committee. There was a great deal of discussion on the merging of meetings and how to take advantage of doing such. Alan Taylor recommended adding the Wiley Award Banquet to be included in the registration fee. We need to be able to talk to folks – interact with them.
- **NEFDOA** – Al Bugenhagen said they have conference planned 5/5-8/09 in Burlington, VT. Afternoon and morning training session before the conference begins. Al reviewed the speakers and presentations that will be given. Registration forms and program have recently been sent out. Registration fee is \$235 for full package (includes banquet & hazelettes). 2010 – NEFDOA will hold Conference in Halifax, Canada. They normally move from state-to-state. 2004 – were supposed to have it in Canada, but folks could not travel to Canada. This year they are running into the same issue again. It's not fair to cancel it, so they will have it anyway – expecting Canadian participation. 2011 will be in CT – will be 100th and that is the state that founder was from. Already setup a tour of the Witch hazel factory. They are in discussions for the 2012 conference. Al reviewed personnel transfer information from within NEFDOA. Last year Terry M. took a stab at running for state legislature and was elected. NEFDOA has all their states on FoodSHIELD.
- **WAFDO** – Claudia said they cancelled their 2009 conference, which was a very hard call. Ellen is current President – and she'll be going out. Pat Kennelly won't have to do a conference program. The Board will be meeting at the AFDO Conference. Have EF grant in. There is also a request for funding to put on a recall workshop. WAFDO will be submitting a resolution.

Jerry thanked the group for their updates.

Old Business. None.

New Business.

Claudia said that WAFDO members will be having some conference calls and potential face-to-face meeting in July, 2009 to discuss the food protection workgroups on ideas and guidance and direction.

Regular meeting ended at 4:30 pm

Pre-Conference Meeting
June 6, 2009
Oak Brook, IL

Attendees: President Gerald Wojtala, Ron Klein, Bob Scales, Claudia Coles, Sarah Geisert (Industry Rep with General Mills), Leigh Ann Stambaugh, Erin Shetter (taking notes), Keith Payne (FSIS), Ralph Stafko (FSIS), Angela Kohls, Alan Taylor, Kent Kitade (AAFCO), Rita Johnson, Steve Steingart, Andy MacCabe (CDC Liaison for FDA), Dave Read, Jeff Farrar, Carol Selman (CDC – alternate for Art Liang), Joe Corby, Dan Sowards, Guy Delius, Joe Reardon, Al Bugenhagen, Denise Rooney, & Ellen Laymon

Jim Austin joined via conference phone for the grants update portion of the meeting.

Call to Order and Roll Call – Meeting called to order by President Wojtala. Roll call was taken. Steve Steingart thanked everyone as this is his last meeting on the Board.

President's Remarks – President Wojtala stressed the importance of networking at the AFDO conference. The purpose of this meeting is to cover information before the conference and to make sure that the Board is up to speed on any issues that we need to be aware of. There are some small rooms available if you would like to have a quick ad hoc meeting during the conference. Check with registration for available rooms. Last year there were lot deals and handshakes which happened at the conference. There are many legislative actions and food safety bills currently moving through Congress. NASDA, AFDO and the state have languages, positions and strategies and there will be some discussion about coordination.

Approval of Minutes – The Board needs to approve the minutes for the Fall Board and Spring Board. Leigh Ann has received some minor edits and corrections. Hopefully, the minutes can be approved with minor typos. Sarah Geisert moved to approve the minutes, and Guy Delius seconded. The minutes were approved unanimously.

Approval of Committee Final Reports – On May 28, 2009 Leigh Ann sent out an email with the report out to the Board, and asked for feedback by June 1st. Ron proposes that the Board approves the reports en bloc, unless someone wants to discuss one in depth. The reports were posted through the member portal and available for review. The Administrative Committee wanted to change report deadline to April 15th, but Ron suggested that the Board not approve this change. The Board is changing the committee oversight structure, and hoping to invigorate and help the committees. The Awards Committee has recommended changing the scholarship criteria to limit the winner to a sophomore or junior. This change will eliminate a conflict. Ron also highlighted the guidelines for pandemic flu developed by the retail food committee's subcommittee of Susan Kendrick, Michael Roberson, Jim Melvin, Joe Graham, and Mark Reed. Ron recommends approval, because the guideline are all basic common sense/hygiene that we advise on for food safety on a day to day basis. The reports also include drug and devices and nominations. Call for vote of approval. Ron moves to approve as recommended in the May 28th email. Ellen seconds. Call for questions. Committee Reports Approved.

