



Education & Training Committee Report

2024 AAFCO Midyear Meeting
 January 24, 2024, 8:00 – 9:00 AM (EST), Chattanooga, TN

Committee Recommendations

None.

Board Recommendations

None.

Committee Participants

Members Present: Marissa Kost (Chair) – NC, George Ferguson – NC, *Blythe Freihage – MO, Kimberly Hull – FDA, Holly Jewell – SC, Kevin Klommmhaus – FDA, Bethany McAnulty – TN, Samantha Moran-Defty – CA, Jo Lynn Otero – NM, Shaness Thomas – FL, Jim True – KY, *Tim Weigner – Life Member, Daniel Zangari – CO

Advisors Present: *Cathy Alinovi – NGPFM, Bill Bookout – APPA, David Fairfield – NGFA, Jacob Fleig – AFDO, Scott Ringger – AFIA, Pat Tovey – PFI, and Amy Tryon DaPrato – PFI

Virtual Attendees: Jennifer Godwin – FDA, Darrell Johnson – KY, Traci Kelm – FDA, Kate Nelson – CT

Others Present: Austin Therrell – AAFCO

*denotes new member

Committee Report

Committee Activities

None.

Subcommittee Activities

None.

Committee Minutes

Marissa Kost, Chair, called the meeting to order at 8:05 AM (EST).

Workgroup Updates

- Leadership Training:

Members: Marissa Kost, George Ferguson, Jo Lynn Otero, Jim True, Jacob Fleig, Danielle Borchert

GOAL 1, Objective 1.2 - Identify and develop organizational training for AAFCO leaders

<p>1. Improve orientation and training for Committee Chairs and Board members. Priority 1: Develop a draft gap analysis compiling training needed and identify process to determine needs/wants (Develop a gap template).</p> <ul style="list-style-type: none"> Identify work that has already been done and compile. Identify additional activities specific to the Board. Develop a checklist for duties and deadlines. Leverage the Official Publication (OP) info into a cheat sheet. Identify core training list for Committee Chairs, Board members, other leaders, and potential leaders. Examples include: <ul style="list-style-type: none"> Meeting facilitation Roberts Rule of Order Budget 101 Strategic Thinking and Decision Making 	<p>Draft Gap Analysis—Early October 2023</p> <p>Mid March 2024</p>
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<ul style="list-style-type: none"> ▪ Exchange or shadow programs between states and with FDA (CVM or OHAFO Field) 	
<p>Priority 2: Develop an implementation framework. Leverage what has already been developed.</p> <ul style="list-style-type: none"> • Part of task should include identification of current training and needed training including onboarding steps. • Ensure various roles are captured, e.g., FDA member, votes differently. • Orientation on Committee Chair expectations, roles, responsibilities, interactions, reporting to the Board and other committees. • Identify touchpoints – identify committee deliverables and flow. Assign to all committees and Board member to map. • Identify leadership mentors as part of framework (orientation/onboarding and ongoing). • Include ongoing training for leadership enhancement. 	<p>Fall 2023 – Short term</p> <p>Spring 2024</p>
<p>Priority 3: Develop a checklist to track implementation (ETC Sub-committee).</p>	<p>Fall 2023 Spring 2024</p>
<p>Priority 4: Identify leadership training (e.g., Linked In learning) available and develop AAFCO specific training based on Priority 1 for delivery.</p> <ul style="list-style-type: none"> • Develop for different delivery modalities (e.g., online and in person). 	<p>Fall 2023 Spring 2024</p>
<p>Priority 5: Implement training and tracking.</p>	<p>January 2024 Late Spring 2024</p>

- Workgroup met to discuss the objectives to this goal and begin work on Priority 1. The workgroup is still working on the gap analysis but expect to meet again in February to finalize Priority 1. Implementation is on schedule for late Spring.

- DigitalChalk Usage:

Members: Kate Nelson (Chair), Jacob Fleig, Marissa Kost

BOD Approval to extend the current contract with Digital Chalk for a period of one year at a level of 150 monthly user logins as defined in the AAFCO Renewal Proposal 2022 – 150 Monthly Users.pdf attached, and that the BOD charge the Education and Training Committee with the task of reviewing the service currently being offered by Digital Chalk and potential clients/systems that may be better options for moving forward. The recommendation from the ETC should be sent back to the BOD for approval prior to any RFP or changes being initiated. – 12/2/22 via FeedBIN Vote

- Update: Recommendation sent to BOD to switch services from DigitalChalk to a less traditional LMS. The WG recommends choosing a platform to create and sell content. This would be utilized in conjunction with FDA's LearnEd which can add external trainings; this would allow AFRPS states and members to track trainings in one location. Technology Committee will take over any follow-up actions related to this charge.
- Disband Workgroup

- Laboratory Survey:

