

MN FOOD SAFETY AND DEFENSE TASK FORCE
Meeting Minutes
January 19, 2018

Ruth Petran called the meeting to order at 1:33 pm.

Members present included: Ruth Petran, Courtney Bidney, Cecilia Coulter (on the phone), Lorrene (Lolly) Occhino, Caldoun Abuhakel, Brent Kobielush, Ben Warren, Chris Gindorff, and Angie Cyr (for Steven Diaz)

Visitors present included: Heidi Kassenburg, Lisa Wetzels, Gwynn Datsko, Jennifer van de Ligt, Jane Jewett, Lacy Levine, John Larkin, Myah Walker, Carrie Rigdon, Katherine Simon, Susan Bishop, Dustin Nelson, Brady Fuchs, Gary Kay, Dave Read (on the phone), and Penny Norquist

1. Dates and links

The next Food Safety and Defense Task Force (FSDTF) Meeting will be Tuesday March 20, 2018 at the University of Minnesota St. Paul Campus (1964 Fitch Ave., Pomeroy Center, Room 213, St. Paul, MN) from 1:30-4:30 PM.

If available, flyers for the events listed below are included in Attachment A.

- The University of Minnesota (UMN) Extension will be hosting two food safety related courses in the coming months:
 - Meat Science 101 Evening Courses: Feb. 7 – April 25 from 6-9 pm at the Andrew Boss Laboratory of Meat Science, Room 215
 - HAACP, Sanitation, and Auditing Workshop:
 - Feb. 19-20 from 8 AM – 4 PM in St. Cloud
 - July 12-13 from 8 AM – 4 PM in St. Paul
 - November 8-9 from 8 AM – 4 PM in St. Paul
- The Food and Consumer Science Professionals organization will be hosting a conference entitled “Beyond the Basics – Trending Topics in Food Safety,” on February 23 from 8 AM – 2:30 PM at the Edina Country Club.
- A remote listening session of the Water Summit (hosted by the Produce Safety Alliance), regarding the Food Safety Modernization Act (FSMA) Produce Safety Rule, will be available in the Twin Cities on Feb. 27-28. For more information, please contact Lillian Otieno with the MDA at Lillian.otieno@state.mn.us or Jane Jewett with the MN Institute of Sustainable Agriculture at jewett006@umn.edu.
- The MN Grain and Feed Association will be hosting a Preventive Controls Qualified Individual (PCQI) Training on March 5-7 in Prior Lake, MN.
- The Coalition for Food Protection Task Forces will be hosting a virtual conference on March 8, 2018 from 1:30 – 3:30 EST. Registration information will be provided to FSDTF members and participants.
- The Food Protection and Defense Institute will be hosting two events in May. For more information on these events, please visit: [The Food Defense Conference website \(www.thefooddefenseconference.com\)](http://www.thefooddefenseconference.com).
 - A certification program in food defense on May 21-22, 2018 in Minneapolis.
 - The Food Defense Conference 2018 on May 22-24, 2018 in Minneapolis.

2. The minutes from the November 7, 2017 meeting were approved.

3. Member and Visitor Updates:

In the room:

Katherine Simon (Minnesota Department of Agriculture (MDA), Food & Feed Safety Division, (FFSD)): Will give her update during the Regulatory Update section of the agenda.

Lolly Occhino (AURI): AURI has a new staff member in the role of Project Development focused on Food. Lolly has been working with the UMN to offer food safety classes. The MDA and AURI have offered money to kick start a program to offer ongoing food safety classes as well as process authority services. Classes at the UMN would be geared toward food entrepreneurs. Eventually they would like to offer better process school but for the near future, courses will be more introductory.

Gary Kay (AgriGrowth): Gary said he is new to AgriGrowth and was interested in learning more about the work of the FSDTF.

Jennifer van de Ligt (Food Protection Defense Institute (FPDI)): Training programs are underway at the FPDI and the group has been busy speaking at events and trainings across the country recently.

Dustin Nelson (FPDI): Dustin has been working on web development and IT related projects related to food defense.

Brent Kobielush (Cargill): Cargill has seen a drop in inspections of their facilities (compared to last year's nearly 100 inspections). They are working toward being in compliance with new requirements. They dropped out of the Grocery Manufacturers Association. Brent asked the regulatory agency representatives in the room how the potential government shutdown would affect their work and what will happen to state inspections [their responses were given during the regulatory updates, see below].

John Larkin (IEH Labs & Consultants): IEH helps food companies deal with food safety issues. Recently, they have come across some issues with canned foods. Often, seal integrity issues have been dealt with by looking for gross failures. FDA is now taking a different view and looking for full blown investigations for the safety of products. If there is a hazard with the product, you must identify it and have a corrective action plan. One instance is Bush Brothers, where FDA came close to calling it a class 1 problem. FDA is not looking for a dent detection process. They want a more detailed and robust understanding of why the defect happened along with a risk assessment.

Angie Cyr (Minnesota Department of Health (MDH)): Angie is acting Program Manager for the Food, Pools, and Lodging Division on behalf of Steven Diaz.

Caldoun Abuhakel (Done Right Foods): Caldoun shared that last year the company went through their audit.

Penny Norquist (FPDI): Penny said that she works with Dustin on web development and IT related projects for the FPDI.

Gwynn Datsko (Food Safety & Inspection Service (FSIS)): Gwynn said that egg inspections are moving toward needing a Hazard Analysis Critical Control Point (HAACP) Plan and there are some swine slaughter changes that will be happening under the FSMA.

Brady Fuchs (Seneca Food Corp.): No updates.

Lisa Wetzel (MDA, Dairy & Meat Inspection Division (DMID)): No updates.

Heidi Kassenborg (Kassenborg Consultants, LLC): Kassenborg Consultants do training consulting, primarily by offering PCQI and Foreign Supplier Verification trainings. PCQI demand is slowing down but Foreign Supplier Verification trainings are still on demand.

Myah Walker (Sparboe): Myah shared that Sparboe is an egg products company. They are getting ready for new inspection requirements and just learned that FDA may have some discretion on some of their plants when doing inspections.

Jane Jewett (Minnesota Institute of Sustainable Agriculture (MISA)): Jane shared that MISA is sponsoring Good Agricultural Practices (GAP) trainings for farmers that are not covered by FSMA but still need training. Jane has also been working with Cecilia Coulter and others on the Food Innovation Team (FIT) governance documents.

Ben Warren (Land O'Lakes): Land O' Lakes is still working on supply chain preventive controls and they still have questions on what is and is not on Certificates of Analysis (COA). Several people are retiring so the company is focused on succession planning. Recently some cheese products have been recalled, which ended up being due to a miscommunication. Land O' Lakes also recently had a near miss with a supplier who required a lab test for pathogens even though the product had a very short shelf life. This is a good example of how new requirements sometimes don't capture the intent of food safety.

