



Education & Training Committee

2022 AAFCO Annual Meeting
August 4, 1:30-2:15 PM, St. Louis, MO

Committee Recommendations

None.

Board Recommendations

None.

Committee Participants

Members Present: Marissa Kost – NC, Chris Berg – IA, David Dressler – PA, George Ferguson – NC, Jacob Fleig – MO, Darrell Johnson – KY, Kevin Klommhaus – FDA, Tim Lyons – MI

Advisors Present: Amanda Anderson – PFI, David Fairfield – NGFA, Pat Tovey – PFI

Virtual Attendees: Shaun Anderson – AFIA, Jennifer Godwin – FDA, Matt Frederking – NGFA, , Kimberly Hull – FDA, Traci Kelm – FDA (in lieu of Janet Williams), Kent Kitade – Lifetime Member, Rick Manthei – MN, Kate Nelson – CT, Jo Lynn Otero – NM, Jim True – KY

Committee Report

Committee Activities

None.

Subcommittee Activities

None.

Committee Minutes

Marissa Kost (Chair) called the meeting to order at 1:40 PM (CST).

• Training Availability Updates

- AITS/BITS Update – Miriam Johnson, NC
 - AITS: Omaha, NE (June 2022) – new agenda/curriculum ; lots of discussion ; 2 days led by AAFCO Cadre; 1 day with CLEAR; looking for host state for next year (TN a possibility)
 - BITS: Oklahoma City, OK (September 2022) – 2 days in classroom and 1 day in the field; registration is open currently (~50 person attendance capacity)
- FDA OTED Training Update – Kimberly Hull & Traci Kelm, FDA OTED
 - FY23: 4 offerings each of the following iLVT – cGMP (VM102), BSE Inspection Course (VM209), Medicated Feed Inspection Course (VM214), VFD Inspection Course (VM230), PCAF Course (VM220)
 - Reminder that VM209, VM214, and VM230 are blended courses which means there are two parts; web-based training & virtual instructor led training
 - Registration handled similarly in past years; OTED course announcements distributed, course capacities, participants
 - If states are interested in offering support to OTED during course development; reach out to Kimberly or Traci
 - LearnEd: New LMS to replace Pathlore; course catalog available; Pathlore will no longer be available starting September 12, 2022; ensure pre-requisites are completed for any upcoming trainings; all records will transfer to the LearnEd system; encourage those to save/print transcript before no longer available; OTED plans to conduct an AF Inspection JTA for FY23; if you have any interest in contributing, please reach out to either individual to volunteer
 - Janet Williams – also available to answer any questions related to OTED



- New OTED Employee: Branch 1 Manager, Daniel Yaw Osei – helping with AF program; another resource
- Questions:
 - Jacob Fleig (MO) – will login credentials transfer to LearnEd also or will there be a re-registration process?
 - Instructions/Information for login process will be coming shortly (via email)
 - Ashlee-Rose Ferguson (WA) – Pathlore ends September 12 and LearnEd not available until September 19?
 - One “dark” week gap to transfer data between systems
 - Tim Lyons (MI) – Will the course names & IDs stay the same? – Yes
 - Austin Therrell (SC) – Any discussion about Train the Trainer Program for feed courses? Most appear to be HF courses
 - No plans at this time, but not off the table; at this time, just starting out with the HF courses
- ComplianceWire will still be maintained; just Pathlore to LearnEd.
- **Workshop Calendar Request Updates**
 - ISOT (Ingredient Submission Online Training)
 - Modules expected to be released first of September; available in DigitalChalk LMS
 - Face-to-Face (Q&A portion) scheduled for Midyear 2023 in San Antonio, TX
- **New Business**
 - FAS Sub-Committee: Need an ETC member to replace Heather Bartley as sub-committee chair; also looking for host state for 2023-2024 (2 yr commitment) – contact Rick Manthei or Tim Lyons if interested
 - Rick Manthei (MN) has volunteered to fulfill this role
 - Finance Committee (FC) would like to have an ETC rep to assist with budget for trainings; help educate chairs on training endorsement policy in regards to budget
 - Ashlee-Rose Ferguson: One FC members suggested an ETC rep/liaison that has a pulse on the endorsement policy and whats coming down the pike; so FC has a better estimate of those financial requests; builing/collaborating more on the education piece; requesting training and someone who is more familiar with that piece
 - Strategic Affairs: develop new sub-committee to oversee Midyear & Annual (w/ chair)
 - Establish by January 2023
- **Workgroup Updates**
 - Training Curriculum Update
 - WG has finalized the charge (Update the 2018 Course Curriculum document), is wrapping up the schedule for objectives/deliverables, and has scheduled future meetings (every 2 months) to ensure timely completion of charge. The WG’s next meeting is scheduled for September. We will have another update on our progress at Midyear and anticipate completion around then or shortly after.
 - Kimberly Hull has volunteered to be Chair of this WG
 - Leadership Training – Marissa Kost, NC
 - WG needs to regroup to align with similar goal/task out of Strategic Affairs committee ; originally moving towards the path of using LinkedIn Learning to provide leadership training
 - Training Endorsement Policy & Tables – Marissa Kost, NC
 - WG has already approved endorsement policy tables/documents; still finalizing template for budget (virtual training requests) once we receive final ISOT budget for comparison
 - DigitalChalk Usage
 - Kate Nelson (CT) has volunteered to be a part of this WG; still seeking more members though



Action Items

Responsible	Item	Action	Timing / Status
Marissa Kost (Chair)	Midyear/Annual Sub-Committee	Establish sub-committee with additional members	Midyear 2023
Training Curriculum Update WG	Align new AFRPS revisions with course curriculum	Update 2018 Course Curriculum document	Midyear 2023-update Annual 2023-final
Leadership Training WG	Regroup WG	Revise charge to align w/ Strategic Affairs goal/task; identify work already done & compile	Midyear 2023-update Annual 2023-update ~Fall 2023-final
Training Endorsement Policy WG	Finalize all documents for review for OP	Finalize budget docs for virtual/online training	Midyear 2023
DigitalChalk Usage WG	Begin WG	Recruit members, develop WG charge, schedule meetings	Midyear 2023-update

Minutes approved 10/10/2022. 12 voting in the affirmative.