Discussion of Committee Participation – Steve Steingart asked if there is anything that can be done to get more participation from committee members. He would like to have at least half of the committee on the conference calls, but he is currently only getting 2-3 people on the calls. He inquired if any other committee chairs are having this problem. According to Dan Sowards, it is an inherent problem. Ron would like to talk about it tomorrow at the committee chair meeting. It seems that either the chair/co-chair or a couple of active members are all who participate. One of the changes that will be implemented is the division of committee oversight between the Executive Director, President, President-Elect and Past President. Dividing the whip duties will allow more of a time commitment to each committee.

Committee Meetings During Conference – Guy Delius asked if all of the committees are meeting tomorrow. The Retail Food, Food and Field committees are not having formal meetings this year. They are providing reports during the general session, which is a change from last year. Most of the committees are meeting on Sunday and others have time during the general session. There was a challenge to think outside of the box, so we'll try it and see what happens.

Conference Update – Joe Reardon stated that the program is really good this year. Committees were responsible for setting up certain segments. He's heard at least one comment already that the agenda looked good this year. Leigh Ann noted that there have been a number of changes to the program but nothing dreadfully substantial. There have been a number of speak changes including a substitute for the Mexican keynote and Bob Scales is stepping in for Nina Valentine as the Canadian keynote. There have been some other last minute fills and substitutions. Joe Reardon acknowledged that Wendy Campbell has worked very hard on the program. Anything good is hers and anything you don't like is Joe's responsibility.

The Monday Night Event is back this year. There has been some confusion about "The Gangster Bowl". It will be held at Lucky Strike Lanes which has a night club/party environment. They have a sports bar, bowling, billiards, Wii lounge, music, and award-winning food. We are encouraging people to come in 1920s costume or Blues Brothers attire. The Lucky Strike Lanes mascot, Mr. Pin, will be visiting tomorrow to encourage attendees to participate. Please tell everyone about the event and sign up. There will also be awards and a team competition. The Burditt Luncheon is filling up quickly and the Wiley Award Banquet is nearly a full house as well. Sunday is AFDO bingo to benefit the Endowment Foundation. Sarah Geisert showed the group the bingo cards which have the photos of AFDO members on them. Every card is different. They will be calling names and numbers. Bingo should be easier to execute than Texas Hold'em. Sarah will talk briefly about the event during general session.

This year has been very challenging for travel due to the economy. There are currently 228 people registered for the general session and 80 registered for the drug and device workshop for a total of 308 overall as of today. Still continuing to get registrations and walk-ins. Senator Durbin was invited to come, but it depends on his schedule. We might hear something at the last minute or we might not.

John Scharmann from the FDA press will be here. As usual, there is a press room where representatives from media and public affairs will be responding to inquiries. The speakers have been advised of the press in the audience that we know of.

There are a lot of first time attendees at this year's conference. Please welcome and thank the first time attendees and get feedback from them. There will be a brunch on Sunday for the first time attendees. Leigh Ann has assigned mentors only to the first time attendees who responded that they can attend the brunch. Not all first time attendees have been assigned a mentor. Please attend the first time attendee brunch to welcome them. The purpose of the brunch is to welcome the group, give them an orientation to the conference and AFDO and hopefully get them engaged. Jerry will give a brief speech to the group. Alan Taylor suggested finding out where the first time attendees are from and steering them to certain committees and their local affiliate. This is the time to grab them for membership.

Rita Johnson inquired if the Drug and Device Committee is having a meeting during the conference. No, it will be integrated into the workshop program.