Chris Gindorff (Lund Food Holdings): Chris said that he is focusing on getting involved in trainings and has been working on creating Certified Food Manager (CFM) trainings for the state. Internally, new management has been called in to bolster manufacturing location. Lunds is working on supplier data management systems and is also participating with some other retailers to get all produce vendors compliant with produce safety rules.

Courtney Bidney (General Mills): Courtney reminded the group that last time she talked to the FSDTF about the Association for Food and Drug Officials (AFDO) group that is working on getting a contact list for emergency responses. AFDO is also announcing a new initiative called "Partners with a Common Purpose" to increase collaboration amongst food protection professionals and regulatory officials. Please see [AFDO's Blog \(http://www.afdo.org/blog/5317056\)](http://www.afdo.org/blog/5317056) for more information.

Ruth Petran (EcoLab): Ruth said that EcoLab will be helping to host the China's equivalent of the FDA. Representatives are interested in learning about the US's food regulatory system. Next Friday (Jan. 26), a workshop will be held for them on risk based preventive controls. China has questions about organizational processes and how to set up food safety programs. EcoLab also participated in the MN Food Code hearing last week. EcoLab's comments were related to a specified number of drain boards that were proposed. The announcement of increased discretion for FDA was welcomed a few weeks ago.

Dave Read (International Food Protection Training Institute (IFPTI)) [on the phone]: Working with FDA as the national coordination center for FSMA training. They will be meeting in Albuquerque in conjunction with the Midwest Food Processors Association meeting. Working to develop courses that are add on trainings to particular sectors of the market.

Susan Bishop (MDH): Working on healthy food access with small food outlets that are struggling with food safety regulations.

Lacy Levine (MDA, FFSD): We have a new one page document that explains the mission of the FSDTF, when we meet, members, etc. It is also located on the website for people to use and download. One of the requests the communications subcommittee had at the last meeting was to start posting the presentation that are given during our meetings to the website. I will be in touch with presenters to start implementing this. A request from Jane Jewett was made to host a remote viewing site for a Water Summit that is being hosted by the Produce Safety Alliance. It was decided that Jane and Lillian Otieno with MDA's Produce Safety Program would coordinate this remote viewing site. Finally, several trainings are being offered over the next several months [see the Dates & Links section above].

4. Regulatory Updates

Katherine Simon (MDA, FFSD): The Produce Safety Program recently hired a new outreach person whose main task will be doing the on farm readiness review process. By the next Food Safety & Defense Task Force meeting, she is hoping to have two new inspectors in the Produce Safety Program. The state will not be impacted by the potential government shutdown. The only restriction will be that the support functions through FDA won't be available and MDA won't get paid for inspections until they are back up and running. The money for FDA grants that MDA has have already been distributed so they won't be affected. For the MN Food Code Update, the 20 day public comment period will end on February 1 and the final review from the Administrative Law Judge will be March 12.

Lisa Wetzel (MDA, DMID): The government shutdown will be problematic in some ways. DMID is still waiting on how funding will be distributed for inspections.

5. Flexible Spending Model Grant

Carrie Rigdon (MDA, FFSD) provided a presentation and overview of the new FDA grant from which the FSDTF receives funding. The new Flexible Spending Model Grant combines several grants into one, adds additional focus areas for Food Safety Task Forces, and increases the potential funding amount from \$9,000 per year to \$10,000 per year. Please see Carrie's PowerPoint presentation in Attachment B.

Following Carrie's presentation, Lacy Levine (MDA, FFSD) facilitated a group discussion regarding the types of projects that the FSDTF would like to focus on in the Flexible Spending Model Grant application. Lacy reviewed the projects that have been done in the past, some ideas for future projects, and gathered feedback from the group on projects that should be pursued in the next five

years. Lacy will present the FSDTF grant application along with an outline of the projects that the group discussed at the next FSDTF meeting. Please see the discussion notes in Attachment B.

6. FIT Concept Update

Jane Jewett (MISA) provided a presentation (Attachment C) and overview of the work that the FIT Concept team has completed to date regarding the FIT Concept's draft governance documents. After the presentation, the group had several questions about the membership of the group, if the meetings would be open to the public, the timeline of the case review process, outreach that would take place, and others. After the presentation, Ruth and Courtney asked what the team needed to keep moving forward. The group decided that the next steps will be that the FSDTF members and other interested groups should review the draft governance documents (Attachment C) and provide Jane and Cecilia Coulter with any feedback. The MDA will coordinate a meeting with the appropriate Assistant Commissioner(s) and legal staff to review the documents and ensure it meets MDA requirements.

7. FoodSHIELD Presentation

Dustin Nelson and Penny Norquist provided background information regarding the Coalition of Food Protection Task Forces (the FDA's coalition of Food Safety Task Forces, with which the FSDTF is involved). Dustin and Penny guided the FSDTF through the various websites that FoodSHIELD is involved with and also demonstrated how other Food Safety Task Forces around the country use their FoodSHIELD websites (presentation included in Attachment D). They also shared with the group that we are able to host online trainings using our website using Adobe Connect. We are also able to record and post online trainings on the portal. Some of the key websites that Dustin and Penny shared are:

- [The MN FSDTF \(https://mn.foodprotectiontaskforce.com/\)](https://mn.foodprotectiontaskforce.com/)
- [The Coalition of Food Protection Task Forces \(http://new.foodprotectiontaskforce.com/\)](http://new.foodprotectiontaskforce.com/) (which can be used to navigate to other states' websites)

8. Recent Training Updates

Lacy Levine (MDA, FFSD) read the summaries for three recent trainings that were provided by the training instructor(s).

- Human Food PCQI Training: November 14-16, 2017 in St. Louis Park, MN - The course was filled to capacity and the training was held at Lunds & Byerly's in St. Louis Park. The training facility was wonderful and course participants gave us feedback after the training saying how much they got out of it.
- Animal Feed PCQI Training: November 28-30, 2017 in Mankato, MN - In all, 38 people attended the course (out of the 40 who registered). Most of the attendees were from small to large feed mills. A few people were from ingredient manufacturers, pet food producers, and a research and development company. Overall the course was well received and we received a lot of positive feedback. The instructors said that they could

have handled an additional 5-10 people and that the training could be condensed from 2.5 days to 2 days. This feedback will be helpful for the next training.

