



AAFCO Board Minutes
Wednesday, February 21, 2018
1:02pm – 3:20pm CST

BOD Present: Stan Cook, Bob Geiger, Bob Church, Erin Bubb, Kristen Green, Dave Phillips, Ali Kashani, George Ferguson,

Absent: Ken Bowers

Others Present: Meagan Davis, Richard Ten Eyck, David Edwards, Tim Weigner, Liz Higgins, Susan Hays, Miriam Johnson, Linda Morrison, Kent Kitade

FASS: Jennifer Roland (Recorder)

Board Meeting Call Called to Order by Stan Cook at 1:02 pm CST

1. Approve past minutes
 - a. December 13, 2017
 - i. **Table to March Board Meeting**
 - b. January 21, 2018
 - i. **Table to March Board Meeting**
 - c. Association Business Meeting
 - i. **Table to March Board Meeting**
 - d. January 24, 2018 Committee Chair
 - i. **Table to March Board Meeting**
 - e. January 24, 2018 Board
 - i. **Table to March Board Meeting**
2. Email Vote 2/16: **Bob Church MOTION to accept the AAFCO Executive Director Contract as written. Ali Seconds. MOTION CARRIES.**
3. Liaison Report
 - a. IFIF & IFRM – Richard Ten Eyck
 - i. Report presented; Attachment A
 - b. Codex – Richard Ten Eyck
 - i. Posting USDA updates on All BIN User board in Feed BIN
 - ii. Richard attending meeting in July
 - c. AFDO – Ali Kashani
 - i. Board March 15-16, Ali submitting update from AAFCO
 - ii. Annual meeting in June in Vermont
 - d. NASDA Animal Food Cooperative Agreement - Ali/Richard/Waltz/Linda
 - i. Finalizing Implementation Framework document project and group revisiting participation from state and AAFCO representatives.
 - ii. **ACTION:** Stan follow up with NASDA regarding participation on Cooperative Agreement group.
 - iii. **ACTION:** Abe Brown send copy of Cooperative Agreement to Stan, Ken Bowers, Richard, and Linda.

- iv. Face to Face meeting after Annual in Fort Lauderdale in August
- v. NASDA presenting during Seminar
- e. Training Update
 - i. National Feed & Food Inspector Curriculum Development /IFPTI –
 - 1. **ACTION:** Stan work with Amanda Anderson on setting a conference call with Deirdra Holloway with FDA OTED.
 - 2. Education and Training Working Group lead by George Ferguson looking into a Learning Management System (LMS) to house training programs for AAFCO members. AAFCO would be responsible for management of training. Would be a revenue stream for AAFCO. Presenting suggestions to Committee on next steps at Annual meeting.
 - f. AFRPS – Ali/Tim Weigner
 - i. Feed Standard Training March 20-22 in Jacksonville, Florida
- 4. Speaking Engagement/Meeting Reports
 - a. IPPE – Richard
 - i. 6 people representing AAFCO good number bring new person each year
 - ii. Over 33,000 attendees mostly industry
 - iii. Met with Costa Rica on getting more involved in AAFCO.
 - iv. Next year look into having a meeting room to host small AAFCO 101 presentations
 - b. AFIA – Stan
 - i. Participated in Pet Food Forum workshop and sat on Pet Food Modernization Panel
 - ii. Goal of forum to discuss sustainability of the industry
- 5. Old Business
 - a. Spotlight On – Kristen
 - i. Scripting call 3 weeks ago
 - ii. Next step is figuring out Who will be in video, Where is will be filmed, and what items will be in video
- 6. New Business
 - a. Approval of November Financial Report – Ali
 - i. **Bob Geiger MOTION to approve November Financial report. Second Kristen Green. MOTION CARRIES**
 - b. Vitamin A Workgroup Report – Kristen
 - i. **ACTION:** Stan/Susan respond to GAPFA regarding Vitamin A
 - 1. **Bob Church MOTION Stan and Susan compose response letter to GAPFA regarding the PFC Vitamin A workgroup recommendation. Ali Kashani Seconds. MOTION CARRIES.**
 - ii. **ACTION:** Stan/Susan respond to GAPFA letter from July 2016. Discuss letter at March Board Call.
 - c. Recognition of Richard Sellers
 - i. **Bob Geiger MOTION recognize many years of service of Richard Sellers at the Annual meeting. Ali Kashani Seconds. MOTION CARRIES**
 - ii. Work group formed; Bob Church, Dave Phillips, Bob Geiger
 - d. Vision and Mission Statement
 - i. Work on Vision and Mission Statement afternoon of April 23rd at Seminar.
 - ii. Susan will be sending out
 - e. Seminar Travel Authorization – Jennifer
 - i. **ACTION:** Board send in travel authorizations