Future Conferences - Denise Rooney reminded the group that future conferences have been talked about at last meeting or two. Next year's conference is in Norfolk, Virginia on June 19-23, 2010. The Norfolk property is great. It is right on the water, and the Nauticus Center is very close. Also, there are some pavilions with shops and restaurants near the property. Denise is still working on the location for 2011. MCAFDO has been gracious and letting us take the lead, and she is looking at hotels in Dallas, Kansas City and St. Louis. We will need to move quickly in next 4-6 weeks. Denise is trying to get a good deal on a nice upscale property without attrition in the contract.

Grants Update – Jim Austin provided a brief update on where we are with grants. Jim submitted and grants update dated May 28, 2009. Joe Corby challenged the Board to talk to people and get some grants accomplished. Joe Corby has a few irons in the fire which he will discuss in executive session.

FDA - AFDO received a \$25,000 small conference grant from the FDA. The contract expired with the FDA, but they plan to give us a no cost extension.

RFSC - The RFSC will have a roundtable on Wednesday and is all set on the presentation and logistics. The RFSC has been working hard to put together a good roundtable. It will be a great educational resource for the field people.

There is also a booth with peer reviewed resources which are available to states. It will be a good presentation and funded four people to attend the conference.

Directory of State Officials - The Directory of State Officials grant is going well. We are currently updating information in the director.

GWU - Both GWU projects are in their second year although we are still waiting on a contract for year two of the food safety project. The State and Local report was rolled out on May 17th and we're spending our funds to promote the final report.

State Food Safety Resource Survey – According to Joe Corby, we really haven't gotten the response that we need or want. We have responses from about 20 states. Randy updates the survey every Friday. Many of the surveys are just from the feed officials in the state agencies. A few of the states with meat inspection programs have sent in their numbers. We haven't gotten a lot of information from the state food officials. This isn't good because congressional staffers want the information. At the conclusion of the conference, we'll have to start doing something drastic to get the information. We have not responded as we typically do. Joe Corby has made some hard copies of the report and will be seeking out people who have not submitted their data. We are planning to do a very large cooperative agreement with the FDA which would cover the projects that we already do and add additional things that would help fund this organization forever. Joe Corby is fearful that if we don't comply with this survey, we could lose out of something very big. We committed to do it, so we need to do it. We will ask affiliate reps to help get the information from their regions. We also need a group to look at the data and follow up with any inconsistencies. In 2001, we got 55 out of 75 to respond. Joe Corby has all of the information from that survey if it is helpful. Jim Austin has copies of the responses from the 2003 survey. Joe Corby has a list of the states that haven't responded. Sarah Geisert asked if there is a way to pre-populate some of the data or centralize using the resource. Dan Sowards suggested that we tell states that we are going to use the 2001 data if we don't get a response in order to get their attention. Joe Corby stated that maybe it's a matter of contacting the program manager. Leigh Ann asked if we should put together a summary of what we have to do. Joe Corby will talk to Randy about it tomorrow. Ron suggested a wall of shame at the conference. We need to start pushing by helping Joe and possibly forming a committee to get this done.

International Food Protection Training Institute (IFPTI) – There will be a presentation on Tuesday at 11:10 AM which will give everyone an update on the IFPTI. AFDO received \$2 million in funding. Part of AFDO's job is to build community and an Advisory Council has already been developed. The inaugural training is scheduled for July 14-16th and will be the FDA's Managing Retail Food Safety course for about 100 attendees. We are in the process of updating the Applications course and there will be a meeting in Texas later this month to train new trainers and review the course and materials. The Institute is also planning a one-day refresher for Seafood HACCP trainers when the new hazards guide from the FDA is ready. At that point, any certified trainers will need a refresher course and the institute will partner with the alliance for sponsorship. The IFPTI has a booth at the conference. Handouts including a list of proposed courses and mini-survey will be available. Steve Steinhoff will be manning the booth. The IFPTI is looking at courses for possible sponsorship. There are currently bills in both the House and Senate to appropriate funds for the Institute. AFDO has been educating members of congress and watching the bills carefully. There looks to be enough support for a stand-alone bill, and there have been positive signs so far. The IFPTI grant runs from April to April, so we are only a few months in. This year we are setting up the structure, starting to sponsor courses and pay for travel. People need training for food inspections. We are limiting the initial focus to state and local regulators. The July 14th course does not cover travel. Paying for travel will be the operating model, but the first course was not set up this way. Each course is budgeted and since this course appears that it will be full, we will not be funding travel to it. In 2010, we will look at supporting as many courses as possible. Dan Sowards asked if the Institute is looking at courses that industry puts on as a possibility. Joe Corby answered yes and that the Institute is doing outreach with industry including FMI, United Fresh Produce and the National Fisheries Institute. A lot of people from industry and academia are fearful that the Institute is going to take away from the work that they do, but in fact the Institute is going to recognize the work that they are doing. We'd like to get everyone involved as this project evolves. Sarah Geisert mentioned the Listeria work done by GMA and that the Institute should look at industry to avoid reinventing the wheel. The IFPTI is trying to tie courses together which is part of a long-term strategy. The IFPTI is looking at certifications and how it fits into the FDA 50 state workgroup.

