Executive Board Minutes
October 15th, 2025

Minutes

A meeting of the ISSC Executive Board was held virtually.

I. Attendance

Board Members Present

Michael Bott	Chair
Shannon Jenkins	Vice Chair
Keith Skiles	Executive Director
Lori Howell	Region 1 Industry/Task Force 2 Chair
Debra Barnes	Region 2 Regulatory
Steve Fleetwood	Region 2 Industry
Danielle Schools	Region 3 Regulatory
Gary Hill	Region 3 Industry
Portia Sapp	Region 4 Regulatory
Barry Hurt	Region 4 Industry
Erik Broussard	Region 5 Regulatory
Steve Pollack	Region 5 Industry
Todd Phillips	Region 6 Regulatory
Miranda Maneman	Region 6 Industry (alternate)
Jonathan Gerhardt	Non-Producing
David Fyfe	Northwest Indian Fisheries Commission
Joel Hansel	EPA
Kohl Kanwit	Past Chair
Keith Jackson	Retail Advisory
AJ Erskine	VMC Chair

Board Members Absent

Eric Hickey	Region 1 Regulatory
Bruce Flippens	Non-Producing
Blake Millett	Non-Producing
Mike Hughes	CDC
Kim Stryker	Task Force 3 Chair

Jessica Jones	FDA
Bess Ormond	FDA/ORA
Jon Bell	NOAA

II. Opening Remarks

Board Chair

The chair thanks board members for meeting amid the government shutdown. With the absence of federal partners, this will likely be an abbreviated board meeting, and the executive office will look into scheduling a follow up after the government resumes operations.

EPA Update

The EPA has instituted a rolling furlough, meaning some staff are still able to participate in ISSC business.

Regional Updates

The chair recommends regional updates be postponed until federal partners can participate.

III. Executive Office

ISSC Biennial Meeting

All previous bids for the upcoming ISSC biennial meeting have been withdrawn due to scheduling issues. The board recommends considering January 10th - 15th 2027 for the next meeting, to ensure adequate time for proposals to be submitted and a suitable venue to be secured.

It is recommended that the future proofing committee provide a recommendation as to when to hold the next subsequent meeting, in order to determine when the conference gets back on schedule

Grant Update

The funding from the FDA cooperative agreement was awarded in mid September. The executive office was able to submit drawdowns to recoup funds used since July of this year. The executive office is also preparing to reapply for the grant in early spring of 2026 to continue funding past June 30th.

Financial Review

An independent accounting firm completed a financial review for 2024 and had no negative findings. The firm has also recently submitted the 990 nonprofit tax form for 2024.

Membership Dues

The executive office will be sending out invoices for state memberships before the end of the year. The rate will remain $60 for individual memberships and $1100 for state memberships.

Staffing

The executive director, Keith Skiles, is planning to retire. The schedule of this will remain flexible as details and timeline of the next ISSC biennial meeting are being determined.

A motion was made for the board to adopt the previously drafted ISSC executive director hiring procedures. The motion was seconded and carried by a voice vote.

IV. Committee Reports

Laboratory Committee

The laboratory committee presented recommendations for consideration. The first is proposal 19128, a method for VV and VP detection and enumeration using MPN and real time PCR. The intended use within the program for this method is for reopening after Vibrio closures and for PHP validation and verification. The laboratory committee recommended adoption of Proposal 19128 as amended and to append the completed data set to the original proposal.

A motion was made to approve proposal 19128 as set forth by the Chair of the Lab Committee. The motion was seconded and carried by a voice vote.

The second submission by the lab committee was to modify approved laboratory methods tables in guidance documents for proposals 26100, 26101, and 26102.

A motion was made to give interim approval as summarized by the lab committee chair. The motion was seconded and carried by a voice vote.

V. Old Business

Shellfish Tagging

Proposal 19201 was adopted in 2019, and as an unintended consequence the subsequent definition change required a labeling change for dealers. It is recommended that the states and FDA withhold enforcement of tagging changes based on the new definition of proposal 19201, until the full delegation can consider its impact wholly.

The motion was made that the executive office submit the above recommendation as a proposal, and that enforcement of the proposal is delayed. The motion was seconded and carried by a voice vote.

VI. New Business

FDA Response to Shellfish Import Questions

A series of questions regarding shellfish imports were submitted for FDA response. It is recommended that a discussion of their responses be held at another meeting when the FDA can participate in the conversation.

Bird Committee Update

The committee reviewed over 100 peer-reviewed scientific documents to inform and identify the known elements and ideas needed to develop a quantitative risk assessment.

Board Elections

With the postponement of the biennial meeting, board elections have not occurred on their usual schedule. When this has happened previously, the board terms were extended until the rescheduled biennial meeting.

A motion made to extend the current board terms that would be set to expire at the next biennial meeting. The motion was seconded and carried by a voice vote.

VII. Adjournment

A motion was made to adjourn the meeting. The motion was seconded and carried by a voice vote.