

**NEW YORK STATE OFFICE FOR THE AGING**

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor

Corinda Crossdale, Acting Director

An Equal Opportunity Employer

**INFORMATION MEMORANDUM**

**Number 14-IM-03**

**Supersedes**

**Expiration Date**

**DATE:** May 28, 2014

**TO:** Area Agencies on Aging Directors  
Nutrition Coordinators  
Registered Dietitians  
Meal site and Kitchen Managers

**SUBJECT:** Food Safety and Sanitation Training 2014

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**PURPOSE:** The purpose of this IM is to provide additional information about the training, confirm the training schedule and transmit registration instructions.

**BACKGROUND:** The New York State Office for the Aging (NYSOFA) and the New York State Department of Health (NYSDOH) Bureau of Community Environmental Health and Food Protection will offer regional Food Safety and Sanitation training at five locations this year.

**Necessary Action:** Please complete the enclosed registration form and FAX it to the Nutrition Unit at NYSOFA (518) 473-5177 no later than **Friday, June 27**.

**Training Schedule:** Training sessions are scheduled to begin at 9:00 AM and end by 4:00 PM. Training locations are listed below. Please note that due to budget constraints, morning coffee/tea will not be available at these trainings. If you desire it, please bring it with you. Also, lunch is NOT included; however, NYSOFA staff will direct you to nearby eateries for lunch. Dress attire is business casual. Expenses incurred by staff to attend these workshops are allowable under Title III-C or WIN.

## **Training Schedule**

**Thursday, July 17, 2014 Carmel (Putnam County)**

**Thursday, July 24, 2014 Lake George (Warren County)**

**Wednesday, August 6, 2014 Ithaca (Tompkins County)**

**Thursday, August 7, 2014 Henrietta (Monroe County)**

**Thursday, August 14, 2014 Manhattan (New York City/County)**

**Who Should Attend:** The training sessions are designed for nutrition coordinators, registered dietitians, program cooks and those who train food preparers and handlers. We are especially urging participation of area agency on aging directors and nutrition services staffs that have been in their jobs for a year or less. If your agency was unable to attend training offered previously, you are urged to attend this year's program. Doing so will assure that appropriate staff have essential up-to-date information and techniques related to food safety.

**Training Content:** Training will be conducted by NYSDOH Principal Sanitarian, Amy Mears, MS, RD. The training will be both informative and fun and will focus on the following topics listed in the agenda below:

- 9:00 Welcome and Introductions
  - Foodborne Illness Update
  - Recent Foodborne Illness Outbreaks in New York State
  - Food Safety Bingo (Part 1)
  - Susceptible Populations
  - Introduction to Food Safety
- 12:00 Lunch (on your own)
- 1:00 Process 1, 2, & 3 Foods
  - Wedding Outbreak Investigation
  - Food Safety for Seniors
  - Food Safety Bingo (Part 2)
  - Resources
- 4:00 Adjourn

## **Training Locations and Parking:**

### **1. Thursday, July 17, 2014 Carmel (Putnam County)**

Putnam County Bureau of Emergency Services  
112 Old Rte. 6  
Carmel, NY 10512  
(845) 808-4000

Contact Person: Brittany Alvarez – AAA’s Nutrition Coordinator  
(845) 808-1700 Ext. 47116

Parking: Free parking is available in front of the Putnam County Bureau of Emergency Services.

### **2. Thursday, July 24, 2014 Lake George (Warren County)**

Warren County Human Services Building  
1340 State Route # 9, (Recert Room on the first floor)  
Lake George, New York 12845  
(518) 761- 6347

Contact person: RoseAnn O’Rourke, AAA’s Nutrition Coordinator  
(518) 761-6347

Parking: Free parking is available in front of the Warren County Human Services Building. We will meet in the Recert Room on the first floor. There is a metal detector at the entrance. The guards will have notice that a group will be meeting there. They will direct you to the room.

### **3. Wednesday, August 6, 2014 – Ithaca (Tompkins County)**

Tompkins County Public Library  
101 East Green Street  
Ithaca, NY 14850  
(607) 272- 4557

Contact person: Lisa Holmes, AAA Director  
(607) 274-5482

Parking: Paid parking available in Green Street garage on left side, directly across from the library; also parking available in Cayuga Street garage, directly behind library. The training entrance is to the left of the main entrance in the back of the building, look for a green canopy.

**4. Thursday, August 7, 2014 Henrietta (Monroe County)**

Town of Henrietta Senior Center  
515 Calkins Rd,  
Henrietta NY 14467  
(585) 334-4030

Contact Person: Steve Newcomb – Aging Services Administrator  
(585) 753-6523

Parking: Is available free of charge in the front and the back of the Henrietta Senior Center.

**5. Thursday, August 14, 2014 — Manhattan (New York City/County)**

New York State Department of Health  
90 Church Street, 4<sup>th</sup> floor room 4 CR-A/B  
New York, NY 10007

Contact person: Susan Stanford (212) 417- 4114

A photo ID is required to enter the building. Please remember to bring work ID.

**PROGRAMS AFFECTED:**

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|--------------------------------------|--------------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> Title III-B | <input checked="" type="checkbox"/> Title III-C-1 | <input checked="" type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> EISEP       | <input type="checkbox"/> NSIP        | <input type="checkbox"/> CSE         | <input checked="" type="checkbox"/> WIN           | <input type="checkbox"/> Energy                   |
| <input type="checkbox"/> Other:      |                                      | <input type="checkbox"/> Title V     | <input type="checkbox"/> HIICAP                   | <input type="checkbox"/> LTCOP                    |

**CONTACT PERSON: Jenifer O’Keefe, MS RD**  
Email: [Jenifer.Keefe@aging.ny.gov](mailto:Jenifer.Keefe@aging.ny.gov)

**TELEPHONE (518) 408-1197**

**2014 REGIONAL FOOD SAFETY WORKSHOP  
Registration Form**

Please complete and FAX the registration form to the NYSOFA Nutrition Unit (518) 473-5177, by June **27, 2014**.

AREA AGENCY: \_\_\_\_\_

*Check which location you will be attending:*

\_\_\_ **Thursday, July 17, 2014 Carmel (Putnam County)**

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Total attending (from your agency): \_\_\_\_\_

Persons Attending:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Area Agency Contact Person\*: \_\_\_\_\_

Telephone: \_\_\_\_\_

\*person NYSOFA should contact if there are questions about the registration or if there's any last minute information to be shared