

# NECAFS

The Northeast Center to Advance Food Safety



## Preventive Controls Work Group Meeting

**Date:** February 9, 2023  
**Time:** 3:00 pm - 4:00 pm EST  
**Contact:** anne.fitzgerald@uvm.edu

**Upcoming meetings:**  
 March 9, 2023  
 Email communication monthly

Agenda Item	Owner	Topics	Duration
		Discussion Points	
Attendance	Annie	Andrea, Amanda, Elizabeth, Nicole. Beth, Luke, Dave	5
<b>Agenda</b>			
Annual Meeting	All	<ul style="list-style-type: none"> <li>• Recap</li> <li>• Outside speakers for additional perspective was good</li> <li>• Consider presentation guidelines for accessibility/legibility</li> <li>• Should state updates be summarized and presented as a group? Could also reword the templates to focus on big projects</li> <li>• Nice to engage other regions throughout the year on PC</li> <li>• Should we take time to discuss more effective grant writing and evaluation tools?</li> <li>• Emphasize the opportunity to reduce duplicative work and increase outreach impact through NECAFS (esp as it applies to FSOP projects and presentations)                             <ul style="list-style-type: none"> <li>○ The Southern Regional Center offers FSOP round tables, but perhaps they should be more tailored? Not focused on who's most willing to talk but subjects and interests</li> </ul> </li> <li>• Round tables not well publicized</li> </ul>	25
Evaluation	Nicole	<ul style="list-style-type: none"> <li>• NCR shared the tool in their newsletter</li> <li>• 13 views on the Clearinghouse</li> <li>• Amanda will use it in March</li> <li>• Nicole will draft a recruitment letter next month</li> </ul>	5
Resources	Beth & Annie	<ul style="list-style-type: none"> <li>• Analytics update</li> <li>• Content update/review popular resources for users</li> <li>• Add pop-up?</li> <li>• 233 users (73 during annual meeting)</li> <li>• Top 3 pages: A Beginner's Guide, Complying with the PCHF Rule, and Talk to Someone</li> <li>• Talk to someone could be due to additional communicator sign ups</li> <li>• Regarding pop up:                             <ul style="list-style-type: none"> <li>○ Support, but it cannot be too early in the UX.</li> </ul> </li> </ul>	10

		<ul style="list-style-type: none"> <li>○ Should collect info from the user to give to the person we connect them to</li> <li>○ “Do you know who your local food safety contact is?”</li> </ul> <ul style="list-style-type: none"> <li>● Maintain interaction so that users feel connected</li> </ul>	
Awareness	Luke & Amanda	<ul style="list-style-type: none"> <li>● Planned discussion/strategy meeting</li> <li>● Presenting next week to NCR</li> </ul>	5
		<ul style="list-style-type: none"> <li>● Are we on the AFDO site yet? Annie will check</li> </ul>	
ReCap & Next Meeting		<ul style="list-style-type: none"> <li>● Next Meeting</li> <li>● Recap any tasks</li> </ul>	10
		<ul style="list-style-type: none"> <li>● NSF is launching a research acceleration translation program– offering grants</li> </ul>	

## ABOUT

Northeast Center to Advance Food Safety (NECAFS) is one of four FDA/USDA funded regional centers tasked with coordinating training, education and outreach related to the FSMA Produce Safety Rule and the FSMA Preventive Controls for Human Foods Rule. NECAFS work focuses on coordination and facilitation of the Northeast regional network to support a national food safety training, education, extension, outreach, and technical assistance system among small and medium-sized producers and small processors.