



Education & Training Committee Report

2024 AAFCO Annual Meeting

Friday, August 9, 2024, 8:00 – 9:00 AM (CDT), San Antonio, TX

Committee Recommendations

None.

Board Recommendations

None.

Committee Participants

Members Present: Marissa Kost (Chair) – NC, George Ferguson – NC, Kimberly Hull – FDA, Kevin Klommhaus – FDA, Bethany McAnulty – TN, Samantha Moran-Defty – CA, Traci Kelm – FDA, Jo Lynn Otero – NM, Daniel Zangari – CO

Advisors Present: Bill Bookout – NASC & APPA, Jacob Fleig – AFDO, Pat Tovey – PFI, Amy Tryon DaPrato – PFI

Virtual Attendees: Holly Jewell – SC, Rick Manthei – MN, Kate Nelson – CT, Tim Weigner – Life Member

Others Present: Louise Calderwood – AFIA, Jamie Good – ND, Jessica Gore – NC, Landon Kidd – UT, Steve Younker – AFIA

Committee Report

Committee Activities

None.

Subcommittee Activities

None.

Committee Minutes

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

Training Availability Updates

- FDA OTED Training Update – Kimberly Hull & Traci Kelm, FDA OTED
 - Kimberly Hull (FDA) noted that as of September 15, 2024, the ComplianceWire training system will have access terminated, but all records will be transferred to LearnEd; we still suggest you saving a copy of your transcripts from ComplianceWire and verify that courses transferred over prior to Sept. 15th. Members are encouraged to visit the LearnEd welcome page and look under the news and announcements for the latest training offerings. The AFRPS Standard 2 Job Aids and ETC's Course Curriculum Job Aids that reference the ComplianceWire courses will be updated. There are asynchronous training and resources with course materials for basic and advanced training needs.
 - Traci Kelm (FDA) noted that there would be the following courses offered for FY25: VM102 cGMP, VM209 BSE, VM214 Medicated Feed, VM230 VFD, & VM220 PC.
- AAFCO Advanced Inspector Training Seminar (AITS) Update – Jessica Gore, NC
 - Jessica Gore (NC) reported that the Advanced Inspector Training Seminar (AITS) was held from June 11-13, 2024, in Denver, CO with 23 total attendees including one FDA participant. Topics included GMPs, advanced feed labeling (including medicated labeling), feedstuffs, feed recalls, ingredient trace-forward/trace-back, aseptic sampling, and CLEAR training (e.g., investigative training, report writing, etc.). Positive feedback was received by participants. AITS will be hosted in Georgia in 2025, and South Carolina in 2026.
- AAFCO Basic Inspector Training Seminar (BITS) Update – Landon Kidd, UT
 - Landon Kidd (UT) reported that the Basic Inspector Training Seminar (BITS) is to take place in Boise, ID, from October 21-25, 2024. Registration is available online.



Sub-Committee Updates

- Feed Administrators Seminar Sub-Committee – Jenny Combs, KY
 - Kristen Green reported on the Feed Administrators Seminar (FAS), which was held during May 6-10, 2024, at the Cliffview Resort in Campton, KY. There were 50 attendees, representing 22 states, Canada, and the FDA (NASDA & FASS also invited). She noted that the FAS is limited to regulators only. Various topics were discussed during the seminar to include both regulatory compliance and laboratory items. FAS 2025 will be held in Kentucky again from May 6-8, 2025. It was encouraged that members to contact her (or others in the FAS sub-committee) if their state is interested in hosting FAS 2026.
 - FAS 2025 – May 4-9, 2025, Cliffview Resort, Campton, KY
 - FAS 2026 & 2027 – South Carolina (*tentative*)

Workshop Calendar Request Updates

- Annual 2024 (San Antonio, TX): Feed Labeling Workshop Update – Jamie Good, ND
 - Jamie Good (ND) reported on the Feed Labeling Workshop, with 90 people in attendance, consisting of a 60/40 industry/regulator mix. The Feed Labeling Work Group is waiting on the workshop evaluation results, but initial feedback was positive based on the variety of speakers. A medicated feed labeling workshop is under consideration but would require assistance from FDA.
- Midyear 2025 (TBD) – TBD
 - There were no announcements yet regarding the workshops for Midyear 2025.
- Annual 2025 (Omaha, NE) – Pet & Specialty Pet Food Labeling Workshop Update – Holly Jewell, SC (*virtual*)
 - Holly Jewell (SC) reported on the Pet and Specialty Pet Food Workshop developed by the Pet Food Committee Training and Outreach Subcommittee. She noted that the Subcommittee is working on a five-year plan with the Committee for continued training and outreach. It was reported that the PFLM Get Smart Training was well received, and the 2024 Pet Food Labeling Guide is now available for purchase. The sub-committee has been working on a Regulators Toolkit as well training modules for small manufacturers, a shelf talker for retailers, and PFLM general information & PFLM nutrition facts box videos will be available shortly. The Committee is planning a training event at the Pet Food Forum, a full two-day pet food labeling workshop at AAFCO's 2025 and 2030 meetings, and smaller workshops on specific topics for 2026 to 2029.

Workgroup Updates

- Leadership Training: ON HOLD
 - 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.

