

**International HACCP Alliance
Board of Directors Meeting
The Drake Hotel
May 15, 2002**

Meeting was called to order by Chairman Don Dalton at 1:00 pm.

Present at the meeting were: Don Dalton, Rosemary Mucklow, Bob Savage, Joe Harris, Mike Riley, Paul Stiffler, Elizabeth Boyle, Marty Holmes, LeAnn Chuboff, Bill Schwartz, Richard Linton, James Denton, Jennifer Epstein, Jeff Chilton, Liz Wagstrom, Paul Claygon, Rena Pierami, Bobby Palesano, Barbara Masters, Tina Johansson, Joselyn Dormon-Wilson, Dragoslav Pavlovic, Brent Brehmer, Rosie Newsome, Bill Griffith, Scott Stillwell, Ken Kenyon, Kathryn Cooper, Jeff Savell, Dave McKenna, Sharon Wagener and Kerri Harris

Don Dalton presented the agenda for review and approval. Marty Holmes made a motion for approval; seconded by James Denton. Motion passed. The minutes from the previous meeting (January 24, 2002) were presented for approval. Rosemary Mucklow made a motion for approval, seconded by Joe Harris. Motion passed.

Bob Savage, Treasurer, presented the financial reports for end of FY 2001 and the first quarter of FY 2002. After very brief discussion of finances, Rosemary Mucklow made a motion to accept the financial reports. Rena Pierami seconded the motion. With no further discussion the motion passed.

Kerri Harris presented the Training Committee report for Lisa Weddig. A Train-the-Trainer Course is scheduled for May 21-23, in Washington, D.C. At this time the class is filled and people are being placed on a waiting list. Another class will be schedule for late fall. Discussion occurred on development of the committee in relationship to employee training materials for use in plants and by supervisors. The committee has initiated the collection of existing materials and identified a method that might be used to disseminate information. It has been difficult to identify the information currently being used to prevent duplication of efforts. This activity will continue and the committee will provide further recommendations to the board.

Barbara Masters and Bobby Palesano provided an update on FSIS activities. Key points addressed:

Bill Hudnall is the Acting Administrator. Dr. Elsa Murano has issued a press release stating that the agency position on Salmonella. The VMO 25% project is being used to free some time to allow the individuals to conduct work outside the plant. This will bring a USDA perspective to the pre-harvest side. The policy staff is evaluating this project. The agency has trained 17 District Veterinary Medical Officers at the district level. The DVMs are using audit-like methods to gain information to see if a performance standard for humane handling is appropriate. District restructuring formed 15 district offices, and is designed to even-out the workload. HIMP project does meet the intent of the Acts and the agency is still looking at voluntary implementation. Food

Safety Systems Correlation visits are still being conducted and will continue through each of the districts. Consumer Safety Officer program is on-going. The Agency initially trained 35, currently 33 in-place. The CSO evaluates the design of the food safety systems and conducts a comprehensive food safety assessment. Agency is planning to expand the number of CSOs and hopes to train approximately 75 more this year. The Technical Service Center is being evaluated and changes will be made as needed to provide the best service possible. The Agency is committed to holding people accountable for actions and information. Directive 5000.1 is being revised and Bobby Palesano will have a 90-day Detail to Washington to work on the revisions.

Kerri Harris discussed the submission of a proposal to conduct the Consumer Safety Officer Training. The proposal was submitted with Texas Agricultural Experiment Station, and at this time the agency has issued a pre-award notification. Final award approval is anticipated following completion of the pre-award requirements. June and August are the proposed dates for the next two classes, and the Agency has the option to extend the contract for five-years.

Discussion occurred on the need for hosting an Industry version of the Consumer Safety Officer Program. It was agreed that the staff should work with FSIS personnel to organize this activity on a cost-recovery basis.

Jeff Savell reviewed the program for the Global HACCP Conference and discussed the format of the program. Based on pre-conference registration, it appears that the program will break even. The planning committee thanked each of the sponsors — National Meat Association, Medtrol, Inc., Silliker, Inc., U.S. Poultry & Egg Association, DCS Sanitation Management, Inc., Food Safety Net Services, Ltd., Chad Company, DuPont Food Industry Solutions, and Southwest Meat Association. On behalf of the International HACCP Alliance, appreciation was expressed to each of the individuals who help identify speakers and organize the program.

New Business. The Long-Range Planning Committee will try to meet before the next board meeting.

Paul Clayton suggested the next board meeting be held in conjunction with the U.S. MEF meetings in Long Beach, California in November. It was agreed that this option should be explored as the next meeting location.

Joe Harris made a motion to adjourn; seconded by James Denton. Meeting adjourned.