- Grower Training (hosted by the University of Minnesota, Produce Safety Alliance, MDA, and others): January 17, 2018 -
The training went very well and was at capacity (with about 10 people on the waitlist). The trainers had several partners from FDA, Produce Safety Alliance, and the North Central Regional FSMA training center to help field questions. There will be two additional trainings this spring to accommodate the demand. One will be on April 6 in Rochester and one on April 10 in Little Falls. The training scheduled for March 20 in Monticello is already sold out.

9. Subcommittee Updates

Communications Subcommittee

- Courtney Bidney asked Lacy Levine to provide an update on the progress she has made on the requests that the Communications Subcommittee provided during the November FSDTF meeting. Lacy updated the group on the website update tasks that she has been completed thus far including: adding the one page summary document (with the mission, dates, members, etc.); updating the purpose section of the website based on suggestions from the subcommittee; working with the FoodSHIELD web developer to make the website more mobile friendly; adding more meeting information on the website (including presentations) and updating the meeting dates for 2018; adding an email distribution sign up area on the website; and adding the FSDTF Terms of Reference to the website.
 - A question was asked about how much traffic we receive on the website. Lacy will look into finding out before the next meeting.
 - Carrie Rigdon brought up that documents uploaded to the website (including presentations given at the FSDTF meetings) will need to be accessible. Lacy will provide a brief training on how to make PowerPoint presentations accessible during the next meeting.

Training Subcommittee

- Chris Gindorff said that looks forward to seeing how we can start using the FoodSHIELD website to host online trainings. He then asked Lacy Levine to provide an update on any trainings discussed at the last FSDTF meeting. Lacy updated the group that staff from the MDA FFSD's Feed Program are able to serve as trainers for another Animal Feed PCQI training. The group of trainers has identified a couple of weeks in the summer to host the training. Lacy will be in touch with Katie Swanson before the next meeting to discuss the idea of hosting the second part (the in-person component) of the online Human Food PCQI training.

10. Agenda Items for Next Time

- Review Flexible Funding Model Grant Application & discuss project planning
- FIT Concept update (if the group is ready at that time)
- Brief Power Point accessibility training
- Subcommittee meetings

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Attachment A

Upcoming Event Flyers & Additional Information



Meat Science 101 Evening Course

Spring 2018

Wednesday Evenings, 6-9pm
Andrew Boss Laboratory of Meat Science, Room 125



University of Minnesota Meat Science provides top-notch education opportunities for those interested in learning about the meats industry in the United States. Join Dr. Ryan Cox, the primary instructor for the Meat Science 101 Evening Course, as he explores the science, production and processing of red meat and poultry from the farm to the fork. Weekly presentations will be a blend of technical and non-technical lectures, meat processing demonstrations, and invited speakers that will provide unique insight to each of the topics. Material is targeted to audiences of all backgrounds and experience.

Registration Rates

Registration for the Meat Science 101 Evening Course is \$525 per participant. Registration can be carried out online at: <https://www.regonline.com/meatsci101>

If you have any further questions regarding the Meat Science 101 Evening Course or any other Meat Science Extension program, please contact::

Dr. Ryan Cox
University of Minnesota
155D Haecker Hall
1364 Eckles Avenue
St. Paul, MN 55108-6118
Phone: 612-624-3063
Email: ryancox@umn.edu

February 7

Course Introduction and History of the Meats Industry

February 14

Muscle Structure and the Conversion of Muscle to Meat

February 21

The Chemistry Behind Meat Color, Tenderness and Water Holding Capacity

February 28

Meat Fats and Their Relationship to Shelf Life, Packaging and Storage Considerations

March 7

Humane Livestock Handling and Harvest

March 14

Carcass Evaluation and USDA Grading

March 21

Carcass Fabrication: Beef, Pork and Lamb

March 28

Food Safety, Sanitation and HACCP

April 4

Processed Meats: Curing

April 11

Processed Meats: Fundamentals of Sausage Production

April 18

Meat Cookery

April 25

Meat Marketing, Modern Topics, and Course Overview



UNIVERSITY OF MINNESOTA
EXTENSION
Driven to DiscoverSM

HACCP, Sanitation and Auditing Workshop

Three Workshops Offered in 2018!



Register Online:

<https://www.regonline.com/HACCPWorkshops>



Topics Covered

- Impact of Food Safety on the Industry
- Introduction to Microbiology
- Pre-Requisite Sanitation Programs: GMPs and SSOPs
- The 7 Principles of HACCP
- Chemical, Biological and Physical Hazards
- The Development of a HACCP Plan
- Labeling and Allergens
- Minnesota State Inspection Program
- Food Defense Plans
- Additional Resources for Meat and Food Processors

St. Cloud, Minnesota

February 19-20, 2018

8:00am - 4:00pm both days

Best Western Plus Kelly Inn

100 4th Ave S, St Cloud, MN 56301

St. Paul, Minnesota

July 12-13, 2018

8:00am - 4:00pm both days

University of Minnesota Continuing Education and Conference Center

1890 Buford Ave, St Paul, MN 55108

St. Paul, Minnesota

November 8-9, 2018

8:00am - 4:00pm both days

University of Minnesota Continuing Education and Conference Center

1890 Buford Ave, St. Paul, MN 55108

For all inquiries regarding the program, please contact Dr. Ryan Cox, University of Minnesota Extension Meat Specialist, at ryancox@umn.edu

You are invited to the following event:

BEYOND THE BASICS - TRENDING TOPICS IN FOOD SAFETY

Event to be held at the following time,
date, and location:

Friday, February 23, 2018 from 8:00 AM
to 2:30 PM (CST)

Edina Country Club
[5100 Wooddale Ave](#)
[Edina, MN 55424](#)

[View Map](#)

[Attend Event](#)

Share:



If someone asked “Who protects our food supply? What should I worry about?” would you know how to answer them?

Food safety goes far beyond time and temperature controls! Food professionals need to be trained, truthful, and trusted to help protect the stomachs (and health) of Americans by what we communicate, teach, purchase, cook and serve.

FCS Professionals invite you to expand your food safety knowledge at our professional conference ***Beyond the Basics - Trending Topics in Food Safety*** on **Friday, February 23, 2018 from 8:00am – 2:30pm** at the **Edina Country Club**.

This program is designed for those who teach about food handling or work with food in any setting. Expert speakers, including Dr. Michael Osterholm, will deliver the program contents. You will learn about:

- the trickle-down impact of infectious disease on the food supply and human health.
- the government's role in protecting against food fraud that could disrupt the food supply or create health hazards.
- the growing consumer demand for clean labels and full disclosure regarding their food *wherever* they may be eating.

And, gain a better understanding and appreciation of the legal consequences for deceptive communications or causing a foodborne illness.