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).
 - 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:
 - Meeting facilitation
 - Roberts Rule of Order
 - Budget 101
 - Strategic Thinking and Decision Making
 - 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>Priority 3: Develop a checklist to track implementation (ETC Sub-committee).</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>Priority 5: Implement training and tracking.</p>

Marissa Kost reported that this work group is currently on pause, as the group does not want to overlap with training offered in September 2024 for Board and Committee Chairs. Additionally, after the IFSS RLTS Launch and NCS Update was provided, it was discussed with Linda Morrison, SAC Chair, that the national curriculum standards (NCS) and training framework to fulfill this goal/objective and associated tasks. The WG will reconvene once the September training and RLTS & NCS launch.

- Laboratory Survey: DISBAND

<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> <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 2024). Develop a documented process for proponents to identify training needs on an ongoing basis (e.g., outside of the survey timing).

Marissa Kost reported that this work group confirmed that the survey sent through the Laboratory Methods and Sampling Committee (LMSC) includes regulators, which would negate the need to send an additional survey. The LMSC survey, along with the Inspection and Sampling Committee survey, appears to be meet the strategic plan goal.

- AAFCO Model Training Documents:
 - Members: Jessica Gore, Bethany McAnulty, Kevin Klommhaus, Marissa Kost, Kimberly Hull, Shaness Thomas, Tim Weigner, Dan Zangari, Jim True, Samantha Moran-Defty, Debra Brasel
 - The work group identified a leader, Samantha Moran-Defty, and held its first meeting. The WG plans to meet at least monthly to discuss revisions for each section. Based on the length of the document, the WG intends to complete its work by Annual 2025.
- Continuing Education Scholarships: Marissa Kost requested that AAFCO members contact her if they are interested in participating in this work group.
 - Refer continuing education scholarships to Education and Training Committee to develop and implement something to follow BITS and AITS as regular AAFCO business. AFRPS has the requirement of 20 hours every 36 months. Could be a refresher, update on current trends, etc. AAFCO could then consider member scholarships to support participation.
 - Refer development of AAFCO course on feed regulation and inspection for formal ag institutions to use in their curriculum to Board for consideration.
- Training Endorsement Policy & OP Table 5:



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FINAL: 09/16/24

- Members: Marissa Kost, Kevin Klommhaus, Nathan Price, Kate Nelson (*and previously Scott Absher*)
- Additional Guidance Document: SOP for Submission & Review of Workshop/Training (W/T) Proposal has been updated to Version 2.0 and will be sent for e-vote.

New Business (30 mins)

- IFSS RLTS Launch and NCS Update – George Ferguson, NC & Kevin Klommhaus, FDA
 - George Ferguson (NC), a member of the Integrated Food Safety System (IFSS) RLTS Steering Committee, reviewed the scope of the RLTS, the IFFS RLTS Strategic Plan goals, and the related expected outputs. It was reported that the Steering Committee has created a collaborative governance model and noted that in the new system anyone can develop a course and submit it for review and approval by the yet-to-be-established IFSS RLTS National Coordination Center. George Ferguson encouraged those AAFCO members who have developed courses for states or through a university to contact him. The next steps from now until 2025 were reviewed, including finalizing the Charter for the Steering Committee and the membership of the other committees. He encouraged anyone interested in joining as a member of any of the committees to contact him.
 - Kevin Klommhaus (FDA CVM) noted that the goal of the IFFS RLTS strategic plan is to establish an optimal, sustainable, integrated national regulatory and laboratory training system to advance mutual reliance and support the goals of an IFFS. It was noted that high-quality regulatory training allows the IFFS workforce to perform comparable work across all jurisdictions and settings. The national curriculum standards set a training framework for competencies, and the national competencies will set the guidelines. When training is developed, it will be submitted to the committees to review against competencies set by subject matter experts for animal food. The training will have to meet all competencies to be approved. The competencies for each level (i.e., basic, advanced) are complete for animal food. The competencies will also aid with the development of new training and the revision of existing training to ensure that the training stays relevant to current needs. Kevin Klommhaus provided an example competency, the Animal Food Manufacturing Overview (Basic Level), and reviewed the basic animal food inspector and advanced animal food inspector topics. Kevin Klommhaus noted that further information is available at www.fda.gov/ifss-rlts.
 - Any questions regarding the presentations should be sent to George Ferguson or Kevin Klommhaus.

Adjourn 9:02 AM (CDT)



Action Items

Responsible	Item	Action	Timing / Status
Leadership Training WG	Determine if RLTS/NCS meets this goal/objective.	N/A	2025 / ON HOLD
Training Endorsement Policy WG	SOP for Submission & Review of W/T	Send to ETC for committee vote	September 2024 e-vote
Laboratory Survey WG	N/A	Vote to disband work group	September 2024 e-vote
AAFCO Model Training Documents WG	Review current Model OJT Manual/Documents	Review current model training document, complete updates, & bring the updated documents to the committee for review.	ETC Vote: Annual 2024 Membership Vote: Post Annual 2025
Continuing Education Scholarships WG(s)	Determine if one or two work groups are needed.	Volunteer members for participation and begin discussions regarding work group(s).	October 2024