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## **I. CALL TO ORDER**

Chairman Mike Hickey called the meeting to order at 3:30 PM.

## **II. ROLL CALL**

Ken Moore conducted roll call and determined a quorum was present to conduct business.

### **Board Members Present:**

Mike Hickey  
Keith Skiles  
Ken Moore  
William Eisele  
Lori Howell  
Cali Alexander  
Steve Fleetwood  
Debbie Rouse  
Patti Fowler (for David Heil)  
Tommy Ward  
Al Sunseri  
Maryanne Guichard  
Bill Dewey (for Robin Downey)  
Johnathan Gerhardt  
Terri Gerhardt  
Quincy Boyce (for Ed Watson)  
Paul DiStefano  
Paul Comar (for Spencer Garrett)  
Julie Henderson  
David Fyfe  
Christopher Blankenship  
Chris Nelson  
Kirk Wiles

### **Representing:**

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

### **Board Members Absent:**

Rob Wittman	Program Chairman
Larry Simns	Region 3 Industry
David Guilbeau	Region 5 Regulatory
Bill Kramer	EPA
Greg Pallaske	Conference for Food Protection Representative
Bill Hastback	Past Chairman

Committee chairs, regulatory members, industry members, and others were also present.

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A. Board Vacancies

Ken Moore reported to the Board that Region 4 Regulatory representatives recommended the Board appoint Patti Fowler to replace David Heil. A motion to approve was made by Lori Howell and seconded by Johnathan Gerhardt. The motion carried with a voice vote by the Board.

B. Board Alternates

Ken Moore advised the Board of the following recommendations.

1. Appoint Dave Wallace as Region 3 Industry alternate to replace Pete Jensen. A motion to approve was made by Bill Dewey and seconded by Chris Nelson. The motion carried with a voice vote by the Board.
2. Patti Fowler will submit a recommendation for approval at the October 7, 2011, meeting to fill Region 4 Regulatory Board alternate vacancy.
3. Cali Alexander will submit a recommendation for approval at the October 7, 2011, meeting to fill Region 2 Regulatory Board alternate vacancy.

**III. MINUTES**

Ken Moore advised the Board that minutes would be distributed for review and approval at the October 7, 2012, Board meeting.

**IV. INTRODUCTORY COMMENTS**

A. Chairman

Mike Hickey welcomed everyone to Seattle and hopes this will be a great Conference.

B. FDA

Paul DiStefano advised the Board that Bob Connell, formerly with the State of New Jersey, has joined FDA as a Regional Shellfish Specialist in the Mid-Atlantic Region. Paul also reported that FDA had conducted and completed an audit of the New Zealand Shellfish Program and New Zealand passed with flying colors. A seafood agreement will be adopted following the FDA formal review process has been completed.

C. NOAA (NMFS)

Paul Comar advised that Spencer Garrett would provide NMFS comments at the October 7, 2012, Board meeting. Bill Dewey commented that in June NOAA and Department of Commerce both adopted updated aquaculture policies. Bill said that in releasing those policies they also announced the launch of a national shellfish initiative to increase shellfish aquaculture and shellfish restoration around the country.

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D. EPA

Bill Kramer was absent and no report was provided to the Board at this time.

**V. PROGRAM CHAIRMAN'S REPORT**

- A. 2012 Meetings
- B. 2013 Biennial Meeting

Ken Moore reported that there will probably be two Board meetings held in 2012 and the most cost effective and convenient location will be selected. Ken also reported that the rotation for the 2013 Biennial Meeting will take us back to the Gulf Region and solicitation for bids will begin next summer.

**VI. COMMITTEE REPORTS**

A. Executive Committee

Ken Moore asked the Board members to review the Financial Statement and 2012 Budget for discussion and approval at the October 7, 2012, Board meeting.

B. Audit Committee

Lori Howell reported that the Audit Committee has continued to oversee ISSC audit activities as necessary and keeps open communication with the auditor. Lori advised the Board that it is time in the three year cycle to solicit bids for the next audit. The Executive Office has determined those accounting/audit firms in the Columbia area that are qualified and willing to do this specialty type of audit. Requests for Proposals will be sent to these six firms and the Committee will be involved in reviewing the proposals.