Fee includes 5 outstanding subject matter experts presenting 4 hours of pre-approved continuing education, networking opportunities, and brunch. For complete program details and association education approvals see the attached brochure or visit our program [web page](#).

Register(on Event Brite) prior to February 13th to get early bird rates.

Feel free to share this invitation with friends and associates and we look forward to seeing you at the conference!!

Food & Consumer Science Professionals

hello@fscprofessionals.org

www.fscprofessionals.org

Food & Consumer Science Professionals is a non-profit organization for all professionals working in areas related to food, nutrition and consumer sciences. We want to inspire our members to positively impact their communities. Our mission is to provide opportunities for professionals to learn, share, and grow.



FEB. 27-28, 2018

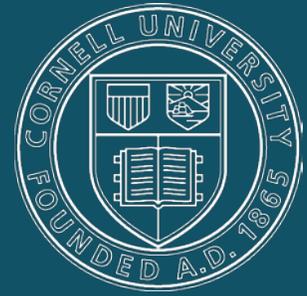
WATER SUMMIT

RADISSON HOTEL –
CINCINNATI RIVERFRONT

Water used during the production of fruits and vegetables represents a potential pathway for contamination with human pathogens. In the Food Safety Modernization Act's (FSMA) Produce Safety Rule (PSR), microbial quality standards were established for agricultural water that comes in contact with produce to reduce risks associated with agricultural water use. However, FDA received feedback from numerous stakeholders raising concerns that some of these standards may be too complex to understand and difficult to implement. In response to these concerns, FDA is considering how to address these issues by exploring ways to simplify the PSR standards related to agricultural water.

Join us for an engaging two-day Water Summit that will include informational presentations and break out discussions. Participants will explore challenges related to the requirements of Subpart E – Agricultural Water and discuss potential solutions that are workable while protecting public health. Due to the logistics of facilitating this interactive Water Summit, space will be limited to approximately 100 participants, however, we intend to provide options for participating remotely. Registration and information about remote participation will be available in January 2018.

Produce Safety
ALLIANCE



SAVE THE
DATE

February 27-28,
2018

LOCATION

Radisson Hotel
668 W. 5th Street
Covington, KY 41011

PARTICIPATION
OPTIONS

Seats will be limited at
the meeting, but remote
options will be available

REGISTRATION
Coming January 2018

MGFA to Host Preventive Controls Qualified Individual (PCQI) Training - Meeting Details Pending

The Food Safety Modernization Act (FSMA) was signed into law in 2011. The goal is to make the feed and food supply in the USA safe by shifting the focus of federal regulators from responding to contamination to prevention. By September, 2018, feed mills will need to have a Food Safety Plan that has been prepared by a "Preventive Controls Qualified Individual (PCQI)" To be a preventive controls qualified individual, the individual must have successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA **or** be otherwise qualified through job experience to develop and apply a food safety system. To become a PCQI through training under the standardized curriculum, individuals must successfully complete a two and a half day course taught by Food Safety Preventive Controls Alliance (FSPCA) Lead Instructors. **The MGFA has made tentative plans to hold its next PCQI training session on March 5-7, in conjunction with the MGFA annual convention being held at the Mystic Lake Casino Hotel March 6-8, 2018. While details are still being worked out, we wanted to make members aware of this opportunity to address this training component contained in the FSMA.** The course will also include: An overview of the FSMA requirements for animal food, Good Manufacturing Practices requirements currently being required and enforced by the MN Dept. of Ag, animal food safety hazards, an overview of the food safety plan, hazard analysis and preventive controls determination and a review of the sanitary transportation rule.

Registration - The registration fee for the PCQI training is \$400/person for MGFA members or \$475/person for non-members, with a limit of 50 participants. The event will be held at the Mystic Lake Casino Hotel, Prior Lake, starting on Monday afternoon, March 5 and concluding in the afternoon of Wednesday, March 7. To secure a sleeping room at the Mystic Lake Casino Hotel, follow the link to Mystic's booking website at <https://aws.passkey.com/e/49518130>. You can also call Mystic Lake's reservation line at **1-800-262-7799** and **request the Minnesota Grain & Feed Association** room block. To register for the PCQI training course, [click here](#). The registration deadline is February 23, 2018.



REGISTER NOW

THE FOOD DEFENSE CONFERENCE 2018

May 22-24, 2018 | Minneapolis, MN

www.thefooddefenseconference.com



Food Protection and Defense Institute
A Homeland Security Center of Excellence



REGISTRATION NOW OPEN!

Join us at the Commons Hotel on the beautiful University of Minnesota, Twin Cities campus for the fourth annual Food Defense Conference.

MAY 22-24, 2018

Visit our website for detailed information regarding registration, hotel agenda, and speaker information

www.thefooddefenseconference.com

#FDC18



— BECOME CERTIFIED IN —
FOOD DEFENSE

May 21-22, 2018 | Minneapolis, MN

www.thefooddefenseconference.com



Food Protection and Defense Institute
A Homeland Security Center of Excellence

FOOD DEFENSE CERTIFICATION COURSE

May 21-22, 2018 | Minneapolis, MN

The Food Protection and Defense Institute will be hosting a Food Defense Certification Course that will equip your company with the knowledge and skills to foresee food defense threats and vulnerabilities, protect your brand from intentional adulteration, and prepare for upcoming regulations.

Food Defense Topics Include:

- Food Defense Introduction and Global Importance
- Threats to the Food System and Vulnerability Assessments
- Policy and Regulation
- Recovery and Consequence Management
- Surveillance and Detection
- Customized Food Defense Plans

REGISTRATION FEE:

\$400 / Person

**Includes meals & training materials*

More Information: www.thefooddefenseconference.com/training/

**MN FOOD SAFETY AND DEFENSE TASK FORCE
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Attachment B

Flexible Spending Model Grant Presentation & Discussion

Carrie Rigdon & Lacy Levine



Grants

Flexible Funding Model – New Cooperative Agreement for State Food Protection Task Forces

Carrie Rigdon | Response & Outreach Unit Supervisor

MN Food Safety and Defense Task Force

January 19, 2018



Ensuring the integrity of Minnesota's food supply | www.mda.state.mn.us

1. Funding model change
2. Task Force funding objectives
3. Timeline

Cooperative Agreements

- U.S. Food and Drug Administration (FDA) funds state food safety programs that support an integrated food safety system
- Minnesota Department of Agriculture (MDA) receives funding for:
 - Manufactured Food Regulatory Program Standards (MFRPS)
 - Food/feed Rapid Response Team (RRT)
 - Food Protection Task Force
 - Staff training



What is changing?

