

AAFCO EDUCATION AND TRAINING COMMITTEE
2104 MID YEARL MEETING REPORT/MINUTES

Date: January 8, 2014

Location: New Orleans, Louisiana

BOARD RECOMMENDATIONS: None

ASSOCIATION ACTIONS: None

Committee Attendees:

Tim Lyons	Sam Davis	Jenna Areias
Tim Darden	Darlene Krieger	Carlos Gonzalez
Kent Kitade	Mark Glover	Meagan Davis
Jennifer Godwin	Shannon Jordre	Jim Fear
Jim True	David Read	Gloria Dunnavan

Committee Meeting Minutes:

The meeting was opened with introductions of members and other attendees.

The first agenda item was discussion of the draft document from the Workgroup developing procedures for how the Education and Training Committee will coordinate training events and the role of the Committee in training events. Meagan Davis was the only Workgroup member attending this meeting and she explained the frame work of the document. The Committee discussed the amount of time needed for comment on the document and we decided on 30 days. There was some discussion of the make-up of the training proposal review group. The Committee felt there should be some limit on serving on the review group with the possibility

of rotating a member off after a certain time period. The Committee also felt that the Board liaison should be one of the members.

The Committee agreed to accept the workgroups document and will have 30 days to comment before final acceptance by the Committee. [The document has since been sent to the Committee with a due date for comments of February 12, 2014.] This is a keystone to the functioning of this Committee so this document is critical.

The next agenda item discussed was the Certificate Program. Bob Geiger had submitted a document last year which had been forwarded to Committee members for review. We did not have a real discussion of the substance of the document. Committee members wanted additional time for review. We decided on a 60 day time frame for comments. This is a very rough draft document so it will need a lot of thoughtful time for review. [The document has since been sent to the Committee with a due date of April 4, 2014.]

Jim Fear from FDA has asked AAFCO for volunteers to serve as Subject Matter Experts (SMEs) for a Job Task Analysis (JTA) of a feed inspector. FDA has a cooperative agreement with the National Environmental Health Association (NEHA) to conduct the JTA. Rance Baker, Program Administrator with NEHA, will be heading up this project. AAFCO has agreed to participate in this JTA so the Education and Training Committee will be coordinating this project for AAFCO. Jim and Rance explained what will be involved in this project. They will be hoping to have 8 to 15 SMEs. The group will spend 3 days developing the tasks an inspector uses in performance of their job. The meeting will be in either Denver or Orlando and all travel and related expenses would be covered by the cooperative agreement. The work would be shared with all of AAFCO and then a follow-up meeting will develop questions related to the work and a smaller group will answer those questions. Jim True and Tim Lyons will work together to develop criteria for selection of volunteers and seek volunteers for the project. This work will assist ETC in development of the curriculum of the Certificate Program which may help with implementation of the Animal Feed Regulatory Program Standards, Standard #2, Training.

Tim Lyons reported on progress for the Feed Microscopy training. He has been in touch with Dr. Majowski who has agreed to do the training. He is trying to nail down some dates/times for the training but we are aiming for something in early summer at Messiah College in Pennsylvania.

Craig Kaml, Ph.D. with the International Food Protection Training Institute (IFPTI) provided a discussion on IFPTI's role and development of training for the Animal Feed Regulatory Program Standards. The Power Point for this presentation is included at the end of this report. IFPTI could be a good resource for this Committee in developing and delivering training. Tim Lyons remains the contact with this organization.

Kim Young, FDA/CVM Division of Compliance, discussed FDA's plans for training under FSMA. There is an Alliance of industry and regulatory officials that will be developing training for industry for the new regulations. AAFCO representatives are Mike Davidson and Bob Waltz. As a member of the Alliance, AAFCO will be involved in the development of the training and AAFCO has been approached to issue Certificates for completion of the training and to conduct "train the trainer" sessions. The Board has not reached a decision on participation with the training Certificates. We will need to keep apprised of that decision in determining the training AAFCO might want to do for FSMA to industry.

In addition, FDA will be developing training for regulators. They will be developing a Compliance Program for these regulations which will describe the inspectional and regulatory approach. All of the training is tentative right now because the regulation is out for comment. Depending on comments the regulation may be revised. So until it is final, training plans are tentative. ETC has asked to stay involved in any training initiatives by FDA. ETC is developing a 5 year training plan and both FSMA and the AFRPS will be expected to be part of that plan.

We did not get to any of the other agenda items because of time. Before the meeting was concluded, we decided to try for a conference call around mid-March. Darlene Kreiger will send out a survey monkey to find a specific date and time.

Gloria Dunnavan

Committee Chair

Action Item Table:

Responsible	Item	Action	Timing / Status
Workgroup #2 (Davis, MacIntire, Benz, Thompson)	Draft procedures for Committee activities for training events	Workgroup will draft procedures based on clarification discussions during the 2013 annual meeting of the Committee	Draft due by October 31, 2013 Draft Completed and sent to Committee for comment – DUE 2-12-2014
Gloria Dunnavan	Certificate Program	Review draft document developed by Bob Geiger, discuss with Bob, and share with Committee for comments	Document with comments from Glo sent to Committee for review and comment DUE 4-4-2014
Judy Thompson	Survey Committee Chairs for training needs	Develop survey through the AAFCO Feed BIN of Committee Chairs for training needs for next 5 years as step towards developing a 5 year training plan and use the Committee Chair meeting of the 2014 mid-year meeting to discuss with Chairs	
Tim Lyons	Feed Microscopy training	Discuss proposed training with Bob Geiger and trainer to define training location, dates, costs, and needed materials	Tim is in contact with trainer to identify specific dates/times/location – aiming for early summer 2014
Darlene Krieger	Committee Conference call	Develop Survey Monkey of Committee members to identify date and time for a November Committee conference call	Survey Monkey has been issued aiming for call in mid March 2014
Feed Admin. Seminar Working Group (Godwin, M. Davis, Johnson, S. Davis)	Agenda Items for Feed Administrators Seminar	Workgroup will develop agenda for Administrators Seminar. Committee will assist this group to help find presenters and topics for this meeting.	Tim Lyons working with this group

Scott MacIntire	FDA Training possibilities	Explore FDA trainings with the Office of Partnership to determine if feed inspectors should be trained on certain aspects of FSMA	
Tim Lyons	IFPTI/ ETC collaboration	Work with the International Food Protection Training Institute on training courses for feed personnel	IFPTI discussed their role in training at 2014 mid-year meeting – Tim will continue liaison with this group
Gloria Dunnavan	Strategic Planning Committee Work Plan	Collaborate with the Strategic Plan Committee to align their work plan with ETC Committees goals.	Plans provided to Linda Morrison December of 2013 – need to share with the Committee but did not have time at the mid-year meeting
Jim True/Tim Lyons	JTA with FDA/NEHA for feed inspectors	Work with NEHA to develop criteria and identify volunteers SMEs for the proposed JTA	