C. Proposal Review Committee

Lori Howell submitted the Committee's proposal review and ranking report to the Board for review and approval. Maryanne made a motion to accept the report of the Proposal Review Committee as amended below and the motion was seconded by Paul DiStefano. The motion carried with a voice vote by the Board.

1. Proposal 05-100: No action; no additional information has been submitted.
2. Proposal 05-109: No action; recommendation of Lab Methods Review Committee.
3. Proposal 05-115: No action; insufficient information.
4. Proposal 09-102: No action;
5. Proposal 11-208: Transfer to Task Force III for consideration.
6. Proposal 09-201: No action.
7. Proposal 09-205; Transfer to Task Force I
8. Proposal 03-204: No action; no additional information has been submitted.
9. Proposal 05-308: No action; proposal was addressed in 2009.

The Board rejected the following amendments to the report:

1. Proposal 11-117: Transfer to Task Force III.
2. Proposal 11-205: Transfer to Task Force II.

C. Communications Committee

Bob Connell presented the Committee's report to the Board with the following recommendations:

1. Request that the Executive Director consider new options for video conferencing and look into social media and to survey the Conference membership for their preferences for maintaining communication under tight budget conditions.
2. Recommended that the Communications Committee continue implementation of ongoing activities from previous committee assignments including development and distribution of a description of ISSC communication capabilities.

Bill Dewey made a motion to adopt the Committee report as submitted and approve the recommendations which was seconded by Paul Comar. The motion carried with a voice vote by the Board.

D. Resolutions Committee

Bob Rheault submitted the Resolution's Committee report to the Board with the following recommendations:

1. Approve Resolution 11-001: Justin Taylor Memorial Resolution
2. Approve Resolution 11-002: Peter Maistrellis Memorial Resolution.  
A motion to approve submission of Resolution No. 11-001 and No.11-002 to the General Assembly was made by Maryanne Guichard and seconded by Johnathan Gerhardt. The motion carried with a voice vote by the Board.
3. Approve Resolution 11-003 as a substitute for Proposal 07-303 which addresses Guidance on Equivalence Criteria for Food. Ken Moore advised that he had discussed this proposal with FDA and then explained the content of this proposal and the reasoning for the resolution as a substitute. FDA is in agreement with this recommendation. After a brief discussion of additional information provided by Paul DiStefano, a motion to approve was made by Bill Dewey and seconded by Johnathan Gerhardt. The motion carried with a voice vote by the Board.

## **VII. OLD BUSINESS**

### **A. Task Force Vacancies**

Ken Moore advised the Board that Task Force rosters had previously been submitted to the Board and asked that the Board approve the following changes.

1. Appoint Dave Wallace to replace Pete Jensen on Task Force I. A motion to approve was made by Johnathan Gerhardt and seconded by Al Sunseri. The motion carried with a voice vote by the Board.
2. Appoint Cali Alexander to replace Bill Hastback on Task Force II. A motion to approve was made by Lori Howell and seconded by Paul DiStefano. The motion carried with a voice vote by the Board.
3. Appoint Quincy Boyce to replace Ed Watson on Task Force III. A motion to approve was made by Maryanne Guichard and seconded by Lori Howell. The motion carried with a voice vote by the Board.
4. Appoint Eric Hickey to replace Chris Nash on Task Force III. A motion to approve was made by Lori Howell and seconded by Maryanne Guichard. The motion carried with a voice vote by the Board.
5. Appoint Clifford Hillman to replace Al Sunseri on Task Force I. A motion to approve was made by Johnathan Gerhardt and seconded by Maryanne Guichard. The motion carried with a voice vote by the Board.

## **VIII. NEW BUSINESS**

### **A. Late Proposals**

Ken Moore advised the Board of the following late proposals submitted for approval by the Board.