- Funding model now combines support for multiple programs into one grant application
 - Manufactured Food Regulatory Program Standards (MFRPS)
 - Food/feed Rapid Response Team (RRT)
 - Food Protection Task Force (FPTF)
 - Special Projects
- Application covers 5 years
- Funding would begin August 1, 2018
- Slight increase in available funds for Task Forces from \$9,000/yr. to \$10,000/yr.



“The purpose of this [funding opportunity] is to support a Food Protection Task Force responsible for promoting the integration of an efficient statewide human and animal food (HAF) protection system that maximizes the protection of the public health.

- FDA Flexible Funding Model Request for Applications (RFA-FD-18-001)

Funding Objectives for Task Force Applications

- 1) Provide a forum for all the stakeholders of the state food protection system – regulatory agencies, academia, industry, consumers, state legislators, and other interested parties to promote HAF safety and defense;
- 2) Assist in adopting or implementing applicable sections of the Code of Federal Regulations, the Food Code, and other food protection laws and regs.; and
- 3) Promote the concept of an Integrated Food Safety System (IFSS) by communicating and supporting agency objectives that maximize the protection of public health through integration activities.



Integration Activity Examples

- Process improvement
- Stakeholder training/education/outreach
- IFSS best practices and recommendations



Task Force Yearly Goals

- 1) Hold at least one meeting with FPTF stakeholders
- 2) Identify an integration activity to address for each year through the FPTF and provide an update on the activity in the annual report
- 3) Submit copies of FPTF presentations, job aids and other resources developed by the FPTF for sharing with other food protection stakeholders



FPTF Scoring Criteria

- 1) **Effective use of grants funds** (10 pts)
- 2) **Integration** (40 pts): Demonstrate the ability to bring together the stakeholders, collaborate on integration projects, work on projects that benefit public health
- 3) **Replicability** (25 pts): Does the applicant plan to share developed resources and materials to all stakeholders
- 4) **Significance** (15 pts): Mission and objectives are clearly identified
- 5) **Communication** (10 pts): Addresses how communication & collaboration with key stakeholders will support an IFSS



Timeline

- Application due March 1, 2018
- Year 1 start: August 1, 2018
- Year 2 start: June 1, 2019
- Year 3 start: June 1, 2020
- Year 4 start: June 1, 2021
- Year 5 start: June 1, 2022



Thank you!

Carrie Rigdon

carrie.rigdon@state.mn.us

651-201-6453

1/19/18 FSDTF Meeting
FDA Flexible Spending Model Grant Ideas Discussion

Ideas on topics, trainings, speakers, field trips, etc. that the FSDTF would like to pursue in the next 5 years

Past Trainings:

- Food Labeling Workshop - 2013
- 2 Feed Labeling Workshops - 2014
- Food Defense Builder/Awareness Workshop – 2014
- Allergens & Food Processing Workshop – 2015
- Foodborne Outbreak Investigation Training – 2015
- Preventive Controls Train the Trainer Course – 2016
- 3 Human Food PCQI – 2016 & 2017
- 2 Human Food PCQI – 2017
- 1 Animal Feed PCQI – 2017

Meeting topic ideas:

- Because one of the grant's new intents is to have cross pollination of Rapid Response Teams, Task Forces, and Regulatory Programs, I thought we could dedicate at least 1 meeting per year to get updates from the RRT and perhaps do a training or exercise with them.
 - Use a large event like the Super Bowl as an example
- Another thing that the grant is trying to achieve is having longer term process improvement projects.
 - One idea is to use the task force as a way to improve inspection work throughout the state by different agencies.
 - Perhaps have roundtable discussions with each of the regulatory agencies or some other format to share ideas and to have open communication between the regulatory agencies and the regulated community
 - Another idea is for the task force to help improve response efforts across the state.
 - Similarly, this could take on several forms but we could at least get the RRT, state patrol, health, etc. together to talk about how responses are held now and how they can be improved.
 - Another idea is to host a joint meeting with another Task Force (perhaps Iowa) to learn from each other

Training & Project Ideas:

- Promotional Materials
- Website
- Survey(s) / Needs assessment (s) for regulated community (like the "are you ready for FSMA" survey)

- FIT Concept
 - What kind of financial support might be needed for this?
- Trainings
 - Mini-Preventive Control Qualified Individual (PCQI) Trainings (non-certificate granting, would demonstrate how important PCQI is)
 - Audience would be firms or people who are unlikely to go through the PCQI training without know what it entails and why it is important
 - Could tag this on to a conference or industry meeting (like the MN Food Processor Assoc. Annual Meeting)
 - Smaller Preventive Control-related trainings (recorded & made available on our website)
 - Microbiology 101
 - Allergens
 - Environmental Monitoring
 - 2019: Feed Program would like to work with the task force to offer a labeling workshop like what has been done in the past
 - Allergen workshops (use funding to invite someone from FARP; work with UMN to develop it)
 - Plan Review workshops
 - Plan Review video training
 - Environmental Monitoring Program Set-Up 101
 - What to expect at your inspection
 - Food Code training series (webinars)
 - Intentional Adulteration Training (curriculum currently under development)
 - Training that is attached to an existing conference that is being held in MN
- Speakers
- Trainings for FSDTF members and participants
- Conference(s)
 - Attend and present at relevant state or regional conferences or industry meetings; provide updates on new regulations, food safety news and updates, etc.
 - (Ideas: NCAFDO, MNIAFP)
- Share information
 - Idea: Sanitize and share PC Audits with Task Force mailing list and licensed firms so they know what is involved in an audit
- Supplies / Meeting Costs
 - Web-Ex Account (could also use FoodSHIELD Adobe Connect capability)
 - Meeting Spaces
 - Parking passes
 - Conference call line
- Travel to other states

**MN FOOD SAFETY AND DEFENSE TASK FORCE
Meeting Minutes
January 19, 2018**

Attachment C

Food Innovation Team – Governance Documents Update & Presentation

Jane Jewett

Food Innovation Team (FIT)

Presented to Food Safety & Defense Task Force
January 19, 2018

History:

Who's been involved?

Local Food Advisory Committee, Renewing the Countryside, Sustainable Farming Association, U of MN Endowed Chair in Agricultural Systems, U of MN Extension, Minnesota Institute for Sustainable Agriculture, Homegrown Minneapolis, Minnesota Department of Agriculture, Minnesota Department of Health, Olmsted County Public Health, Minnesota Farmers' Market Association, Minnesota Farmers Union, Wabasha Farmers' Market ... and many more!

