

**I. Call to Order**

Maryanne Guichard called the meeting to order at 1:03 PM.

**II. The Passing of the Gavel**

As the first order of business Maryanne Guichard passed the gavel to Patti Fowler, Chair Elect.

**III. Roll Call**

Prior to roll call, Ken Moore addressed the items below:

- A. The day on the October 29, 2015, draft Board minutes should be corrected from Monday to “Thursday”.
- B. Added new agenda item F. HACCP Seafood Alliance under Item IX. New Business.

Ken Moore, Executive Director, conducted roll call with seating of newly elected members.

**Board Members Present:**

Maryanne Guichard  
Patti Fowler  
Ken Moore  
William Eisele  
Mike Hickey  
Lori Howell  
Dave Carey  
Steve Fleetwood  
Kathy Brohawn  
A.J. Erskine  
Shannon Jenkins  
Tommy Ward  
Kirk Wiles  
Jerrod Davis  
Margaret Barrette  
Quincy Boyce  
Bruce Flippens  
Johnathan Gerhardt  
Melissa Abbott for Paul DiStefano  
Jon Bell  
Bill Kramer  
David Fyfe  
Mike Pearson  
Keith Jackson

**Representing:**

Chair  
Vice Chair  
ISSC Executive Director  
Conference Office Manager & Program Chair  
Region 1 Regulatory  
Region 1 Industry  
Region 2 Regulatory  
Region 2 Industry  
Region 3 Regulatory  
Region 3 Industry  
Region 4 Regulatory  
Region 4 Industry  
Region 5 Regulatory  
Region 6 Regulatory  
Region 6 Industry  
Non-Producing State  
Non-Producing State  
Non-Producing State  
FDA  
NOAA  
EPA  
Northwest Indian Fisheries Commission  
Patrol Advisor  
Retail Advisory Representative

**Board Members Absent:**

Chris Nelson  
Keith Skiles  
Michael Roberson

Region 5 Industry  
Past Chairman  
Consumer Advisory Representative

Others in Attendance:

Bill Jones	FDA
Laurie Farmer	FDA
ISSC Staff	

- C. Board Vacancy Region 4 Regulatory  
Ken Moore explained that the Region 4 seat was vacated by the retirement of Patti Fowler (North Carolina). Region 4 regulatory members have recommended Shannon Jenkins to fill this seat. A motion was made to approve this recommendation. The motion was seconded and approved by the Board with a voice vote.
- D. Board Vacancy Non-Producing State  
Ken Moore reported that this vacancy was the result of the resignation of Terri Gerhardt (Ohio). He indicated the non-producing members were polled and have recommended Bruce Flippens (Washington, DC Department of Health) to replace Terri. A motion was made to approve this recommendation. The motion was seconded and approved by the Board with a voice vote.

#### IV. Approval of Minutes

- A. October 26, 2015 Draft Minutes  
A motion was made and seconded to approve the draft minutes. The motion passed with a voice vote by the Board.
- B. October 29, 2015 Draft Minutes  
A motion was made and seconded to approve the draft minutes. The motion passed with a voice vote by the Board.

#### V. Introductory Comments

- A. Chair, Patti Fowler  
Patti Fowler indicated she was honored to have been elected as Board Chair and welcomed the new members of the Board. She encouraged active participation. She thanked Maryanne for her excellent job and for being a strong leader as the ISSC Board Chairperson.
- B. FDA, Melissa Abbott  
Melissa Abbott commented that Paul DiStefano's retirement is coming soon and it is time for FDA to start thinking about who will fill his shoes.
- C. NOAA/NMFS, Jon Bell  
Jon Bell expressed the desire of NOAA/NMFS to lend ISSC more expertise. They will soon be hiring a replacement for Calvin Walker and filling two other new positions. He said they are working to increase NMFS participation. He indicated that ISSC is a main clientele for NOAA/NMFS.
- D. EPA, Bill Kramer  
Bill Kramer updated the Board on the following items (report attached):
  1. Clean Water Act Recommended Water Quality Criteria for Recreational Waters (Swimming)
  2. EPA Development of Ambient Water Quality Criteria for Viruses - Bacteriophage