FoodSHIELD – As of last night, all but 4 states are currently onboard and participating. The four that are missing have promised to participate. They are Pennsylvania, South Dakota, Nevada and Hawaii. Hawaii has someone coming to the conference, so we can follow up with that person. A lot of progress has been made, but we committed to have all 50 states participate. Joe Corby will follow up with the state people that are coming. Dave Read talked to South Dakota and Leigh Ann talked to Pennsylvania. The PA Department of Agriculture is not sending anyone to the conference and didn't pay for anyone to attend CASA. It was suggested that NASDA go to the commissioner of the PA Department of Agriculture. Leigh Ann has offered to enter the data if we can get someone to provide the information. We have to get this done. It was an outcome of the IT workgroup of the 50 State workgroup to build upon FoodSHIELD. North Carolina used a tracking program and asked 6 states to pilot using FoodSHIELD to track data. Bob Scales stated that Canada hasn't made much progress on the CFIA site. He needs to talk to Bill Teeter this week. Leigh Ann stated that there have been some trials and tribulations with FoodSHIELD but a lot of improvements have been made. Eric Hoffman will be here at the conference. The close date of the grant is August 31st.

Resolutions – Dan Sowards reported that we didn't get any resolutions until May. This wasn't problematic this year, but it can be if people wait too long to send them in. Resolutions come from the Board, committees and voting members. If a resolution needs a lot of work, Dan will contact the sponsor to clean it up. The resolutions are then sent to the Resolutions Committee members. The resolutions this year didn't get many comments. Then the resolution comes to the Board. All resolutions get posted for a membership vote. They will be posted at registration by tomorrow. The Board can attach a statement to each resolution as a Board position. Dan had never seen a resolution that went from an associate member to a voting member of affiliate for recognition or vetting by the board. He imagines that industry has some issues that they would like to have brought forth. If industry wants to do so, they can find a sponsor. An association member cannot submit a resolution. Only voting members can do so. There are seven resolutions this year and five of them are from AFDOSS. Dan thanked those who submitted resolutions this year. The committee found them easy to work with even though a few came from novices. Claudia moved and Ellen seconded the approval. Dan will not be present for the business meeting. The incoming President can be in charge of the resolutions. Sarah Geisert asked if we track the past resolutions. Leigh Ann stated that we put the correspondence on the website. Sarah clarified that she meant if AFDO tracks the tangible outcomes from the resolutions. Jerry doesn't think that we do. Ellen suggested that this be a new charge for the resolutions committee. Dan has made this point before and can track them. Ron will add it as a charge for the Resolutions committee to advise the AFDO office on the outcomes of the resolutions. The committee whip will follow up with the committee chair.

Updates

Claudia Coles (WAFDO) – The governor of the state of Washington spent last week in D.C. and met with Gary Locke and Tom Vilsack. This is going to help congressional staff members to be more aware of Washington state food and agriculture. Organic, gap, agriculture and farm bill issues were discussed. The Governor is positive about helping and promoting food safety concerns, but didn't have the opportunity to meet with HHS or the FDA. The agency has been successful in minimizing the budget impact. Jerry added that both NASDA and Departments of Agriculture are focused on food safety and this is the first time we've seen this as an area of focus.