Timeline

January 2013
Local Food Advisory
Committee established

June 2015 – June 2016
Bush Foundation
Community Innovation
Grant

April 2015 –
August 2016
Wabasha
Farmers'
Market

October 2016: Meeting at MDA

- Staff from MDA and MDH
- Representatives of MISA, MFMA

Names

- We've tried out several acronyms:
- Team SOS: Second Opinion Scrum
- SALT: Solution Advisory Licensing Team
- **FIT: Food Innovation Team**

September 2017

Food Safety & Defense Task Force approved the FIT concept, and empowered Cecilia Coulter and the existing FIT working group to develop governance documents.

3 parts to FIT governance documents:

1. Line-items added to the FSDTF Terms of Reference
2. Appendix added to cover the FIT subcommittee
3. Standard Operating Procedures (SOPs) for FIT

Line-Item Additions to FSDTF Terms of Reference:

- 7.2.5 Food Innovation Team

Appendix I. Active Subcommittees.

e. Food Innovation Team

New 7.2.5 section

7. Subcommittees

7.1. Subcommittees will be generated as needed based on the mission statement for the task force. All work activities will be directed by the Food Safety and Defense Task Force.

7.2. The following is a list of proposed subcommittees:

7.2.1. Training and Education

7.2.2. Emerging Issues

7.2.3. Outreach/Marketing/Communication

7.2.4. Legislative Advocacy Committee

7.2.5. Food Innovation Team.

7.3. The Subcommittee will elect a chair or co-chairs to guide the subcommittee's work.

7.3.1. The chair or co-chairs will represent the sub-committee for a period of two years.

7.4. The chair(s) will work with MDA staff to coordinate, schedule, and recruit members.

7.5. Subcommittee chairs will report on actions, activities and actionable items at each bi-monthly Task Force meeting and provide a written recap to be shared in the meeting notes.

7.5.1. Subcommittee updates may be circulated by e-mail in the minutes as opposed to giving updates during the bimonthly meeting.

New Active Subcommittees Section

Appendix I

Minnesota Food Safety and Defense Task Force
Management Plan FY 2017 – 2018

Task Force 2017 – 2018 tentative meeting schedule

- a. July 25, 2017
- b. September 19, 2017
- c. November 7, 2017
- d. January 16, 2018
- e. March 20, 2018
- f. May 15, 2018

Active Subcommittees

- a. Training and Education
- b. Emerging Issues
- c. Outreach/Marketing/Communication
- d. Proposed: Legislative Advocacy

e. Food Innovation Team

New Appendix II: Food Innovation Team

1. Membership and qualifications:

- a. MDA food licensing staff (1)
- b. MDH food licensing staff (1)
- c. Delegated authority food licensing staff (1)
- d. Local food maker community (1)
- e. Local food farming community (1)
- f. Local/regional food systems expert, community or college/university-based (1)
- g. Food safety expert, non-agency (1)

New Appendix II - Continued

2. Application

- a. Accessed via FSDTF website
- b. Approved by FSDTF

3. Meetings

- a. May take place to develop FIT's policies and procedures
- b. May take place as requested by an applicant or FIT member
- c. May be in-person or virtual

New Appendix II – Continued 2

4. Meeting attendees

- a. FIT Subcommittee members
- b. Ad-hoc experts as requested by applicant or FIT subcommittee members
- c. Other interested parties

5. Subcommittee members

- a. Prospective members will apply to the Task Force
- b. Terms shall be two years
- c. Subcommittee members shall serve without compensation

New Appendix II – Continued 3

6. Standard Operating Procedures: see SOP documents
 - a. Agenda Development
 - b. Conflict of Interest
 - c. Data Collection
 - d. Data Privacy/Confidentiality Agreement
 - e. Meetings
 - f. Meeting Attendees
 - g. Membership
 - h. Reports
 - i. Timeline for Review of Cases

New Appendix II – Continued 4

6. Standard Operating Procedures: see SOP documents
 - a. Agenda Development
 - b. Conflict of Interest
 - c. Data Collection
 - d. Data Privacy/Confidentiality Agreement
 - e. Meetings
 - f. Meeting Attendees
 - g. Membership
 - h. Reports
 - i. Timeline for Review of Cases

Standard Operating Procedures (SOPs)

Agenda Development

1. PURPOSE

This document describes the process for developing an agenda for FIT meetings.

2. SCOPE

This procedure applies to the development of an agenda for FIT sub-committee meetings. These meetings may or may not take place during a regularly scheduled meeting of the FSDTF.

3. BACKGROUND

After a business owner fills out a Pre-Screening Intake Form and is approved for consideration by FIT, the FIT Chair in conjunction with MDA directors will develop the agenda. A preliminary agenda will be sent to the FIT membership for review. FIT members may modify the agenda no less than 24 hours before a planned FIT meeting.

Conflict of Interest

Do we need it?

Data Collection

1. PURPOSE

This document describes the procedure used to collect data and information from food business owners in MN.

2. SCOPE

This procedure applies to those food businesses owners who are seeking the help of the Food Innovation Team (FIT) regarding licensing a food business in MN.

3. BACKGROUND

Most food businesses in MN receive a license to do business from MDA/MDH/DA with relative ease. Some food business owners may encounter delays in licensing due to a number of factors that may not be easily solved within an acceptable time-frame. Food business owners may then need the assistance of FIT. Clear and detailed information about the business must be collected in order to ascertain whether and how a food business owner may be helped by FIT.

Data Collection – Continued 1

6. PROCEDURES

6.1 The FBO will be asked to sign a Confidentiality Agreement.

6.2 The FBO and FIT members will fill out a Pre-Screening Intake Form. The information on the form contains details about their business model and product process.

6.3 The Chair of the FIT sub-committee will review the form for completion.

6.4 Data will be recorded on a spreadsheet for future reference and analysis.

6.5 FIT may inform FBO that the data provided is considered non-public but that it may be used to consider his/her case in an open, public meeting.

Data Collection – Continued 2

FSDTF FIT



Case number

To be completed by FIT in association with the Food Business Owner

Pre-Screening Intake Form

Category	General Information			
	General Business Information	Date license issued	Agency issuing license	Other
Name of Food Business Owner				
Name of Business				
Location of business				
Jurisdiction				
Current Business model	Details:			

Data Collection – Continued 3

NOTE: Information on this form may be used by FIT to build a database which will be used to improve services to you and others and for training purposes. Your name and other private information will not be used for these purposes.

___ I choose to allow release of information from this form to the FIT database.

___ I choose to mark specific pieces of information as “Confidential,” but allow the remainder of the information to enter the database. (See the Confidentiality document for more information.)

