

I. CALL TO ORDER

Chairman Keith Skiles called the meeting to order at 1:00 PM on March 6, 2013, and at 7:40 AM on March 7, 2013.

II. ROLL CALL

Ken Moore conducted roll call. The following members were present:

Board Members Present:

Keith Skiles
Maryanne Guichard
Ken Moore
William Eisele
Mike Hickey
Lori Howell
Cali Alexander
Steve Fleetwood
Julie Henderson
Patti Fowler
Joe Jewell
Al Sunseri
Margaret Barrette
Johnathan Gerhardt
Quincy Boyce for Terri Gerhardt
Bruce Flippens
Paul DiStefano
Spencer Garrett
David Fyfe
Chris Nelson
Kirk Wiles

Representing:

Chair
Vice Chair / Region 6 Regulatory
ISSC Executive Director
Conference Office Manager
Region 1 Regulatory / Past Chair
Region 1 Industry / Task Force II Chair
Region 2 Regulatory
Region 2 Industry
Region 3 Regulatory / AFDO Representative
Region 4 Regulatory
Region 5 Regulatory
Region 5 Industry
Region 6 Industry
Non-Producing State
Non-Producing State
Non-Producing State
FDA
NOAA
Northwest Indian Fisheries Commission
Task Force I Chair
Task Force III Chair

Board Members Absent:

Larry Simms	Region 3 Industry
Tommy Ward	Region 4 Industry
David Guilbeau	Region 5 Regulatory
Bill Kramer	EPA
Greg Pallaske	Conference for Food Protection Representative
Christopher Blankenship	Patrol Advisor

ISSC staff and others were also present. (Tori Stivers, Jimmy Bloom, Angela Ruple, Jerrod Davis, and Laurie Farmer)

III. EXECUTIVE BOARD

A. Board Vacancies

1. Program Chair

Ken Moore advised that the Executive Office and Bill Eisele have been working together to coordinate duties of the Program Chair. A motion was made and seconded to appoint Bill Eisele as the Program Chair of the Conference. The motion passed with a voice vote by the Board.

2. Consumer Advisory Representative

Ken Moore advised the Board that he had consulted with Kevin Smith (FDA Retail Program) to try to identify an individual to fill this Board position. A motion was made and seconded that the Board retain the consumer advisor position and submit a proposal to add a member from retail. The motion was amended to include formation of a small committee to develop a proposal to define the position, voting privileges, and travel assistance funding policy for this position. The motion passed with a voice vote by the Board.

Ken also advised the that he will advise the Board member from Region 5 Industry to poll this region to identify an alternate Board member.

B. Conflict of Interest Statement

Ken Moore advised the Board that the Conflict of Interest Statement had previously been submitted to the Board. A motion was made to form a work group to develop another statement and bring back to the Board at a later date.

Al Sunseri spoke to the Board about Mike Voisin's sudden passing and a moment of silence was observed.

IV. MINUTES

- A. January 22, 2013
- B. October 16-17, 2012

A motion was made and seconded to adopt the Board minutes of January 22, 2013, and October 16 & 17, 2012. The motion carried with a voice vote by the Board.

V. INTRODUCTORY COMMENTS

- A. Chairman Keith Skiles - Welcome
- B. FDA Paul DiStefano said Mike Voisin had been a pillar of the organization would like to see recognition of Mike at the Biennial Meeting. Paul also expressed condolences on behalf of FDA. Paul advised that Dorothy Jean Mccoubrey is now working with FDA water quality engineers on submitting a proposal to the Conference for the 1000:1 dilution policy. He also advised that Jim Wyman and Tim Sample had retired.
- C. NOAA Spencer Garrett advised the Board that he will retire April 1, 2013 and introduced Calvin Walker as his replacement on the Board. Spencer also briefed the Board on NMFS budget and personnel issues and said NMFS remains committed to the ISSC.
- D. EPA Joel Hansel represented Bill Kramer and briefed the Board on budget issues and water quality criteria information.

VI. PROGRAM CHAIRMAN'S REPORT

- A. 2013 Biennial Meeting
Ken Moore advised the Board that after a site visit to the St. Anthony Hotel in San Antonio, he recommended the 2013 Biennial Meeting be held at this location. A motion was made and seconded to approve. The motion carried with a voice vote by the Board.
- B. Ken advised the Board that the Call for Proposals is May 14, 2013.

VII. COMMITTEE ACTIVITY UPDATES

- A. Executive Committee

Ken Moore provided the board with updates on the following items and no action was required by the Board at this time.