Members: TBD

<p>GOAL 2, Objective 2.1 - Be the leading training resource for animal food regulators and laboratories within 5 years.</p> <p>3. Develop and conduct an annual committee survey for laboratories to include with that of animal food regulators to determine training needs that can be delivered in concise timeframes (e.g., 1 - 2 hours).</p>	<p>Late 2023/Early 2024 (Midyear)</p> <p>Spring 2024 (for Annual)</p>
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| <ul style="list-style-type: none"> • Conduct an annual survey and create a list of training priorities for review by the Board for approval and implementation. Need to investigate and coordinate with FDA annual survey (animal food regulators; confirm not lab). Board will review and make assignments at their September Board meeting. Board will assign to appropriate committees (October 2023). Develop a documented process for proponents to identify training needs on an ongoing basis (e.g., outside of the survey timing). | |
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- The lab is already fulfilling the lab portion of the survey request. The workgroup will work with Kristi to capture the results. Any additional survey portion must be created with this workgroup for animal food regulators. Some states holds an FDA contract, but there may be additional regulatory training needs outside of what OTED can offer. The laboratory survey workgroup hopes to have the survey ready by spring to distribute at the annual meeting in Texas.

Training Availability Updates

- FDA OTED Training Update – Kimberly Hull & Traci Kelm, FDA OTED
 - Kimberly Hull – OTED provides free regulatory training for its federal, state, local, and tribal regulatory partners. The trainings are web-based, virtual and in-person. OTED also offers resources to aid animal food regulators in meeting their regulatory training needs. The easiest way to find the OTED website is to type FDA OTED in the Google search engine, and the website will appear at the top of the search. The website includes training schedules, prerequisites, pre-course work, and other information.
 - Traci Kelm – FY24 schedule for vILT & In-Person: (VM 102 cGMP: Feb, May; VM 209 BSE: Feb, May; VM 214 Medicated Feed: Feb, May; VM 230 VFD: Feb, May; VM 220 PC: April, July;). cGMP and PC courses are held in person, and BSE and Medicated courses will be held virtually. OTED animal food spring and summer course announcements will be distributed soon.

Sub-Committee Updates

- Feed Administrator’s Seminar Sub-Committee
 - FAS 2024 – May 5-10th, Cliffview Resort, Campton, KY
 - Registration will be available soon!
 - <https://www.cliffviewresort.com/>
 - <https://www.youtube.com/watch?v=acDqyYpz1Hs>
 - FAS 2025 – May 4-9, 2025, Cliffview Resort, Campton, KY

Workshop Calendar Request Updates (5 mins)

- Annual 2024 (San Antonio, TX) – Feed Labeling Workshop (Tuesday, August 6th)
 - Basic, non-medicated feed workshop
 - Give resources to learn where to get additional information about medicated feed
 - The target audience is industry or regulators who are new to feed labeling
 - Full-day workshop – 8 am to 4 pm
- PFLM Update – Midyear 2024
 - The PFC Training and Outreach Sub-Committee hosted the PFLM Get Smart workshop, which was attended by 160 people on Monday, January 22, 2024.
 - Two upcoming training events – The Pet Food Forum and IPPE
 - Austin is on the agenda at the Global Pet Expo to discuss the PFLM and common food index.
- AITS & BITS Update:
 - AITS will be held in Colorado in June 2024

- Looking for a BITS location for September 2024

New Business (5 mins)

- Old/Other:
 - Current AAFCO Model Training Documents
 - In July 2023, new standards were published, including word edits to feed and food.
 - The curriculum was previously devoted to coursework, but now it is in a general area.
 - Updates must be completed to ensure the AAFCO model training documents meet the revised standards.
 - A workgroup should be appointed to review the current model training document, complete updates, and bring the updated documents to the committee for review.
 - The workgroup to present the updated AAFCO model training documents during the annual meeting. Committee members will vote on the documents then pass to membership for a vote (no later than next year, Midyear 2025).
 - Training Endorsement Policy/Tables
 - Updates are being made regarding the submission process and any required changes to Table and will be sent to ETC members to review; an electronic vote will take place after adequate review time

Adjourn (8:30 AM EST)

Action Items

Responsible	Item	Action	Timing / Status
Leadership Training WG	Finalize deliverables	Draft Gap Template; framework, checklist, identify training; implement/tracking.	Gap Template: Spring 2024 Priority #2-4: Spring 2024 Implement/Track: Late Spring 2024
Training Endorsement Policy WG	Finalize updates to Table 5 in OP with new POCs	Finalize Table 5 updates for OP; send to BOD/ED for membership vote	March 2024
Laboratory Survey WG	Review task from SAC and deliverables	Feedback from BOD, recruit members, review task out of SAC, develop survey, send out survey, compile/analyze results	Survey conducted: April 2024 Results to BOD: July 2024
AAFCO Model Training Documents	Review current Model OJT Manual/Documents	current model training document, complete updates, & bring the updated documents to the committee for review.	Present Updates: Annual 2024 ETC Vote: August 2024 Membership Vote: Midyear 2025

Minutes approved 3/04/2024. 15 voting in the affirmative.