___ I choose to OPT OUT of the FIT database: no information on this form may be released to the database.

Data Privacy

3. BACKGROUND

Food business owners who seek the help of FIT sub-committee fill out a PSIF describing in detail their business model and product development process. This information helps the FIT members arrive at licensing solutions that align with the business owner's goals for his business. However, the information needed to make a final licensing determination may contain proprietary information that may be misused by others. In order to protect the intellectual property of a food business owner, FIT must protect this information. All FIT members and those attending FIT meetings must sign a Confidentiality Agreement (CA) wherein it is indicated that no information that is considered during a FIT meeting may be used outside of that meeting for purposes other than helping the food business owner attain a license in a timely manner.

Meetings

3. BACKGROUND

The Food Innovation Team, a sub-committee of the Food Safety and Defense Task Force, exists to aid food business owners in MN with licensing their food businesses. FBO come to FIT when normally prescribed avenues for licensing have not resulted in a licensed business. This state of events may happen for various reasons. MDA/MDH/DAs may request a review by FIT to ascertain if, in fact, the business is unable to be licensed or if there are other unexplored avenues to licensing. FIT meetings are called at the discretion of the MDA Food & Feed Safety Program Director; with input from MDH, DAs, or members of local food organizations such as MFMA, RTC or MISA.

Meetings - Continued

MDA Food & Feed Safety Program Director – The Director may convene a FIT meeting. MDH or DAs wishing to convene a FIT meeting will make the request to the MDA Food & Feed Safety Program Director.

Members of local food organizations – FBO's may contact local food organizations such as MFMA, RTC or MISA and request a FIT meeting through the organization.

Meeting Attendees

This procedure applies to the selection of individuals who may attend a FIT meeting at the request of the FBO or other FIT members.

3. BACKGROUND

A FIT applicant may request ad-hoc experts. These non-FIT attendees are governed by the same privacy guidelines outlined in the Data Privacy SOP.

4. RESPONSIBILITY

FBO – The Food Business Owner may request the presence of a particular individual at a FIT meeting.

MDA Food & Feed Safety Program Director – may also request the presence of an expert, and may do this on behalf of MDH or DAs.

Membership

6.5 FIT members must fit these categories:

6.5.1 MDA food licensing staff (1)

6.5.2 MDH food licensing staff (1)

6.5.3 Delegated authority food licensing staff (1)

6.5.4 Local food maker community (1)

6.5.5 Local food farming community (1)

6.5.6 Local/regional food systems expert, community or college/university-based (1)

6.5.7 Food safety expert, non-agency (1)

Reports

4. RESPONSIBILITY

FIT Chair – The FIT Chair will have primary responsibility to guide FIT to order the generation of reports with recommendations and distribution of these to the various interested parties.

FIT Membership – The FIT membership will aid the FIT Chair to review and order generation and distribution of these reports.

MDA Food & Feed Safety Program Director – MDA Food & Feed Safety Program Director will order and facilitate staff availability to generate and distribute these reports.

Timeline for Review of Cases

6. PROCEDURES

- 6.1 Once the FBO fills out the PSIF, the form will be reviewed by the MDA Food & Feed Safety Program Director. The FBO will be contacted within 2 weeks to schedule a FIT meeting, if necessary.
- 6.2 The FIT meeting will take place within 2 weeks after review and acceptance of the PSIF.
- 6.3 Outcome report of the FIT meeting and referral to an appropriate licensing authority will be offered to the FBO within two weeks after conclusion of the meeting.
- 6.4 The entire process from first contact to report and referral shall take no more than 6 weeks.

Next Steps

- Meet with MDA, MDH, and DA staff to review and revise documents
- Vote on acceptance of documents at next FSDTF meeting

**MN FOOD SAFETY AND DEFENSE TASK FORCE
Meeting Minutes
January 19, 2018**

Attachment D

FoodSHIELD Presentation

Mission

Providing the highest impact on innovation, education, and outreach to defend the global food supply

Coalition of Food Protection Task Forces

- State task forces expressed needs
 - to improve communication with food protection stakeholders
- How? A public website to provide info on state task force...
 - projects
 - initiatives
 - activities

Coalition of Food Protection Task Forces

STATE TASK FORCES EVENTS RESOURCES TECHNOLOGY ABOUT LOGIN

WSDA FOOD SAFETY TASKFORCE AND RAPID RESPONSE TEAM UPDATE

WSDA Food Safety Taskforce and Rapid Response Team Join in Developing Recall Guidance for Local, State and Federal Partners.

LEARN MORE

Food Protection Task Forces

Welcome to the Coalition of Food Protection Task Forces homepage. Learn more about State Task Forces and how they are building and strengthening partnerships to protect and defend our food supply. FDA Office of Partnerships offers a Task Force cooperative agreement to support convening government, industry, academia, and consumer stakeholders in food safety. Meetings funded as part of the Food Protection Task Force grant aim to foster communication, cooperation and collaboration within the States among state, local, federal and tribal food protection, public health, agriculture, and regulatory agencies.

Mission

The Coalition of FPTF programs promote communication, collaboration and integration between and amongst state PPTFs and their members, including local, state and federal public health and agriculture food regulatory agencies; law enforcement; academia; industry; consumers; state legislators and other food protection stakeholders to:

1. Promote voluntary compliance with human and animal food laws and regulations;
2. Prevent human and animal foodborne illness and contamination; and
3. Improve local, state and multi-jurisdictional human and animal food emergency surveillance, response and post-response systems.

Rollover a state to view details for their taskforce.

Coalition of Food Protection Task Forces - Continued

- Replaces current foodprotectiontaskforce.com website
 - will be live later this month.
- Dynamic content on the homepage
 - To keep it new and interesting for visitors
- Will be in sync with FoodSHIELD calendar for events

The screenshot shows the website's header with the logo and navigation links: STATE TASK FORCES, EVENTS, RESOURCES, TECHNOLOGY, ABOUT, LOGIN. Below the header is a blue banner with the text "State Food Protection Task Forces". The main content area features the heading "Visit and Learn More About Our State Food Protection Task Forces" and a grid of eight state-specific images. Each image is accompanied by a state name: ALABAMA, ALASKA, ARIZONA, ARKANSAS, COLORADO, CONNECTICUT, DELAWARE, and DISTRICT OF COLUMBIA. A "LEARN MORE" link is located below the DISTRICT OF COLUMBIA image.