3. EPA Development of Recreational Ambient Water Quality Criteria (AWQC) for Cyanotoxins
4. Ocean Acidification (OA)
5. Beach Marine Sanitary Survey Tool Demonstration
6. Harmful Algal Blooms (HABS)
7. Microplastics in Shellfish [Margaret Murphy] Trash Free Waters Program - EPA OW/OWOW/MCPB

## VI. Program Chairman's Report

### 2016 Fall Executive Board Meeting

Bill Eisele reported the Board had been polled and he has received seven responses and the majority of the responses would like a late October meeting. Several locations were suggested for the meeting. He suggested the Executive Office review flight and hotel cost and select a site. Ken Moore commented that this item can be addressed by email.

## VII. Executive Committee Report

### A. Grant Updates

1. 2016 FDA Cooperative Agreement  
Ken Moore reported that this agreement ends on August 31, 2016, and he expects all activities to be completed.
2. 2017 FDA Cooperative Agreement Application  
Ken Moore reported that the ISSC will be submitting a five-year project application. FDA published a notice in the federal register on February 8, 2016 indicating they would provide up to \$500,000 to the ISSC in 2017. He said the Executive Office is in the process of completing the application which is due April 1, 2016.
3. FDA Small Conference Grant  
Ken Moore reported that this grant was received from FDA to provide travel assistance to state regulatory shellfish personnel to attend the Biennial Meeting. The remaining balance is \$3,360.58. He said we anticipate closing this grant out and submitting a final report within the next 45-60 days. There are outstanding receipts which have not been submitted.

### B. VC3 ISSC Website Redesign and Update

Ken Moore explained to the Board that our website is approximately ten years old and should be redesigned and updated to continue to keep pace with current technology. The VC3 proposal was included in Board materials. A motion was made and seconded to approve the VC3 proposal to redesign and update the ISSC website. The Board approved the motion with a voice vote.

### C. 2016 Budget

Ken Moore said the draft budget had been shared with the Board in October. He explained the budget is consistent with past budgets for non-meeting years. He said the cost of the website update is included but the amount for staff benefits was omitted until the Board makes a decision on staff benefits. A motion was made and seconded to approve the 2016 budget. The budget was adopted with a voice vote by the Board.

- D. Staff Performance Reviews  
Maryanne Guichard recommended delaying discussion of this item until the Board convenes in Executive Session.
- E. Staff Benefits  
Maryanne Guichard recommended delaying discussion of this item until the Board convenes in Executive Session.

### VIII. Old Business

A. US/EU Equivalency Agreement

Melissa Abbott updated the Board with the following information:

- FDA had a face-to-face meeting in November which resulted in decision to proceed with equivalency recognition.
- A federal register notice has been drafted and is going through the clearance process at FDA.
- The notice should be published in late summer and will cover the entire history of project.
- There will be a comment period for at least sixty (60) days.
- She encouraged ISSC and individual members of ISSC to submit comments on the notice.
- She indicated that it will be the end of the year before a final document will be ready.
- FDA recently learned that EU has established a new toxin meat standard and FDA is working to see if this will necessitate any changes under the agreement.
- FDA is currently only working with Spain and The Netherlands

Ken Moore commented that it appears that this initial equivalency agreement will involve the countries of Spain and The Netherlands and the States of Washington and Massachusetts only. He said he had received a lot of phone calls concerning this issue. He mentioned that ISSC sent a memo to all states asking if they would like to participate in this program and did not get a lot of response. For those receiving inquiries he suggested they contact Paul DiStefano (FDA) or Ken Moore (ISSC). Lori Howell asked if there will be an opportunity for future participation by additional states. Melissa Abbott responded that FDA had insisted this is national program and there is no reason they should not take product from all states. She said FDA was unsuccessful in convincing the EU. Within the federal register notice a section on how to go about adding additional states and EU adding additional countries will be included. Steps will be outlined in the federal register notice. In response to Patti Fowler, Ken Moore explained the usual process that ISSC follows for Executive Board input in ISSC comments. Ken said he will draft comments and send to the Board for review and comment. Margaret Barrette asked that Ken work with the Foreign Relations Committee during process of drafting comments. Bill Kramer suggested each state, tribe, and territory respond so their comments will be on file. Ken said ISSC will advise all states when the notice is published so they will have an opportunity to comment. No action was needed by the Board.

