

Education & Training Committee Report/Minutes

AAFCO Annual Meeting

Thursday, August 6, 2020, 3:15-4:00 PM (EST) - Virtual

Board Recommendations

No recommendations at this time.

Committee Participants:

Members Present: Marissa Kost – NC, Stan Cook – MO, David Dressler – PA, Dave Edwards – FDA, Ashlee-Rose Ferguson – WA, George Ferguson – NC, Jacob Fleig – MO, Kristen Green – KY, Kimberly Hull – FDA, Shannon Jordre – FDA, Kent Kitade – Life Member, Darlene Krieger – FDA, Tim Lyons – MI, Rick Manthei – MN, Samantha Moran-Defty – CA, Robert Murray – CFIA, Kate Nelson – CT, Jo Lynn Otero – NM, Neil Rickmond – FL, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

Advisors Present: Shaun Anderson – AFIA, Lorri Chavez – PFI, David Fairfield – NFGA, Matt Frederking – NGFA, Scott Ringger – AFIA, Patrick Tovey – PFI

Others Present: Sue Hays – AAFCO, Cara Tharp – FASS

Committee Report/Minutes:

Marissa Kost (Committee Chair) called the meeting to order at 3:15 PM (EST). Attendance was taken in the waiting room for committee members to establish a quorum. Marissa Kost, NC, Chair, announced if time permits, there would be a couple additions to the agenda regarding the possibility of AITS & BITS virtual offerings as well as an AAFCO Investigator's Training update.

- **Training Calendar Workgroup:** Industry trainings received this week have been added to the FeedBIN calendar. As a reminder, please contact Jacob Fleig, MO, to add future trainings to the calendar either via FeedBIN email or directly.
- **Leadership Training Workgroup:** George Ferguson, NC, updated the committee on the workgroup progress. This workgroup was established with a task from Strategic Affairs to develop leadership training specifically for AAFCO purposes (for members such as committee chairs and future board members). The workgroup first identified the skill sets required for leadership. The 3 main categories are:
 1. Administrative skills for committee chairs/co-chairs (e.g., Robert's rules, how to plan agenda, set an agenda, working a meeting)
 2. Communication skills (e.g., effectively develop and deliver a leadership vision)
 3. Leadership skills (e.g., develop strategic vision & mission, conflict resolution, mentoring)This should be an off-the-shelf product with current curriculums/libraries to fulfill these skills; not training that will be developed by AAFCO. It will preferably be available through another group. The workgroup is still working through the process currently but have identified options including CLEAR and LinkedIn Learning. The workgroup believes that a final recommendation could be presented back to committee by Midyear 2021.
- **OTED Training Updates:** Kimberly Hull, FDA, and Janet Williams, FDA, discussed the current availability of OTED trainings.
 - Janet Williams, FDA, announced that all training courses that OTED will deliver for FY21, regardless of commodity, will be done in a virtual format. Currently, all courses are being re-tooled to be done in a virtual format (i.e., exercises, hands-on-demonstrations, field trips/tours). OTED is worked in partnership with CVM and Field Component (Office of

Human & Animal Food) to identify and focus on developing some foundational training to support the cGMP and PC Animal Food trainings. The focus will be on developing a VFD, a BSE, and a medicated feed training course. These courses are meant to strengthen the cGMP & PC AF courses to add application to those trainings. Those three foundational trainings are expected to be ready in FY21.

