



## Organizational Structure and Operation

October 6, 2009

### CRFSC Mission

The California Retail Food Safety Coalition (CRFSC) is committed to reducing food borne illness in the State of California through the effective and efficient implementation of the California Retail Food Safety Code (CalCode) with a sound, science-based retail food safety regulatory foundation, uniform inspection reporting and the training of both regulators and the retail food service industry.

The CRFSC provides a non-adversarial forum that allows all of the constituencies interested in retail food service industry to work collaboratively toward a common goal of reducing food borne illness.

### CRFSC Tasks

The CRFSC intends to accomplish its mission through the implementation of the following tasks:

- A. Maintain an ongoing process to review CalCode in light of changes in the FDA Food Code and other retail food safety developments.
- B. Promote standardization and consistency in interpretation and enforcement of CalCode.
- C. Promote training and education for regulators and for retail food industry.
- C. Support the establishment and use of a conflict resolution mechanism.
- D. Provide a forum and process to analyze and provide resolution to specific retail food regulation issues of regional or statewide importance.
- E. Serve as a *de facto* advisory body and resource to the California Legislature, the California Department of Health Services and the California Department of Food and Agriculture.
- F. Engage in legislative and regulatory advocacy as appropriate.
- G. Undertake other additional tasks necessary to accomplish its mission.

### CRFSC Membership

CRFSC membership will continue to be open to the core constituencies which include the various sectors within the retail food industry and retail food regulators.

The CRFSC may seek input from other organizations and constituencies with respect to a specific issue submission:

- I. Food Security: Such as the Western Institute of Food Safety and Security.
- II. Academia: Such as the U.C. Davis Food Science Department and/or Loma Linda University.
- III. Physicians: Such as California Conference of Local Health Officers (CCLHO)
- IV. Food Production: Such as the California Dept. of Food and Agriculture
- V. Consumers Groups: Such as, Safe Tables Our Priority or the American Association of Retired Persons

Applications for membership shall be submitted to the California Retailers Association, which has volunteered to handle CRFSC administrative functions. Completed Membership Application Forms should be submitted to [CRA@CALRETAILERS.COM](mailto:CRA@CALRETAILERS.COM).

### **CRFSC Structure and Governance**

A. Dues: \$50 per year and \$25 per meeting. No fee for subcommittee participation.

B. Voting:

- All current, paid-up members have a vote. All decisions shall be taken on a majority vote of members voting.
- All legislative and regulatory (rulemaking) action shall require a majority vote with no veto vote cast.

C. Veto authority: Veto authority shall be retained by CDPH; CCDEH and five industry groups: 1) restaurants; 2) lodging; 3) food retailers (e.g. supermarkets, chain drugstores, convenience stores); 4) farmers' markets; and 5) mobile units/fairs).

NOTE: The veto authority was a founding concept in the formation of the CRFSC in 1993. A motion to limit the veto authority to CDPH, CCDEH, restaurant association, lodging association, grocers/retailers and mobile units/fairs was passed on July 20, 2006.

D. Standing Committees: The three standing subcommittees of the CRFSC shall be:

**SUBCOMMITTEE A:** Charged with reviewing the most recent version of the Model Food Code for possible additions/changes to the CalCode.

**SUBCOMMITTEE B:** Charged with reviewing Issue Submissions as submitted to the subcommittee.

**SUBCOMMITTEE C:** Charged with developing a Conflict Resolution Process and once approved by the membership, implementing the Conflict Resolution Process.

E. Steering Committee: The "Steering Committee" serves as the Executive Committee.

The Steering Committee shall be comprised of members from the following:

- I. CCDEH
- II. Retail Food Service Industry – Member from the hotel and lodging association, the California Grocers Association and the California Restaurant Association
- III. Subcommittee chairs – A, B, C
- IV. Representative from the State Department of Public Health

G. Full membership meetings

- Chair – facilitates the meetings
- Vice-Chair – facilitates the meetings when the chair is absent and approves information prior to posting on website
- Secretary – responsible for taking Minutes of the meeting and forwarding to the Steering Committee for review and approval
- Treasurer – responsible for handling all finances for the Coalition
- Website Liaison – updates the website and posts documents as approved by the Vice-Chair.
- Subcommittee Chairs: responsible for planning and conducting subcommittee meetings, preparing Minutes of the meetings, and presenting majority and minority subcommittee reports to full CRFSC membership.

The Chair and Vice Chair roles will be rotated every 2 years between a representative of CCDEH and the retail food industry.

H. Administration: California Retailers Association will maintain the administrative functions of dues billing, financial recordkeeping, meeting preparation, and collection of per-meeting fees as deemed necessary by CRFSC.

## 2009 STEERING COMMITTEE LIST

### CRFSC Chair (2009-2011)

Manual Ramirez

### CRFSC Vice Chair (2009-2011)

Liza Frias

<b>Steering Committee</b>	<b>Representative</b>	<b>Email</b>
CCDEH	Justin Malan	Justin@pricecon.com
	Gary Erbeck	'gary.erbeck@sdcounty.ca.gov'
	Manual Ramirez	mramirez@ci.berkeley.ca.us
	Curt Batson, alternate	'cbatson@co.slo.ca.us'
CA F&D Branch	Susan Strong	'Susan.Strong@cdph.ca.gov'
	Patrick Kennelly	'pkennell@dhs.ca.gov'
CGA/CRA	Pamela Williams	<a href="mailto:pwilliams@calretailers.com">pwilliams@calretailers.com</a>
CRA	Lara Dunbar	'ldunbar@calrest.org'
Hotel & Lodging Association		
Subcommittee A	Liza Frias	Liza.frias@supervalu.com
Subcommittee B	Alicia Enriquez	'EnriquezA@saccounty.net'
Subcommittee C	Curt Batson Lara Dunbar	'cbatson@co.slo.ca.us' 'ldunbar@calrest.org'