Rita Johnson (AFDOSS) – Rita thanked the Endowment Foundation for their contribution for the spring meeting. AFDOSS is having another meeting September 13-16. At the spring meeting, they had a live auction instead of a silent auction and they raised more than double the money. Since the annual meeting will be in Virginia next year, they will do something in conjunction.

Al Bugenhagen (NEFDOA) – NEFDOA was able to send 14 people to their annual conference thanks to the Endowment Foundation.

Bob Scales (Canadian Advisor) – Bob brings regrets from Nina Valentine. It is unfortunate that she needed to cancel again. A public health program with radio isotopes occurred in Ontario and it's Health Canada responsibility. The interim replacement also couldn't come. They are very supportive and send their apologies to the Board. Bill Teeter will be here to discuss Listeria.

Ralph Stafko (USDA Advisor) – There is no Under Secretary for Food Safety yet. There are proposals coming out this summer that states and AFDO may be interested in. Ralph mentioned the interstate shipment of state inspected

meat and poultry products is a hybrid system which utilizes state inspectors but federal requirements. There has been progress on the subject of catfish and there is a speaker on catfish at the conference. In a couple of weeks, they will have a hearing regarding another risk analysis for Listeria with a lot of impact in the retail sector.

Carol Selman (CDC Advisor) – Carol did not receive any notes from Art Liang. She provided a heads up regarding an Environmental Health Specialists Network to improve investigations and environmental assessment data. They are also developing a new training program using cutting-edge delivery methods such as second life. Carol added that the Center is getting quite a bit of interest in food safety. She reiterated the importance of AFDO being able to provide data and reflect its membership.

Andy MacCabe (CDC Liaison to the FDA) – The President has chartered a food safety working group and the report is in its first draft. It is to be delivered to the President around June 30th. There will be a public listening session, but he's not sure about a public release date at this point.

Joe Reardon – Joe attended the President's food safety working group meeting as AFDO's representative. There was a general session and 4 breakout session. Each group presented highlights from their session and there were several common themes including: involvement of state and locals/integration of the capability of states and locals, utilization of IT platforms, and training at all levels. All of these are core things supported by AFDO. It was a good session with a lot of creativity. Congressmen, Senators and Secretaries are all involved in the group. There is no question that there will be a food safety bill soon. There is currently a lack of state integration in the bills. Dan Sowards questioned what we can do to have influence on the workgroup. Joe Reardon thinks that this will move very quickly. There is NASDA position paper coming out next week. If anyone wants influence it will likely be with the makeup of the Waxman committee. Jeff Farrar pointed out that the sense of urgency in the committee is really obvious. It is clear that the health subcommittee want immediate turnaround by the FDA. Any chance for input needs to be done as soon as possible. There are influential people here at the conference. AFDO is working with NASDA, meeting with states and will hopefully get to talk to Mike Taylor while he's here. AFDO drafted some language which was sent to Dingell's staff. AFDO was also invited to a luncheon briefing in a couple of week and given 5 minutes to speak. Integration is our message. Joe Reardon can email the document from NASDA if anyone is interested in reading it. Andy MacCabe added that the framework of the report will include the 5 initial fundamental principals – prevention, surveillance, timely response, inspection and target recourse effectively. This group will be narrowed down to 3 headings but none of the content will be lost. If there are things missed in the legislation that are simply capacity building, there is still room in the report to the President to highlight those things.

Kent Kitade (AAFCO) – AAFCO is having their annual meeting in D.C. this year and it's their 100th anniversary. Next year the meeting will be in Portland. AAFCO talked to Joe Corby about a MOU between the two associations. AAFCO is not involved with a lot of things happening on a nation level, so the MOU would talk about communication. We need to develop a proactive working relationship between our two organizations. Joe attends AAFCO's board meetings. Jerry stated that this will be discussed during executive session, but that there is strength in coalitions. Perhaps the 2 organizations could have a co-meeting with the FDA in the fall.