B. 2015 Work Plan Evaluation

A motion was made and seconded to approve the 2015 Work Plan Evaluation as submitted. The motion was approved with a voice vote by the Board.

- C. 2016 Work Plan  
A motion was made and seconded to approve the 2016 Work Plan with and an editorial clarification to the Communications Section on Page 1 to add the word “Website” to the Redesign and Update item. The motion was approved with a voice vote by the Board.
- D. ISSC Issue to Conference for Food Protection  
Ken Moore explained that the Executive Office had been directed to develop and submit an Issue to the Conference for Food Protection. The Conference for Food Protection meeting is April 16-20, 2015, in Boise, Idaho. The Issue was furnished in Board materials and no action is required by the Board.
- E. Vibrio Research Projects  
Patti Fowler advised the Board the Executive Director was recommending that the Board approve appointment of a committee to review the final reports from the existing Vibrio research contracts and develop a Request for Proposal (RO) for existing \$67,000 and available future funds from the 2017 FDA Cooperative Agreement. A motion was made to approve the motion. The motion was seconded and approved with a voice vote by the Board.
- NOTE: Kathy Brohawn asked if the ISSC Executive Office had made a formal request to FDA in response to Item IV. C. in the October 29, 2015, minutes of the Executive Board. Ken Moore responded that the request had not been made and committed to do this within the next thirty (30) days.

**IX. New Business**

- A. FDA Response to 2015 Summary of Actions
1. Proposal 15-105 Opening Growing Areas Closed Due to Biotoxins  
Melissa Abbott said FDA supported the Conference’s vote of no action and recommendation is not to refer to committee but appoint committee to review current state practices and the NSSP Guidance Document. A motion was made and seconded that the Biotoxin Committee assess Biotoxin testing inconsistencies that were outlined in the proposal, make recommendations, and report back to the Executive Board. The motion was approved with a voice vote by the Board.
  2. Proposal 15-208 Reduced Oxygen Packaging (ROP)  
A motion was made and seconded to include the recommendation of FDA into the charge of the Reduced Oxygen Packaging Committee. The motion was amended to state that following initial committee discussion that if funding is available consider a ROP workshop similar to the workshop held for MSC. The motion was approved with a voice vote by the Board.
- B. 2015 NSSP Guide Revision  
Ken Moore reported that the Executive Office is currently working on the update to make the changes that were adopted in Utah. He said he expects to send the document to FDA for review within the next week. Ken said we are ahead of schedule and we are hoping the new revision will be available in about three to four months.
- C. Procedures for Canadian Outbreak Notification to FDA/ISSC  
Ken Moore reported that this item was discussed at the closing Board meeting in Utah. Canada had a *V.p.* recall late last summer and they did not provide the notification that is required in Chapter II. of the Model Ordinance. He indicated FDA and ISSC held a

conference call about three weeks ago with members of the Canadian Health Inspection Agency to talk about confidentiality issues Canada has. Canada will be sharing a proposal with FDA and ISSC that will be shared with the Board. Canada indicated that they can meet the requirements of Chapter II. without violating their confidentiality laws. No action was required by the Board.