1. Grant Updates
2. Financial Statement
3. Renewal of Director's & Officer's Liability Insurance Policy
4. Renewal of Employee Bond Coverage
5. 2012 Work Plan Evaluation 30 days for board comments
6. 2014 & 2015 Membership Fees
 - a. Individual
 - b. State (Proposal 11-302)

Ken Moore provided Board members with a copy of Proposal 11-302 along with a spreadsheet that had been developed by the Executive Office outlining options for increases in State membership fees to assist in meeting annual budget operating costs. A recommendation will be made at the 2013 Biennial Meeting.

A motion was made and seconded to add workmen's compensation insurance coverage for Executive Office Staff. The motion carried with a voice vote by the Board.

B. Audit Committee

Lori Howell presented a report to the Board on activities of the Audit Committee. A motion was made and seconded to accept the report as submitted. The motion carried with a voice vote by the Board.

C. Harvester/Dealer Training Advisory Workgroup

Ken Moore advised the Board that Proposal 09-212 action by the Conference would become effective January 1, 2014. He said a survey of states for harvester and dealer training/education had been conducted. The work group met in December 2012 and an outline for the training was developed. Steve Otwell of UFL is in the process of developing modules for the State of Florida. Ken asked for guidance from Board on what direction they want to go. (What method of delivery is best; implementation date and method to meet requirements. A motion was made and seconded that ISSC develop an online class for harvester training which can be delivered by several different methods. A motion was made and seconded that to develop a proposal for submission at the Biennial Meeting to extend the date of harvester training for one year (January 1, 2015).

D. Use of Press (Proposal 07-305)

Paul DiStefano reported on progress of the CORE group. He said the group is developing protocol and it is in the review process. Paul said he will keep ISSC updated.

E. Laboratory Methods Review Committee

Patti Fowler advised there were eight (8) methods currently before the committee and two work groups had been appointed. The Committee is also review lab checklists. One of the work groups will look at other method approval entities and how methods can be adopted for use in the NSSP

1. AOAC Approved Methods
2. Lab Evaluation Checklist (PHP Validation/Verification)

The Board received the report as information and no action was required.

F. VMC (Charge)

Ken Moore explained the change in the Committee's charge and following discussion of Item G. below a motion was made that the VMC will no longer review *V.v.* illnesses and that the VMC will consider whether changes are needed to 11-201A or current guide language to provide clarity to the Model Ordinance language to reduce ambiguity related to *V.v.* management and If changes are needed the Committee will prepare a proposal to be submitted at the 2013 Biennial Meeting. The motion carried with a show of hands by the Board.

G. *Vv* Illness Review Subcommittee

Following a discussion by the Board, a motion was made and seconded to make the *V.v.* Subcommittee a standing committee that reports to the Executive Board. The motion passed with a voice vote by the board. The Executive Director will write a proposal to change the Constitution, Bylaws, and Procedures to reflect this change for submission at the 2013 Biennial Meeting.

Following further discussion, a motion was made and seconded to draft a proposal for reviewing procedures for appeal of a *Vibrio* illness. The motion carried with a voice vote by the Board.

VIII. OLD BUSINESS

A. California Regulations Update

Ken Moore advised the Board that there was no additional progress to report on this issue.

B. 2011 NSSP Guide for the Control of Molluscan Shellfish

Ken Moore reported that the 2011 NSSP Guide has not completed.

C. Proposal 11-201 Part A

Ken Moore reported on the following:

1. *Vv* Control Plans Notice to States

A letter has been sent to States.

2. FDA Evaluation Criteria for Compliance letter has been sent to Bill Jones

Bill Jones explained the process and will keep ISSC updated.

Criteria from FDA were handed out and Paul DiStefano said there may be some fine tuning of the document.

3. Additional Committee Charges

Ken Moore advised that with FDA concurrence now in effect. Charge 1 will be assigned to subcommittee of VMC. Charge 2 – don't know how to accomplish this. Paul and Ken will consult with RTI on obtaining information

D. State *Vibrio* Plan Inventory

Following a discussion, a motion was made and seconded that a listing or a link to State *Vibrio* Plans be posted on the ISSC website with the State contact person. The motion passed with a voice vote by the Board.

E. Import Data Update (Spencer Garrett and Paul DiStefano)

Spencer Garrett advised that NOAA gets data from census bureau and States can access data on the NOAA website but the data may or may not be accurate. Spencer advised that information can be obtained by calling Statistics 301-427-8154 alan.lowther@noaa.gov.

F. Korean Update (Paul DiStefano)

Paul DiStefano provided an update to the Board on the Korean recall.

G. FDA 1000:1 Dilution Policy

Ken Moore advised that a letter will be developed on the FDA 1000:1 Dilution Policy and sent to States. FDA will submit a proposal on this and MSC.