- ii. Travel on Sunday April 22nd
- iii. Board Meeting morning of April 23rd
- iv. Vision and Mission Statement afternoon of April 23rd
- v. Seminar April 24-26
- vi. Travel on Friday April 27
- f. Liaison Development – Stan
 - i. Inside AAFCO
 - ii. Outside groups
 - iii. **Table to March Board Meeting**
- g. CLEAR training for AITS – Bob Church/Miriam
 - i. AAFCO Awarded 1 year FDA grant to help fund CLEAR training at AITS
 - ii. CLEAR can customize an 8 hour day for AITS to help formalize training.
 - 1. Topics such as report writing, evidence selection, etc.
 - 2. Trial run at AITS in June in Kansas City
 - iii. AAFCO look into CLEAR membership, Attachment B
 - iv. **ACTION:** Susan look in Membership with CLEAR and how AAFCO members could utilize this membership.
- h. AFIA Proposed Legislation
- i. Strategic Affairs AAFCO Name Change Workgroup
 - i. **Kristen Green MOTION to charge work group. Ali Kashani Seconds. MOTION CARRIES.**
 - 1. Board Charge to workgroup: Investigate and make recommendations regarding changing AAFCO's name to accommodate members who may not be from "America". Include consideration of changing American to Animal and Feed to Food. Analysis of feed versus food should include implications for federal and state legislative terminology, international familiarity and use (e.g. proficiency testing program) as well as cost. If a name change recommendation has merit, guidance should also be given regarding process to implement. Acronym should remain the same.
- j. Electronic Archive of old OPs
 - i. **Dave Phillips MOTION to approve proposal for electronic archive of old OPs back to 1931. Kristen Green Seconds. MOTION CARRIES**
- k. Code cleanup for petfood and talkspetfood – Jennifer/Kristen
 - i. **Table to March Board Meeting**
- l. Lab Methods Co-Chair Replacement
 - i. **Table to March Board Meeting**
- m. Prevent Controls Inspection Training – Abe Brown
 - i. Inquiring from board: How many states would want to conduct PC Inspections in FY 18-19 & FY 19-20? Who has adopted PC?
 - ii. **ACTION:** Jennifer send AFIA 50 state survey to Abe Brown.
- n. FDA OP Update – Abe Brown
 - i. Bernita Walker new contact as of the summer for Animal Food Contracts. Teresa Bills moving to Human Food Contracts.

Bob Church MOTION to adjourn meeting at 3:20pm. Dave Phillips Seconds. MOTION CARRIES

March 14, 2018 – Kristen Green MOTION to approve minutes. Erin Bubb Seconds. MOTION CARRIES

<u>Meeting DATE</u>	<u>ACTION ITEM</u>	<u>RESPONSIBLE PARTY (IES)</u>	<u>DEADLINE</u>	<u>STATUS</u>	<u>DATE COMPLETED</u>
10/16/2014	IDC to report next steps in Monograph plan back to the BOD.	IDC		In Progress, on IDC January agenda. 2/11/15 IDC accepted final report and potential action item for IDC. 3/11/15 Put on September board meeting. 3/9/16, 6/15/16- No Change, 10/20/16- No change 12/14/16- No change	
10/20/15	Find a place to post summaries of Ingredients not appropriate in animal feed. Include one uniform statement for label reviewers to use when reviewing labels.	IDC/Richard		Completed 9/13/17 – Setup folders in Regulator Only Reading room. Training Investigators at November 7 & 8 Face to Face meeting.	9/13/17
8/3/16	Board needs to review conflict of interest policy	Board		10/20/16 – Ken will have Bylaws committee review. 2/8/17 – Ken follow up with Ali	
8/3/16	Feed Labeling Committee work with EIC on potential label review sharing on a secure site	FLC/EIC		10/20/16 – EIC will put on Midyear agenda on How to share. 9/13/17 – Erin as Board Liaison will follow up	
11/9/16	Strategic Affairs look into policy on posting eMeeting notices			In Progress – Put on Annual Agenda. 7/12/17 & 9/13/17 – Ken follow up with Linda	

