



FINAL: 04/01/21

Education & Training Committee Report/Minutes

AAFCO Midyear Meeting

Tuesday, January 19, 2021, 4:15-5:00 PM (EST) – Virtual

Committee Recommendations

None.

Board Recommendations

None.

Association Actions

None.

Committee Participants:

Members Present: Marissa Kost – NC, Heather Bartley – WI, Stan Cook – MO, David Dressler – PA, Ashlee-Rose Ferguson – WA, Jacob Fleig – MO, Jennifer Godwin – FDA, Kristen Green – KY, Kimberly Hull – FDA, Kent Kitade – Life Member, Kevin Klommmhaus – FDA, Darlene Krieger – FDA, Tim Lyons – MI, Rick Manthei – MN, Samantha Moran-Defty – CA, Laura Scott (for Rob Murray) – CFIA, Kate Nelson – CT, Shaness Thomas – FL, Jim True – KY, Janet Williams – FDA

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

Others Present: Sue Hays – AAFCO, Meagan Davis

Committee Report/Minutes:

Marissa Kost (Committee Chair) called the meeting to order at 4:15 PM (EST). Attendance was taken in the waiting room for committee members to establish a quorum. A brief introduction was given for new committee members (Heather Bartley, Kevin Klommmhaus).

- **Training Calendar** – Jacob Fleig, MO
 - Reminder to send Jacob Fleig events to be added to the FeedBIN calendar
 - Nothing new has been added since the last meeting
- **Leadership Training** – Darlene Krieger, FDA
 - Met with LinkedIn – could provide 50 licenses at \$13,000. Give out those licenses within AAFCO to Chairs, Co-Chairs, and BOD members. Still need to work out how to identify others that could become chairs in the future (extra licenses available to give out to those members). Asking those that want to participate to complete ~6 courses (but can take as many as they would like). Will be creating a feedback form as well to gather that information and post for others. Licenses can be moved throughout the year (if someone leaves, the license can be reassigned). Can always reach back out to LinkedIn to lower the number of licenses and associated cost, as needed. Propose the 50 licenses to the BOD for AAFCO to fund the licenses.
 - Questions:
 - Dave Dressler, PA – Has anyone given any thought to states having restrictions with using their state email address with external websites/services like LinkedIn?
 - Will work with LinkedIn to get some guidance, as well as discuss the possibility of using private emails.
 - Chat Box – What are the advantages that LinkedIn provides?
 - Advantage is that they have thousands of classes already in their database

and are always adding new courses. Goal of WG was to find a place where these trainings were already located.

- Laura Scott, CFIA – Is there a limit on number of courses you can take?
 - Recommendation is 6 courses, but there is no limit on number of courses an individual can take
 - Dave Dressler, PA – How does this line up with DigitalChalk?
 - Darlene: Didn't have quite the level of courses that are already designed and in place. For now, LinkedIn was ready for people to start taking those courses immediately.
 - Marissa: DigitalChalk can be used to track the trainings, but like other courses offered on the AAFCO LMS, the trainings are tracked through DigitalChalk, but are housed and taken on third-party websites (e.g. Pathlore, ComplianceWire).
- **Training Endorsement Policy & Tables** – Marissa Kost, NC
 - Workgroup had a virtual meeting to review documents and discuss any edits or comments recommended. WG felt that endorsement policy and table (as seen in OP) were adequate for virtual/online training requests, but the budget template Excel (guidance document) needed to be edited to include line items related to virtual/online trainings. They will be reviewing similar and example budgets to make the necessary changes. The workgroup expects to meet a couple more times prior to August and anticipates completion of this by or presentation at the Annual Meeting.
- **FDA OTED Training Update** – Kimberly Hull & Janet Williams, FDA OTED
 - Kimberly Hull, FDA OTED, Training Officer (DPT), OTED is in the process of performing a major overhaul of the Animal Feed (AF) curriculum; currently they are not offering instructor-led courses for AF training area. Main courses that they are working on include BSE inspections course, medicated feed inspections course, VFD inspections, cGMP AF Regulators, PC AF Regulators. Kimberly Hull (project leader) is working with FDA field staff and FDA center staff, as well as state partners from NC, TN, SC, MO, and KS. This group is doing a deep dive into the curriculum, as well as work on major goals which are to sequence and strengthen the AF curriculum and align the curriculum with the new comprehensive AF inspections compliance program, national curriculum standard, and other FDA leadership charges. OTED plans to resume delivery of the AF instructor-led courses in FY22. In the meantime, there are numerous regulator online courses covering AF topics that can be taken, such as: AF Classification, AF Regulations, Labeling, AF Sampling. Within online course catalog, we offer other regulatory topics such as: communication skills, traceability, public health principles. Continue to be offered free of charge through FDA's Pathlore.
- **Industry Training** – Scott Ringger, AFIA
 - Moving forward, industry trainings and events will be communicated during the Feed and Feed Ingredient Manufacturing Committee meeting.
- **AAFCO Online Training Program Update** – Sue Hays, AAFCO Executive Director
 - 2 online courses in development currently: Ingredient Definitions Process (should be done first, around later Feb) & Feed Labeling (following the first class). After the release of those 2 courses, another course planned to be offered will be Understanding the Pet Food Label. When they are ready, they will be offered through the LMS.

