



**Education and Training Committee  
Wednesday, January 24, 2018  
2018 Midyear Meeting  
Garden Grove, California  
8:00 – 10:00 AM PCT**

**Committee recommendations to Board and Membership**

None at this time.

**Committee Action Items**

1. Draft Available Course Listing sent to committee for online vote
2. Draft JTA Document to Inspection & Sampling for Comment – 60 Day Comment Period
3. Post Pathlore Presentation on FeedBIN
4. Confirm charge of Workgroup for training review

**Committee Participants**

**Members Present:**

David Dressler – PA; Amanda Anderson – KS; Meagan Davis – LA; Jacob Fleig – MO; Liz Beckman – WA; Jim True – KY; Tim Lyons – MI; Samantha Moran – CA; Robert Geiger – IN; JoLynn Otero – NM; George Ferguson – NC; Kent Kitade – Life Member

**Advisors Present:**

Scott Ringger – AFIA; David Fairfield – NFGA; Lorri Chavez –PFI; Pat Tovey - PFI

**Committee Members On Phone:** Dave Edwards – FDA;

**Others Present on Phone:** Deirdra Holloway – FDA; Jeffrey Scallan – LA; Marissa Cost – NC; Jennifer Godwin – FDA;

**Committee Report/Minutes**

**Available Training Course Listing Workgroup - Amanda Anderson**

Discussion regarding the classification of the “basic” and “advanced” courses led to the decision that the Workgroup would note on the document to declare the courses as determined by the Workgroup but allowing for each state to make their own determination. Additionally, some FDA courses were removed from the listing due to the delay of their availability on Pathlore.

**Model Field Training Workgroup – George Ferguson**

The Draft Field Training Manual shall be sent to the Inspection and Sampling Committee via Jim True for comment. The comment period should last 60 days. All comments should be returned to George Ferguson for editing of the document.

**Training Calendar Workgroup – Richard Ten Eyck**

Attachment A: Workgroup Update

**Training Access Through Pathlore – Dierdra Holloway**

Presentation available on FeedBin



**Other Business:**

- 1. Preventive Controls Course VM9000W is available online.**
- 2. Training Review and Development**

A question was raised as to how we determine if a listed course/training met the desired competencies. It was discussed that there should be a way to determine/evaluate courses, both existing and future courses.

George Ferguson will lead a workgroup\* that will determine the following for feed trainings and courses. In order for AAFCO to assist states Animal Feed Programs meet their training needs/requirements as it relates to program personnel charged with inspection, sampling, compliance as well other areas identified by states, a workgroup was formed to identify, research and provide recommendation back to the committee on the availability and potential use of a Learning Management System (LMS).

The workgroup charge is as follows: To identify a software application that can house, assign, deliver, track and report on the training of AAFCO members.

\*The creation of this workgroup requires the disbanding of the Available Course Listing Workgroup.

This workgroup consists of George Ferguson (lead), Dave Fairfield (NGFA), Jim True (KY), Jacob Fleig (MO), Samantha Moran-Defty (CA), Marissa Cost (NC), Jennifer Godwin (FDA), Robert Geiger (IN).

**Action Item Table**

<b>Responsible</b>	<b>Item</b>	<b>Action</b>	<b>Timing / Status</b>
Amanda Anderson	Available Course Listing	Provide for e-vote	After meeting minute approval.
Amanda Anderson	Pathlore Presentation	Put in FeedBIN	2 weeks
Jim True	Model Training Document	Provide to I&S Committee for comment	60 Days from date of provision to I&S
Work Group	Training Review & Development	Determine Charge	Prior to meeting minute approval

**FeedBIN Training Calendar Work Group  
Education and Training Committee**

On November 28, 2017, Jennifer Roland, Richard Ten Eyck, Jeffrey Scallan, and Scott Ringger participated in a conference call to discuss the utilization of the FeedBIN Calendar for tracking upcoming training events for regulators, the industry, the consumer and other stakeholders.

It was determined that Jeff Scallan will be the training calendar moderator as it's more effective to have only one person maintain the calendar. Jennifer Roland will act as Jeff's backup pertaining to the calendar. Richard Ten Eyck will answer any questions that arise concerning the Feed Bin and the calendar. Scott Ringger will serve as the industry liaison and will let Jeff Scallan know of upcoming relevant industry events.

The group will be to begin utilizing the calendar for tracking these upcoming training events. The next step for the group will be to work on identifying upcoming trainings that will need to be included in the calendar and developing a way to collect this information. Typically, regulatory training events are announced by email through each association or by the regulatory body. Additionally, the group plans to ensure these events are published in the newsletter if time permits.

**NOTES:**

*Work with states to have them notify you if they're having any trainings that others can participate in.*

*As for FDA face to face trainings and webinars, which are, technically invitation only so to speak but it's good to know when they're happening.*

*Need to work with Scott Ringrr on identifying what public trainings can be made available to the AAFCO stakeholder. Possibly reach out and ensure you have an industry rep from ALL associations (NGFA, AFIA, PFI, NASC, WBFI, NRA, etc.) to ensure we have a good idea of what is available to all.*