- Kimberly Hull, FDA, discussed current online training opportunities available on the OTED Pathlore website. As a reminder, a sign in is not required to view the available courses in the catalog, but only regulators can register and take OTED Pathlore courses. Examples of available courses within the “VM” (Veterinary Medicine) catalog were briefly reviewed, as well as those within the “CC” (Cross Commodity) and “MP” (Multi-Programs) catalogs.
 - Jacob Fleig, MO, inquired about the PC training and lack of any face-to-face classes due to COVID; how will we address getting folks trained both on the cGMP and PC? In response, Janet Williams, FDA, stated that based on current workplan data, there are currently more than enough federal and state level personnel trained to accomplish the tasks for upcoming work. OTED will provide updates and information to those who need training. They are directing those individuals to the background courses that support the work of cGMP & PC for Animal Food until they can get those courses to return to face-to-face. Questions on Slido were reviewed. Industry members can take some of the same courses via the IFPTI or ComplianceWire system for a fee, but OTED Pathlore courses are free for federal, state, and tribal regulators. Employee will have to provide copies of transcripts to supervisors due to FERPA.
- **Industry Training Update:** Scott Ringger, AFIA, updated the committee on available industry trainings opportunities for both industry members and regulators that include:
 - AFIA Feed Industry Institute (August 17 – September 23, 2020) – self-paced virtual platform along with a live webinar on 9/23/20; meant for those new to the animal food industry, educational forum to learn about feed and feed ingredients.
 - AFIA/KSU 500: Fundamentals of Feed Manufacturing (October 6 – November 10, 2020) – online, self-paced; typically offered 4 times per year and runs for several weeks. The course provides in-depth information on feed manufacturing.
 - NGFA Animal Food PCQI Course (November 10-12, 2020): Manhattan, KS – *This is currently scheduled to be in-person, but a final determination will be made based on COVID-19 conditions closer to the actual date.*
 - International Production & Processing Expo (IPPE) (January 26-28, 2021): Atlanta, GA – *This is currently scheduled to be in-person, but a final determination will be made based on COVID-19 conditions closer to the actual date.*
 - **AAFCO Online Training Program:** Sue Hays, AAFCO Executive Director, discussed the online training programs in development through AAFCO. The Board authorized 3 online courses to be developed: Pet Food Labeling, Feed Labeling, & Understanding of AAFCO Ingredient Definitions Process. The courses are expected to be available in about 10 weeks, around October. Sue still needs one SME each from the following committees: Ingredient Definitions, Feed Labeling, and Pet Food to assist with the content. The courses will be offered through the AAFCO LMS and available to members, non-members, consumers, and the general public. In response to the online training program, Marissa Kost, NC, discussed the need to review the current training endorsement policy and tables to determine if they are adequate procedures for handling online trainings requests. A workgroup will be form with volunteers including Nathan Price (ID), Kate Nelson (CT), Scott Absher (AL), and Eric Brady (TN) to review the documents.
 - **Workshop Calendar Update:**
 - 1) Midyear Meeting 2021 (San Antonio, TX): GRAS Notice Workshop (*rescheduled from*

Annual 2020)

- 2) AAFCO Investigator’s Training: To be held virtually in 2020 – Date TBD
- 3) Feed Administrators’ Seminar 2021 (Estes Park, CO): *Rescheduled from May 2020*
- 4) Annual Meeting 2021 (Omaha, NE): Ingredient Definition Submission Preparation Workshop – need a volunteer to serve as ETC Coordinator for this workshop
 ** During Friday’s Ingredient Definitions Committee meeting, it was suggested to consider combining this workshop with the GRAS Notice at this date due to the uncertainty of being able to meet in person still for the 2021 Midyear Meeting.**
- 5) Midyear Meeting 2022 (Mobile, AL): Previous discussion to host Pet Food Labeling Workshop during this time; will re-visit to determine if we have other training needs later

- **FAS Sub-Committee:** During the June BOD meeting the history and current status of seminar planning group was discussed. The Board supported the decision to move this to ETC as a sub-committee. Marissa Kost, NC, discussed a brief overview of the suggested sub-committee members to include future host state representatives, current host state representatives, previous host state representatives, FASS representative, AAFCO Executive Director, and ETC members (chair & vice-chair) along with their respective responsibilities. More details regarding this sub-committee will be covered during an electronic meeting prior to Midyear 2021.

• ~~New Business~~

Marissa Kost, Chair, NC, suggested meeting electronically prior to the 2021 Midyear Meeting to discuss remaining items on agenda that were unable to be covered or fully discussed. Details regarding that meeting will be determined later.

Meeting adjourned at 4:01 PM (EST).

Action Item Table

Responsible	Item	Action	Timing / Status
Darlene Krieger	Leadership Training	Final presentation of recommendation to committee	Midyear Meeting
TBD	Training Endorsement Policy & Tables	Review current ETC training endorsement policy and associated tables to determine if they are adequate	Midyear Meeting

Minutes approved 10/02/2020. 21 voting in the affirmative.