3/8/17	Look into booth for next year at Pet Food Forum and AAFCO representatives attending	Stan		5/1/17 - In progress. 7/12/17 -	
8/12/17	Scope project of Electronic OP ingredient search by October. Setup Feed Labeling Committee conference call for review.	Dave Phillips		9/13/17 In progress - Call on 9/13/17	
11/13/17	Ken and Bob Geiger ask around at University for statement of work template for project manager	Ken and Bob Geiger		Completed - Assigned duties to Executive Director	Feb 2018
12/13/17	Meet with Deirdra Holloway at FDA OTED at Midyear Board Meeting. Ken request an update from OTED	Board		2/21/18 - Stan work with Amanda Anderson on setting a conference call with Deirdra Holloway with FDA OTED.	
12/13/17	Dave Phillips work with Kristen Green on having joint Feed Labeling Committee and Pet Food Committee to discuss proposal.	Dave/Kristen			
12/13/17	Bob Church follow up with Andy regarding history of policy documents.	Bob C.			
1/24/18 Committee Chair Meeting	Fill Lab Methods & Service Committee Co-Chair Positions	Board			
1/24/18 Committee Chair Meeting	Bob Geiger Remind chairs about meeting notice policy located in OP including eMeetings	Bob Geiger			
1/24/18 Committee Chair Meeting	Board Update Vision and Mission statement of Association using a facilitator. Friday, April 27 th ?	Board		Completed: Changed to Monday, April 23	

Attachment A

This years focus was on international regulation harmonization, supporting developing countries, antimicrobial resistance and conducting risk assessments during an emergency. They had about 25 countries participating. A newsletter on the event is on the all users team page in the BIN.

One take away in Atlanta was from the World Bank presentation; lower income to the lower-mid range countries are securing agriculture trade agreements. Meeting the U.S. and European Standards is the challenge. The presenter stressed that a shift in education was needed which requires adjustments to training. AAFCO can provide some of the educational component to help align other countries' initiatives and goals for human and animal health. This would address the last bullet point in Richard's "Benefits to 2018" "Remaining relevant to global feed trading issues"

An interesting note; one-third of agriculture trade is from low and middle income countries. The challenge is the cost for growing, raising, packaging and shipping their products to meet U.S. and European standards. Costa Rica is in the upper-middle income bracket. Uganda, Nigeria and Ghana are lower-middle income, Uganda and Ethiopia; lower income.

Attachment B

CLEAR- Council on Licensure Enforcement and Regulation

1. Association purchasing a CLEAR membership with the goal of extending the member rate for NCIT registration down to their respective members. Membership runs July 1st -June 30th. If purchasing membership in May we can have the entire next year on that purchase. Membership fee is \$500
2. Option of contracting just for the NCIT—"Specialized program" with the understanding that CLEAR would not be able to offer certification to individuals who have not previously taken and successfully passed the NCIT—Basic program.

NCIT- BASIC (certification course)
Day One

Professional Conduct (1.5 hours)

This session focuses on the development of professional attitudes, conduct and relationships with other regulatory and law enforcement agencies. It includes discussion of the public's expectation of investigators, human relations skills that will enhance the investigator's ability to deal with people, and the common characteristics of regulatory enforcement personnel.

Principles of Administrative Law and the Regulatory Process (2 hours)

The module provides the basic guidelines to understanding administrative law and procedure and the regulatory process. It identifies the sources of administrative law, the most accepted standard of proof used in administrative proceedings, the areas most often challenged in administrative hearings, the criteria courts use to ensure an administrative action is legal when a

challenge or appeal is made, and the differences between centralized, independent and semi-autonomous boards.

Investigative Process (3 hours)

This session teaches a basic understanding of the investigative process including the intake of complaints, investigative planning and the execution of an investigative plan. It identifies the elements of the complaint process, the standards of acceptance, the methods for receiving and reviewing complaint information, investigative tools used to conduct administrative investigations and sources for obtaining information used to implement an investigative plan.

Investigator Safety (1 hour)

Provides students with an over view of safety concerns for investigators, and high level strategies to mitigating danger.

Day Two

Principles of Evidence (2 hours)

This module reviews the sources of evidence law and provides information regarding evidence in administrative cases. The material also includes classification of evidence, types and forms of evidence and the rules of evidence and their use in administrative proceedings.

Evidence Collection, Tagging and Storage (2 hours)

This session furnishes the student with the basic guidelines for gathering evidence, including proper techniques for the custody and storage of evidence. Reviews the investigator's role of identifying, documenting, collecting and managing evidence.

Interviewing Techniques (4 hours)

The module emphasizes techniques for obtaining complete and accurate verbal information. Explains the proper method of interviewing, how to establish rapport with persons being interviewed, considerations for interview preparation and proper and improper questioning techniques.

Day Three

Overview of Inspections and Inspection Procedures (1 hour)

The module explains the inspector's role and the specific steps in an inspection--planning the inspection, conducting the inspection and writing the formal report. Content includes the fundamental elements of inspections, the importance of planning and proper documentation, and the establishment and maintenance of rapport with licensees being inspected.