- **Workshop Calendar Request Updates**

1. FAS 2021 (Estes Park, CO): *Tentative - Dates TBD*
 - Likely planning to move to a virtual format for 2021; looking to host in Colorado in 2022 – still awaiting a final decision
2. Annual Meeting 2021 (Omaha, NE): GRAS Workshop (*Rescheduled from Annual 2020 & Midyear 2021*) & Ingredient Definitions Submission Preparation Workshop
 - Meagan Davis, this is a hybrid of all previously cancelled workshops, survey came out last year asking a variety of questions about topics and various pathways (AAFCO, GRAS, FAP) to develop topics covered during training. Delivery will be online modules (uncertainty of in-person meeting for August 2021). Will allow for participants to take the course at their own leisure, and really spend some time on these different modules which will cover a variety of aspects that focus on all three pathways. And those pathways and modules will be identified. In the process of determining who will be owners of the slides and who will in charge of content development. Looks like CVM will be putting together quite a few of these modules. And Sue Hays and MD are working on putting this budget together. Should have a template for a budget sometime around the next BOD meeting. Planning a F2F, half-day meeting at Mobile (Midyear), roundtable discussion for those participants who took the course. SMEs will be available to answer those questions at this event.
 - Dave Fairfield, AFIA, will this training be asynchronous type of delivery (take the training on-demand) or scheduled at a certain time?
 - Meagan Davis: it will be on-demand. You can purchase access and take it at your leisure.
3. Midyear Meeting 2022 (Mobile, AL): ~~OPEN~~ F2F Round-table discussion, unsure if we will have an additional event/workshop with that
 - Pat Tovey, PFI, at one point the schedule had listed a Pet Food Labeling for this meeting, and noticed it was now listed as open. Just wanted to see what was going on with that.
 - Usually rotating the labeling workshops unless there is an immediate need for a different type of training. Pet Food Labeling is next in the rotation for those labeling trainings though.
 - Looking to the future, based on PFC's updates about the Pet Food Label Modernization, some of these trainings will give a good opportunity to get the word out and education programs for those upcoming changes. Something to keep in mind as we move forward.

- **Feed Administrator's Seminar (FAS) Sub-Committee** – Marissa Kost, NC

- Last meeting, we touched on the creation of the FAS sub-committee. Gave presentation outlining the details of the sub-committee (Attachment 1). FAS will meet shortly and have more updates available at Annual.

New Business

- ~~Budget Requests for July 2021-June 2022~~
Unable to get to this part of the agenda.

Adjourn (5:02 PM)



FINAL: 04/01/21

Action Item Table

Responsible	Item	Action	Timing / Status
Darlene Krieger	Leadership Training	Creation of feedback form for courses	2021 Annual Meeting
Marissa Kost	Training Endorsement Policy & Tables	Modify and edit Budget Template (guidance document) to align with online/virtual delivery	2021 Annual Meeting

Attachment 1: Feed Administrator's Seminar Presentation

Minutes approved 4/01/2021. 15 voting in the affirmative.

Feed Administrator's Seminar Sub-Committee

Education & Training Committee

1

Sub-Committee Members:

Future Host State	Current Host State	Previous Host State
FASS Representative	AAFCO Executive Director	ETC Members

2

Current Sub-Committee Members

3

Future Host State – TBD

Members:

- TBD

Responsibilities:

- Learn the “ropes” and gain insight into planning and executing FAS

Time Commitment:

- 2 years – may alternate years between 2 members

4

Current Host State – Colorado

Members:

- Scott Ziehr
- Hollis Glenn

Responsibilities:

- Majority of logistics and planning of FAS
- Location (send bids to FASS), create agenda, suggestions for lodging, find speakers, etc.

Time Commitment:

- 2 years

5

Previous Host State – Pennsylvania

Members:

- Erin Bubb
- David Dressler

Responsibilities:

- Teach the future host state
- Assist the current host state with planning and executing FAS

Time Commitment:

- 2 years - may alternate years between 2 members

6

FASS Representative

Members:

- Melissa Kunze

Responsibilities:

- Assist with outreach to parks, lodging, etc. to solicit bids for the host state
- Other financials

Time Commitment:

- Continuous

7

AAFCO Executive Director

Members:

- Sue Hays

Responsibilities:

- Supporting role to chair
- Submit small conference grant for funding

Time Commitment:

- Continuous

8

ETC
Members
(Chair &
Vice-Chair)

Members:

- Tim Lyons
- Heather Bartley

Responsibilities:

- Not developing training
 - Purpose to identify need (find SME to teach/instruct on topic)
- Pre-planning work (as described below)
- Reports back to ETC Chair -> BOD

Time Commitment:

- Continuous

9

Action
Items:

- 1) Establish charge – receive additional guidance from BOD
 - ETC Chair, Erin Bubb, Tim Lyons, George Ferguson
- 2) Establish purpose statement(s) for sub-committee: 90 days deadline
- 3) Expectations/guidance documents
- 4) Determine who the working members will be
 - Chair & Vice-Chair
- 5) Establish document control
 - Budgets
 - Reports after FAS is over
 - Annual checklist of documents required/task list

10