



## **Education and Training Committee Report/Minutes**

2015 AAFCO Midyear Meeting  
Wyndham San Antonio Riverwalk  
San Antonio, Texas  
Wednesday, January 14<sup>th</sup>, 2015  
7:30 – 9:30 AM

### **Committee recommendations to Board and membership**

- This committee recommended to the AAFCO BOD on 9/17/2014 **not** to host the Feed Sampling Workshop that was held proceeding the 2015 Mid Year Meeting.
- Evaluate NEHA's proposal to develop inspector assessment after completion of trainings. Support development of recruiting SME's for this objective if supported.
- Encourage committees to identify training needs.

### **Committee Action Items**

- (1) Coordinate members to participate on the National Feed Training Curriculum
- (2) Advanced Inspector Training
- (3) Animal Food Preventative Control Safety Alliance Committee (FSPCA) editorial sub-committee.
- (4) Recruit members for NEHA inspector assessment committee.

### **Summary of Liaisons from ETC**

- (1) Serve as a member on the Animal Food Preventative Control Safety Alliance Committee (AFPCSA) (Lyons)
- (2) Participate on the FDA Training Planning Summit Committee (Godwin, Davis)
- (3) Serve on the AFSPCA Training Curriculum Editorial Committee (Lyons)
- (4) Work on the IFPTI Fellowship for Food Protection Re-Development Committee (Lyons)
- (5) NEHA Inspector Assessment

### **Committee Minutes 6/26/14**

#### **Committee Participants**

##### **Members Present:**

Jim Fear, Judy Thompson, Darlene Krieger, Ken Bowers, Mark Glover, Jacob Fleig, Meagan Davis (Vice Chair), Tim Lyons (Chairperson), Kristen Green, Bob Geiger, Jim True, Richard TenEyck, Jennifer Godwin (Vice Chair), Mark Stenske.

Via Telephone: Kristen (Gilbert) Hafler

##### **Advisors Present:**

Kurt Gallagher, Dave Fairfield, Carlos Gonzalez, Paul Keppy, Craig Kaml,

### **Introductions and Agenda Review, Tim Lyons**

#### **1) Animal Feed Curriculum Update**

- a. Jim True (KY)
  - i. Provided the committee with information and purpose of the two meetings that state animal feed inspectors served as subject matter experts (SME).
    1. NEHA, Denver, CO – NEHA hosted and guided SME's to develop Job Task Analysis (JTA) for a State Animal Feed Inspector



2. FDA, Rockville, MD – developed competency framework by providing definitions for certain job tasks.
  - b. Jim Fear (FDA)
    - i. Provided the committee and audience with background information on the development of the creation of the curriculum
  - c. Craig Kaml (IFPTI)
    - i. Provided the committee with documents that listed the information provided in the competency framework. This framework is the outline for training paths and knowledge base for all inspectors regulating the nation’s food and feed industry.

**2) Development of Assessment Exam for State Animal Feed Inspector Testing  
Rance Baker (NEHA)**

- a. Requested AAFCO involvement for the creation of assessment side of the JTA for State Animal Feed Inspector with the remaining funds from a cooperative agreement with FDA, which funded the JTA. The committee would report the following information to the AAFCO Board
- b. Timeframe: 6 to 9 months to develop
- c. Meetings: 3 meetings
  - i. Meeting #1 (3 Days): Develop defensible questions and answers for the assessment based on each duty area and the importance of each duty area determined during the JTA
  - ii. Meeting #2 (2.5 Days): Approximately 6 to 8 weeks after the first meeting. Group would review the questions and revise if necessary, adding additional questions if necessary
  - iii. Meeting #3 (2 Days): Determine a “passing score” for the assessment by determining the likelihood of getting the correct answer
- d. Number of Subject Matter Experts:
  - iv. 3 groups of 8-12 for each meeting

**3) Review of Microscopy Training – Kristen Gilbert (Hafler) (NY)**

- a. Provided a summary of Microscopy Training held in August 2014. From the survey monkey conducted after the training, all 13 attendees responded with an overall good experience. 8 of 13 attendees indicated they learned a great deal from the training. Many stated that they’d like to see a more advanced training as this was training was fairly basic.
- b. Results posted on Survey Monkey:  
[https://www.surveymonkey.com/analyze/8LjdgQGQXg7DjA4PXHwbSuTVS7u2Uq6fbKq3iAKYxOg\\_3D](https://www.surveymonkey.com/analyze/8LjdgQGQXg7DjA4PXHwbSuTVS7u2Uq6fbKq3iAKYxOg_3D)

**4) Advanced Inspector Training Update – Meagan Davis (LA)**

- a. AITS will be hosting in Baton Rouge beginning January 27<sup>th</sup> and ending on the 29<sup>th</sup>
- b. There are 70 attendees registered for the training seminar
- c. The AAFCO training cadre consists of Meagan Davis, Tim Darden, Ricky Schroeder and Tim Lyons

**5) 2015 AAFCO Feed Administrators Seminar Update**



- a. Kristen Green gave a short presentation inviting the AAFCO Membership to attend the 50<sup>th</sup> Annual AAFCO Feed Administrators Seminar in Shaker Village, Kentucky
- b. Dates: April 28<sup>th</sup> – April 30<sup>th</sup>, 2015
- c. Space is limited to 50 attendees
- d. Registration should be available in early February. Jennifer Godwin coordinating and chairing this committee.

**6) Feed and Feed Ingredients Manufacturing Committee Update**

- a. Darlene Krieger provided an update on the Emergency Response Working Group – The goals of this group were:
  - i. Review and revise the information on emergency response in the 2014 OP
  - ii. Develop a folder in the FeedBin for States to place table top exercise materials for other States to utilize
  - iii. Develop a table top exercise to utilize at an AAFCO meeting
    1. This table top exercise will be utilized initially at the 2015 AAFCO Feed Administrator’s Seminar in KY.
      - a. The goal is to take feedback from this event to further develop a larger scale table top exercise to use at future Mid-Year and/or Annual AAFCO meetings.

**7) Animal Food Safety Preventive Control Alliance Update – Sonya Lampkin**

- a. Announcement: For further information AAFCO Mid-Year Meeting attendees could attend the Feed and Feed Ingredients Manufacturing Committee Meeting or a meeting held at 7:00 AM Thursday, January 15<sup>th</sup>.

**8) Committee Workgroup Update – Meagan Davis (LA) – Tabled**

**Meeting adjourned at 9:00 AM**

**Action Item Table**

Responsible	Item	Action	Timing / Status
Tim Lyons/Jim True	Continue to work with NEHA, IFPTI, FDA on Training	SME's for October Training Framework	Completed. Next meeting set for January in Rockville, MD
Tim Lyons	Microscopy Post Survey	Survey Completed. Survey	Completed
Jennifer Godwin	Seminar Committee	Seminar agenda set and registration is on-going	Seminar is set for April 2015 in KY
Meagan Davis	AITS	AITS was completed in January, 2015 in Baton Rouge, LA	Survey completed
Meagan Davis/ETC Leadership	Standard Training for Mid Year	Tabled for 2016	
Nancy Thiex	Sampling Analysis for Mid Year	Nancy set up survey monkey.	Awaiting results
Lyons/Davis/Godwin	NEHA Inspector Assessment		
Davis/Lyons/Godwin	Labeling Workshop		
Davis/Godwin/Lyons	BITS Training		