1. Add Proposal 09-205 to Task Force II. The Growing Area Classification Committee will review and make recommendations to the task force for consideration. Ken Moore explained that this proposal was adopted at the 2009 Biennial Meeting but FDA did not concur with the Conference action. This proposal was not included in the proposal package distribution for the 2011 Biennial Meeting. A new, almost identical, proposal was submitted by the same submitter. Ken recommended the Board allow the Growing Area Classification Committee to make a recommendation to the task force on Proposal 09-205, which is almost identical to Proposal 11-114. A motion to approve this recommendation was made by Bill Dewey and seconded by Keith Skiles. The motion carried with a voice vote by the Board.

2. Substitute Proposal 07-303 with Resolution 11-003. (Addressed in previous action by the Board under Item VI. Committee Reports D. Resolutions Committee.)
3. Add Proposal 05-310 to Task Force III. Ken Moore explained that the NSSP Evaluation Criteria Committee had submitted evaluation criteria for FDA to use in evaluating the plant element in a State. In 2007 the Task Force recommended adoption of that criteria and in the Closing General Assembly that criteria was sent back to the committee and FDA was asked to conduct a two-year pilot and provide the information to the committee. FDA has completed the pilot and the committee has reviewed the criteria and is prepared to make a recommendation. Ken asked the committee be allowed to make their recommendation to Task Force III. A motion to approve was made by Bill Dewey and seconded by Johnathan Gerhardt. The motion was approved by a voice vote by the Board.
4. Add Proposal 09-107 to Task Force I. Ken Moore explained that this is a laboratory method to approve the Abraxis Kit for PSP. This proposal was submitted in 2009 and the Board supported the use of the Abraxis Kit in conjunction with the Jellett Kit in making fish/no fish decisions in the Dockside Testing Program. There were some concerns regarding the use of the Abraxis Kit because it was not approved. We asked Abraxis to submit data and they indicated they did not have an interest in doing that but we suggested to them that there was an interest and that we would provide assistance to them. The State of Maine developed analytical information using kits provided by Abraxis. That information was submitted to the Laboratory Methods Review Committee (LMRC) for review and they were prepared to make a recommendation on that proposal but it was not in the package because at the time we didn't have the data. The approval of this kit will more clearly define the use of that kit in the Dockside Testing Program. Ken recommended that the Board allow Task Force I to consider Proposal 09-107. The LMRC has reviewed the method and its use with rapid alcohol extraction. A motion to approve the recommendation was made by Keith Skiles and seconded by Johnathan Gerhardt. The motion carried with a voice vote by the Board.

#### B. Executive Board Member Elections

Ken Moore reported the results of the Executive Board elections held earlier in the day.

Non-Producing States Member	Bruce Flippens (District of Columbia)
Non-Producing States Alternate 1	Quincy Boyce (Utah)
Non-Producing States Alternate 2	Martina Keif (Pennsylvania)
Non-Producing States Alternate 3	Vijaya Pandit (Michigan)
Region 1 Regulatory Member	Mike Hickey (Massachusetts)
Region 1 Regulatory Alternate	Eric Hickey (Massachusetts)
Region 2 Industry Member	Steve Fleetwood (New Jersey)
Region 2 Industry Alternate	Jimmy Bloom (Connecticut)
Region 3 Regulatory Member	Julie Henderson (Virginia)
Region 3 Regulatory Alternate	Kathy Brohawn (Maryland)
Region 4 Industry Member	Tommy Ward (Florida)

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Region 4 Industry Alternate	Robert Webb (Florida)
Region 5 Regulatory Member	Joe Jewell (Mississippi)
Region 5 Regulatory Alternate	Jeff McCool (Alabama)
Region 6 Industry Member	Margaret Barrett (Washington)
Region 6 Industry Alternate	Bill Dewey (Washington)

Ken advised that the newly elected Board members will be seated at the next Board meeting scheduled for Friday, October 7, 2012, immediately following the Closing General Assembly meeting.

## **X. ADJOURN**

The meeting was adjourned by the Chairman at approximately 5:30 PM.