Coalition of Food Protection Task Forces

STATE TASK FORCES EVENTS RESOURCES TECHNOLOGY ABOUT LOGIN

State Food Protection Task Forces

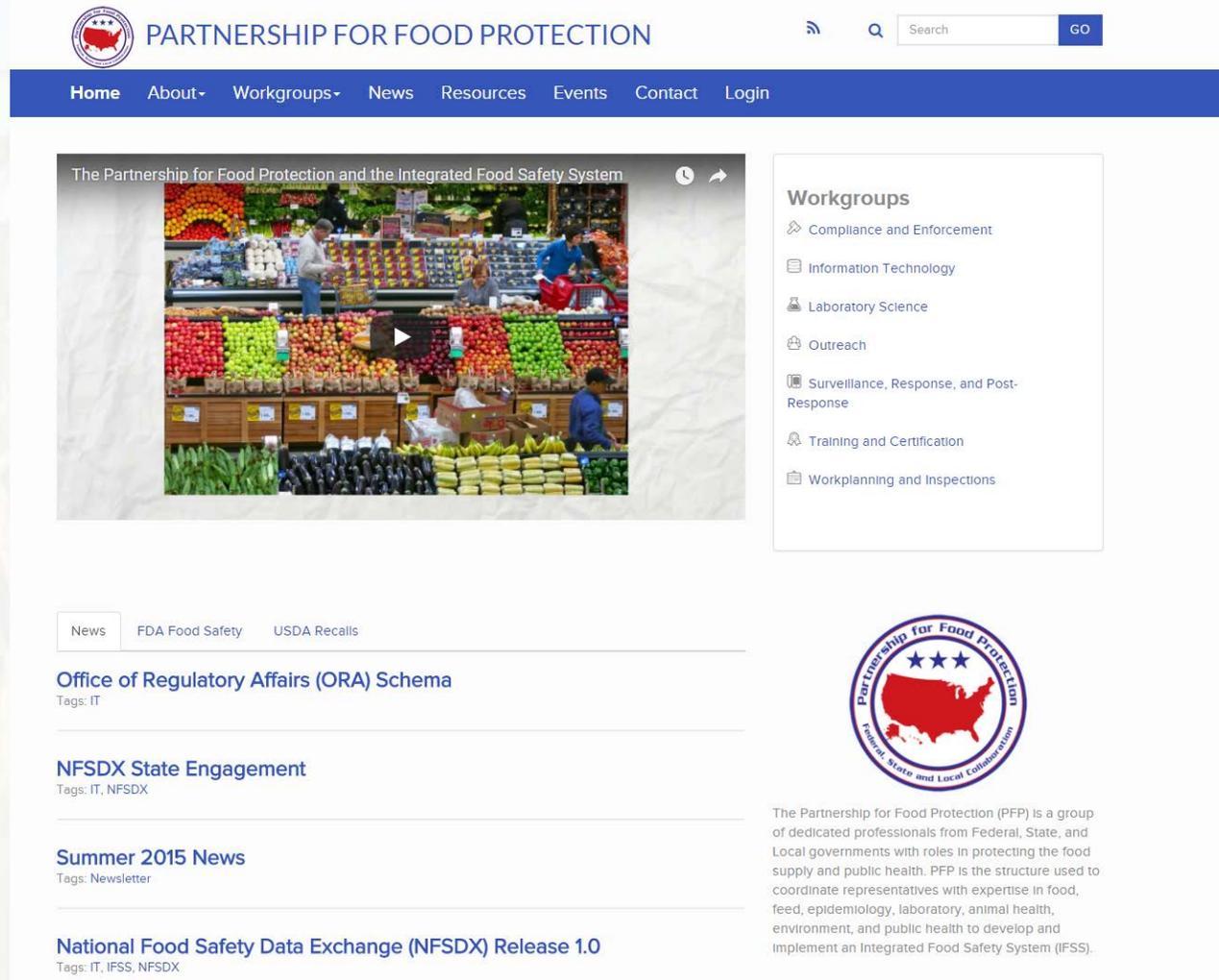
Visit and Learn More About Our State Food Protection Task Forces

View Task Force Overview

ALABAMA ALASKA ARIZONA ARKANSAS

COLORADO CONNECTICUT DELAWARE DISTRICT OF COLUMBIA
LEARN MORE

Partnership for Food Protection Website



The screenshot shows the website's header with the logo and navigation menu. The main content area features a video player, a list of workgroups, and a news section with several articles.

Partnership for Food Protection

Home About Workgroups News Resources Events Contact Login

The Partnership for Food Protection and the Integrated Food Safety System

Workgroups

- Compliance and Enforcement
- Information Technology
- Laboratory Science
- Outreach
- Surveillance, Response, and Post-Response
- Training and Certification
- Workplanning and Inspections

News FDA Food Safety USDA Recalls

Office of Regulatory Affairs (ORA) Schema
Tags: IT

NFSDX State Engagement
Tags: IT, NFSDX

Summer 2015 News
Tags: Newsletter

National Food Safety Data Exchange (NFSDX) Release 1.0
Tags: IT, IFSS, NFSDX


The Partnership for Food Protection (PFP) is a group of dedicated professionals from Federal, State, and Local governments with roles in protecting the food supply and public health. PFP is the structure used to coordinate representatives with expertise in food, feed, epidemiology, laboratory, animal health, environment, and public health to develop and implement an Integrated Food Safety System (IFSS).

- Non-policy setting body of subject matter experts
- Goal is to advance IFSS
 - public facing site
 - a member's only portal in which PFP members may work on projects.

FEATURES

- Interactive Map
- Twitter Feeds
- FDA Widget
- Banner news
- Events
- Consumer Hotlines (Iowa)
- Mobile App
- Content Updates:
 - Email- content@foodprotectiontaskforce.com
 - Mura Access with a communications/outreach contact

FPGI Product Lines



FPGI Product Lines



RESEARCH

Exploratory, Basic, and Applied Research by Themes

- >> *Predictive Analytics*
- >> *Supply Chain Resiliency*
- >> *Intentional Adulteration*
- >> *Information Sharing*
- >> *Consortium Building*



EDUCATION

Education and training for students & professionals both domestic and international

- Credit and Non-Credit Offerings Delivered Through*
- >> *Classrooms*
 - >> *Online Courses*
 - >> *Seminars*
 - >> *Collaborative Exchanges*



INFORMATION TECHNOLOGY

IT development to transition research to end-users and maintain CoreSHIELD operations

- >> *FIDES*
- >> *CRISTAL*
- >> *FAIR*
- >> *FoodSHIELD*
- >> *Laboratory Portals*
- >> *Risk Assessments*



SERVICE DELIVERY

Delivery of service to advance the profession through thought leadership and service projects

- >> *Exercises*
- >> *Consultation*
- >> *Preparedness*
- >> *Thought Leadership*
- >> *Technical Reachback*

SUPPORT SERVICES

HR, Finance, Admin, Communication, Marketing