Report Writing (3 hours)

This session teaches students ways to improve factual, investigative reports. While formats and requirements vary from agency to agency, this material is designed to help attendees learn how to write a factual report that is accurate, logical, clear, concise and complete.

Testifying in Administrative and Criminal Proceedings (2 hours)

The final module provides students with the basic skills and techniques for effective witness testimony. The content helps attendees develop an understanding of the roles of the prosecutor, the varied situations in which testimony might be given and the mental and physical preparation necessary for testifying on the witness stand.

Question and Answer Session (1 hour)

This time provides students with the opportunity to ask any questions that may have gone unanswered during the course of the training and allows for additional exam preparation.

Examination (1 hour)

The NCIT Basic program concludes with a multiple choice exam that tests students' learning. If the student obtains a score of 70% or better, and meets the one-year experience requirement, he or she is eligible to receive CLEAR certification and to enroll in the Specialized NCIT offerings.

NCIT-Specialized (non-certification courses)

Advanced Interviewing (8 hours)

- Cognitive Memory Retrieval is an interviewing technique developed by memory researchers from the Behavioral Science Unit of the Los Angeles Police Department and from UCLA's Department of Psychology. It is designed to assist an individual in recalling complete details of a past event and has been proven effective in assisting detailed memory of incidents that occurred recently or years ago.
- Behavioral Analysis involves the analysis of non-verbal and verbal communications to determine if an interview subject is omitting information or, potentially, is being deceptive. The content focuses on the theory behind behavioral analysis, using behavioral analysis questions effectively and analyzing the non-verbal and verbal responses.

Investigative Analysis (8 hours)

- Complaint Scene Analysis teaches how to develop a process of analytical thinking that assists the investigator in obtaining correct investigative information. The section includes a discussion of the role of investigative paradigms, complaint overviews that clarify the basis of a complaint and focus the investigation and methods to analyze the details at the scene of a complaint to see if scene details may prove or disprove a complaint.
- Written Statement Analysis includes techniques for identifying omissions and potential deception in a written statement. Many boards or agencies obtain a written statement from licensees, complainants and witnesses during or even before an investigation. Written statement analysis helps investigators recognize where additional questioning or investigation is needed and provides attendees with an additional tool for identifying inaccuracies in a statement.

Investigative Report Development (8 hours)

This module consists of information and practical exercises to improve an investigator's written reports. The course approaches report development as an integrated process, used from the beginning to the end of an investigation; one that clarifies the investigative path and improves thoroughness and accuracy.

Topics include:

- Developing report formats.
- Reporting descriptive observation and activities.

- Reporting interview information.
- Obtaining written statements.

Board Member Training

Introduction to Regulatory Governance (One Day In-Person Program)

Foundations of Occupational and Professional Regulation

- The importance of regulatory boards
- Rationale for licensure
- Typical pro and con arguments
- Overview of trends in licensure

Roles and Responsibilities of a Board Member

- Board member responsibility
- Defining the public interest
- Requirements for service on regulatory boards
- How a board member can participate effectively
- The purpose of appointing public members
- Ethical considerations

Administrative Rulemaking

- What is a rule?
- Kinds of rules
- Authority to issue rules
- When is a rule needed?
- Writing a good rule
- Avoiding problem areas
- Regular procedures for adopting rules
- Notice and publication
- Public comment and hearing process
- Emergency rulemaking

Professional Discipline

- Steps in the enforcement process
- Characteristics of a strong enforcement process
- Receiving and sharing information
- Types of disciplinary sanctions
- Practitioner impairment

Assessing Competence

- The board's role in entry to practice assessments, continuing education programs and their applicability
- Ways to evaluate continued competence

Advanced Concepts in Regulatory Governance

Board Roles and Relationships - Governance and Management (7 hours)

- Overview: Why clarify roles?
- Regulatory Agency "Silos of Responsibility
- Governance or Management?
- Roles and Responsibilities

- Well-Oiled Machine
- Organizations Gone Wild!
- Transitions
- Recap and Tools

Accountability (1.75 hours)

- Public Expectations
- Measurement
- Aligning Decision Making
- Fiduciary Duties
- Reputation

Evaluation (3.25 hours)

- Measuring Performance
- Process Evaluation vs. Results-based Evaluation
- Creating a Mindset and Culture of Evaluation
- Setting Targets
- Evaluation Framework

Public Reporting (0.5 hours)

- Purpose of Public Reporting
- Transparency
- Creating Our Image
- Types of Reporting

Summary and Call to Action (1.25 hours)