- H. Placement of Program Compliance Evaluation Criteria
Ken Moore advised that all evaluation criteria needed to be in one location recommended the NSSP Guide. A motion was made and seconded directing the Executive Director to write a proposal to develop a chapter in the Model Ordinance for all program evaluation criteria previously adopted. The motion carried with voice vote by the Board.
- I. Proposal 11-114 (Requirement for the Authority During a Suspected Outbreak)
Following a briefing to the Board by Ken Moore and a discussion by Board members, a motion was made and seconded that a subcommittee be formed to determine criteria for posting closures on the ISSC website. The motion carried with a voice vote by the Board.
- J. PHP Validation and Verification Costs
Ken Moore advised the Board that a work group was appointed to look at ways in which costs can be reduced for PHP validation and verification. No action was required by the Board.

IX. NEW BUSINESS

- A. 2013 Task Forces
Ken Moore advised that 2013 Task Force rosters had been developed and the rosters were furnished to Board members for approval. A motion was made and seconded to approve the Task Forces rosters as submitted. The motion carried with a voice vote by the Board.
- B. Canadian Food Inspection Agency (CFIA) Animal Health Requirements for the Export of Seafood Products (Tim Hansen, NOAA)
Spencer Garrett presented a PowerPoint presentation which will be furnished to the Executive Office for distribution. A motion was made and seconded to put together a meeting with NMFS & APHIS and appropriate members of Board. The motion carried with a voice vote by the Board.
- C. Closure/Reopening Criteria Concerns
Ken Moore advised that he had received inquiries and complaints regarding states using opening and closing criteria that are not part of the NSSP Model Ordinance. He said some states are implementing *V.p.* programs that are not required to have a *V.p.* control plan. No action was required by the Board.
- D. FDA Plant Standardization Guidance
Julie Henderson asked if this document could be posted on the ISSC website. Paul DiStefano will talk to Raymond Burditt to see if book can be linked to ISSC website.
A motion was made and seconded that the plant standardization guide go to an appropriate Committee for review and recommendations with ability to review the 2011 draft guide. The motion was approved with a voice vote by the Board. Motion carried by Board.
- E. FDA Status of States Report
Paul DiStefano presented the FDA Status of States report for the period of 10/1/11 – 9/30/12. Additional information will be retained in Executive Board files.
- F. FDA/State Recall Contracts
Laurie Farmer presented a report to the Board on this issue and no action was required by the Board.
- G. Foreign Country Compliance with ISSC Procedure XVII
Ken Moore reported on this issue and no action was required by the Board.
- H. Depuration Committee
Ken Moore presented information and background on Tom Howell's letter concerning restrictions on classification of waters using MSC. Following a discussion it was agreed that a committee will be asked to look broader at this issue. No action was required by the Board.
- I. Traceability Committee

Ken Moore presented an email from Bill Dewey concerning a presentation at Seattle by IFT. It was agreed to put a link on the ISSC website. Ken also reported on the Oyster Traceability Project in the Gulf. Ken said it will be six to seven months until project is finalized and report is available. No action was required by the Board.

IX. EXECUTIVE SESSION

The Board received staff evaluations during Executive Session.

XI. EXECUTIVE DIRECTOR ACTIVITIES

Ken Moore reported on the attendance of recent and upcoming activities.

A. Upcoming

1. ICMSS Conference March 16 – 22, 2013 (Australia)
2. PAC RIM April 1 – 4, 2013 (Olympia, WA)
3. NESSA April 11 – 12, 2013 (Providence, RI)
4. ISS April 17 – 19, 2013 (Rehoboth, DE)
5. GSASSC May 13 – 15, 2013 (Charleston, SC)
6. AFDO June 8 – 12, 2013 (Louisville, KY)

B. Recent

1. *Vibrio* Workshop Dauphin Island December 4 – 6, 2013
2. Harvester / Dealer Education Workgroup December 13 & 14, 2013
3. DC Walk on the Hill January 28 – 29, 2013
4. Mike Voisin's Service February 6 - 7, 2013
5. San Antonio Site Visit February 12 – 13, 2013

XII. OTHER CORRESPONDENCE

Ken Moore reported on the following documents that had previously been provided to Board members as information. These documents are maintained as Board files.

- A. ISSC Letter to Bill Walton (Auburn University)
- B. Florida Letter to US Trade Representative
- C. ISSC/Gary Wolf (FDA) Letters
- D. ISSC Letter PHP Lab Criteria
- E. FDA Letter to Highlands Clam Depuration Commission

XIII. ADJOURN

Motions to adjourn were made and seconded.