Steve Steingart (Membership Committee Co-Chair) – Steve has a concern about the membership numbers. The Board should be involved in bringing people into the association. AFDO is doing great things, but once someone drops their membership, they don't know about all that AFDO is doing. We should follow up to see if we can call some of the people to see why they did not renew. Virtual membership is also down. Leigh Ann has a list of those who have not yet renewed their membership and a lot were virtual access members. This will be further discussed on Wednesday. Conference attendees will once again receive a partial year comped membership.

Travis Goodman (DHS and Indiana) – no update

New Business – Jeff Farrar mentioned his struggles within California. He can't convey an ideal food safety system to the legislature. He suggested a possible outside review of the program to identify what's missing and publish it as an independent entity for legislatures to latch onto (such as the Mike Taylor report with the Robert Wood Johnson Foundation). Jeff suggested the possible development of a model minimum state food authorities guide. Jeff has prepared some bullet points and would be interested in working on this. It could be a future grant opportunity.

Adjournment – President Wojtala adjourned the meeting and the group will reconvene on Wednesday afternoon

**Business Meeting
June 10, 2009
Oak Brook, IL**

Call to Order

President Gerald Wojtala called the meeting to order. The results of the election were announced as follows:

- Vice President-Ellen Laymon
- Secretary/Treasurer-Angela Kohls

President Wojtala also reminded those in attendance that if they are interested in being more active in AFDO to let either their Affiliate Rep or members of the Board know of their interest.

Business Meeting Minutes

President Wojtala then called for a motion to accept the minutes from the 2008 Business meeting. Claudia Coles made a motion to accept the minutes, Ellen Laymon seconded the motion. The motion passed.

Treasurer's Report

Ellen Laymon presented the Treasurer's report. Final numbers for the fiscal year were not yet available since there were still outstanding conference bills. Ellen stated that if members wanted to know the year-end numbers, they could contact her or the AFDO office. Alan Taylor made a motion to accept the report, Claudia Coles seconded the motion. The motion passed.

Committee Reports

Ellen Laymon made a motion to accept the committee reports as written, Alan Taylor seconded the motion. The motion passed.

Resolutions

Resolutions were the next topic for discussion. Alan Taylor made a motion to accept all the resolutions as presented, Guy Delius seconded the motion. The motion passed.

There was no old business for discussion.

During new business President Wojtala announced that there would be a Board meeting immediately following the Business meeting.

Incoming President Ron Klein then joined President Wojtala at the podium for the passing of the gavel. President Wojtala thanked everyone for supporting and assisting him during his year as President and asked that incoming President Ron Klein leave AFDO in a little bit better condition than when he takes over as President. Incoming President Ron Klein thanked President Wojtala for his excellent service to AFDO over the past year and is looking forward to an exciting year as AFDO President.

Adjournment

Ellen Laymon made a motion to adjourn, Guy Delius seconded the motion. Motion passed.

See everyone in Norfolk, VA next year!

FINANCIAL REPORT

To obtain a copy of the Association's financial balance sheet for 2009/2009, please contact the AFDO office directly at afdo@afdo.org or (717)757-2888.

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

Committee final reports and charges are available on the AFDO website to members:

Committee Charges:

Login to the AFDO Website > Click on “Documents/My Documents” in gray header bar > Click on “Public” > Select “Committee Charges” from the folders list > Select the desired year range for charges for a listing of all committee charges.

Committee Final Reports:

Login to the AFDO Website > Click on “Documents/My Documents” in gray header bar > Click on “Public” > Select “Public” from the folders list > Select “Committees” from the Public folders list > Select “Committee Final Reports” from the folders list > Select the desired year range for the final reports.

PRESENTATION OF ASSOCIATION AWARDS

Wiley Award

The 2009 winner of the prestigious Wiley Award was **Alfred E. Bugenhagen**, retired assistant director of the New York State Department of Agriculture and Markets. 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.

Associate Member Award

The Associate Member Award was presented to **Candace Jacobs**, Vice President of Worldwide Quality for The Campbell Soup Company. 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 **Erik Bungo**, Senior Food Safety Specialist with the Virginia Department of Agriculture and Consumer Services, Office of Dairy and Foods. The Achievement Award is annually bestowed on an individual who has demonstrated exemplary performance within their field.