D. Proposal 15-102 MSC Guidance Document

Patti Fowler advised that the Committee held a conference call on February 3, 2016, and following discussion of the concerns of Voting Delegates on Proposal 15-102 agreed with editorial changes to the language in Model Ordinance Chapter IV. @ .03 C. (2) c. iii as suggested by Executive Director Ken Moore. The editorial changes are as follows:

Model Ordinance Chapter IV. @ .03 C. (2)

(c) For management plans based on waste water system discharge function or pollution sources other than waste water system discharge criteria that reliably predict when an area that was placed in the closed status because of failure to comply with its conditional management plan can be returned to the open status. The minimum criteria are:

- (i) Performance standards of the plan are fully met;
- (ii) Sufficient time has elapsed to allow the water quality in the growing area to return to acceptable levels;
- (iii) Sufficient time has elapsed to allow the shellstock to reduce pathogens that might be present to acceptable levels. Studies establishing sufficient elapsed time shall document the interval necessary for reduction of coliform levels in the shellstock to pre-closure levels. The study may establish criteria for reopening based on coliform levels in the water. ~~and (iv) For Conditional Management Plans based on waste water system discharge performance and~~ For SSCAs utilizing MSC, sufficient time has elapsed to allow the shellstock to reduce pathogens that might be present to acceptable levels. Studies establishing sufficient elapsed time shall document the interval necessary for reduction of viral levels in the shellstock. Analytical sample results shall not exceed a level of 50 MSC per 100 grams or pre-determined levels established by the Authority based on studies conducted on regional species under regional conditions. These studies may establish criteria for reopening based on viral levels in the shellfish meats or the area must be in the closed status until the event is over and twenty-one (21) days have passed; and
- (iv) Shellstock feeding activity is sufficient to achieve microbial reduction.

The Committee also recommended that they be charged to further discuss the four items listed below and develop recommendations for addressing these concerns.

1. The more appropriate placement of the 50msc/100g language would be in the microbiological standard section of Chapter IV.
2. Clarification of which conditional classification is appropriate for MSC use.
3. The language of Proposal 13-118 provides a rationale for 1000 to 1 but does not include guidance for other classifications to be used for areas adjacent to WWTP.
4. All of the Public Health Explanation and Guidance Document language should be harmonized in the NSSP Guide to make sure the language is consistent.

A motion was made and seconded to approve the Committee recommendations. The recommendations were approved with a voice vote by the Board.

E. 2016-2017 Committee Charges and Rosters

A motion was made and seconded that the Board approve the 2016-2017 Committee charges and rosters as submitted. Following a brief discussion, the Board approved the motion with a voice vote.

F. Seafood HACCP Alliance Training

Ken Moore recommended that the Executive Board appoint a new committee to review seafood HACCP models used in the AFDO HACCP Training Course. The purpose of the review is to ensure that the training is consistent with NSSP requirements. A motion was made with a second and approved with a voice vote by the Board.

**X. Executive Director Activities**

Ken Moore said the following information was being furnished to the Board as information and no action was required.

A. Recent

Annual Walk on the Hill, January 18, 2016, Washington, DC

B. Upcoming

1. PAC RIM, April 4 – 8, 2016, Residence Inn - Tempe, Arizona
2. ISS/NESSA, April 5 - 7, 2016, Stockton Seaview Hotel - Galloway, New Jersey
3. NoroCore Full Collaborative Meeting, April 13-15, 2016 Crowne Plaza at the Washington National Airport, Arlington, Virginia
4. Conference for Food Protection, April 16 - 20, 2016, Boise, Idaho
5. GSASSC, June 6-9, 2016, New Orleans Riverside Hilton Hotel, Louisiana

**XI. Other Information**

Jerrod Davis commented on Maryanne Guichard's service and career with the State of Washington and her contributions to the ISSC.

**XII. Executive Session**

A motion was made, seconded and approved with a voice vote by the Board to convene in executive session at 2:35 PM. The Board reconvened in regular session at 2:54 PM.

A. Staff Performance Reviews

A motion was made and seconded to approve staff performance review salary increases. The motion carried with a voice vote by the Board (see addendum).

B. Staff Benefits

A motion was made and seconded to approve a revised benefit for ISSC Executive Staff employees as recommended by the Executive Committee. The motion carried with a voice vote by the Board (see addendum).

**XIII. Adjourn**

A motion was made and seconded to adjourn the meeting. The motion carried with a voice vote by the Board and the meeting was adjourned at 3:10 PM.