Scholarship Awards

The George M. Burditt, Betsy B. Woodward, and Denise C. Rooney Scholarship Awards (each for \$1,500) were awarded to three deserving candidates. The first award went to **Julie A. Chelewski** of Manhattan, Kansas. Julie is currently working towards her Bachelor of Science in Food Science and Industry at Kansas State University. Julie works for the National FFA as a Student Leadership Conference Facilitator. After college, Julie aspires to work in the field of Food Science in the specialty area of food safety with an interest in national and international food security.

Our second award went to **Jeff Abshire** of Indianapolis, Indiana. Jeff is currently working towards his Bachelor of Science in Public Health, Environmental Health Science at Indiana University Purdue University at Indianapolis. Jeff works as a graduate assistant and is an active member in the Marine Corps League. After college, Jeff desires to work for the federal government, either the FDA or USDA preferable, in the areas of food safety and quality control.

Our third award went to **Jamie Stolarz** of Davie, Florida. Jamie is currently working towards her Bachelor of Science in Food Science and Human Nutrition with a specialization in Dietetics. Jamie has received numerous academic awards and honors and participates in a variety of extracurricular and civic activities. Jamie is currently applying to two Master of Science-Dietetic Internship Programs for Graduate School at Boston University and the University of Florida's Sports Nutrition Program.

Special Recognition Awards

Gerald Wojtala 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 2008 – June 2009.

Joe Reardon received an AFDO President's Award in grateful recognition of his outstanding efforts in developing the 2009 Annual Conference Program.

Wendy Campbell received an AFDO President's Award in grateful recognition of her outstanding efforts in developing the 2009 Annual Conference Program.

Scott MacIntire received an AFDO President's Award in grateful recognition of his outstanding efforts and assistance with the organization of the 2009 AFDO Annual Education Conference.

Curtis Remington received an AFDO Special Recognition Award in grateful recognition of his outstanding design efforts on many projects in service to AFDO.

Suzanne Kidder received an AFDO President's Award in appreciation of her outstanding leadership and assistance with the organization of the 2009 AFDO Annual Education Conference.

Carrie Rigdon received an AFDO Special Recognition Award in grateful recognition of her outstanding dedication and commitment to the goals of AFDO and FoodSHIELD.

Ernie Julian received an AFDO Special Recognition Award in grateful recognition of his outstanding dedication, commitment and outreach efforts for AFDO.

Marion Aller received an AFDO Special Recognition Award in grateful recognition of her outstanding leadership of the AFDO Produce Safety Workgroup.

Rick Silverman received an AFDO President's Award in grateful recognition of his outstanding leadership and dedication to the AFDO Laws and Regulations Committee. Because Rick was not in attendance, he received his award immediately following the conference.

Gary German received an AFDO Distinguished Service Award in grateful recognition of his outstanding dedication and commitment to the training goals of AFDO and this nation in support of its food safety system.

Ballard Graham received an AFDO Distinguished Service Award in grateful recognition of his outstanding dedication and commitment to the goals of AFDO and this nation through extraordinary efforts supporting the AFDO Drugs, Devices and Cosmetics Committee.

Richard Barnes received an AFDO Lifetime Achievement Award in grateful appreciation for having so generously given his time, energy and many abilities to AFDO during the span of his career.

Dan Rice received an AFDO President's Award in grateful recognition of his outstanding leadership and dedication to the AFDO Laboratory, Science and Technology Committee.

Yvonne Salfinger received an AFDO President's Award in grateful recognition of her outstanding leadership and dedication to the AFDO Laboratory, Science and Technology Committee.

Steve Steinhoff received an AFDO Special Recognition Award in grateful recognition of his outstanding dedication and commitment to the educational goals of AFDO.

Neal Nover received a Certificate of Appreciation in grateful appreciation for his outstanding and continuous support of AFDO through his membership, sponsorship and as an exhibitor.

Health Canada received an AFDO Distinguished Service Award in grateful recognition of outstanding dedication and commitment to the Association of Food and Drug Officials and to Food, Drug and Device Safety as well as its superior contributions to international relations.

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 Terrance Macaig of Williston, Vermont at the annual conference in Oak Brook, IL on Sunday, June 7, 2009.

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