I. Call to Order

Chairman Johnathan Gerhardt called the meeting to order at 10:35 AM.

II. Roll Call

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

Board Members Present:	Representing:
Johnathan Gerhardt	Chair/Non-Producing State
Kohl Kanwit	Vice Chair /Task Force II Chair
Ken Moore	ISSC Executive Director
William Eisele	Conference Office Manager & Program Chair
Mike Hickey	Region 1 Regulatory
Lori Howell	Region 1 Industry
Robert Schuster	Region 2 Regulatory
Steve Fleetwood	Region 2 Industry
Kathy Brohawn	Region 3 Regulatory
Pete Jensen	Region 3 Industry
Mike Pearson	Region 4 Regulatory/Patrol
Barry Hurt for Tommy Ward	Region 4 Industry
Kirk Wiles	Region 5 Regulatory
Jennifer Jenkins	Region 5 Industry
Kimberly Stryker	Region 6 Regulatory/AFDO
Margaret Barrette	Region 6 Industry/Task Force III Chair
Bruce Flippens	Non-Producing State
Blake Millett for Jon Strauss	Non-Producing State
Melissa Abbott	FDA
Laurie Farmer	FDA/ORA
Erin Burdette	CDC
Jon Bell	NOAA
Bill Kramer	EPA
David Fyfe	Northwest Indian Fisheries Commission
Keith Skiles	VMC Chair

Board Members Absent:	
Keith Jackson	Retail Advisory Representative
Patti Fowler	Past Chair
John Tesvich	Task Force I Chair

Others Present:	
Erin Burdette	CDC
Laurie Farmer	FDA
ISSC Executive Office Staff	

I. Approval of May 23 and 24, 2017, Minutes

A motion was made and seconded to approve the minutes of the May 23 and 24, 2017, Executive Board meeting with a correction to Page 7 Item 6 to reflect that the motion did carry and correct the date of the approved minutes. The motion was approved with a voice vote by the Board.

II. Introductory Comments

A. Executive Board Chair Johnathan Gerhardt

Johnathan stated that the 2017 Biennial Meeting was an amazing display of everyone working together throughout the conference to move the program and the conference forward.

B. FDA

Melissa Abbott reported on the following:

- Training items
  1. FD242 Basic Shellfish Growing Area Course will be held in February 2018 in Denver, Colorado.
  2. FDA is working on Advanced Sanitary Survey course.
  3. FDA is creating OTED new course for LEOs titled "Shellfish Program Laboratory Methods and Evaluation Procedures", FD246 will be held in April 2018 in New York.
  4. FD243 Shellfish Patrol Course will be online
  5. Training presentations from regional meetings will be converted and available on YouTube.
     a. Toxin Sources and Geographical Distributions
     b. Biotoxin Management
     c. Lab Methods and Rapid Tests
  6. The AFDO Shellfish/Milk Grant portal is open until October 30, 2018 and an AFDO representative was on-site during the 2017 Biennial Meeting to offer assistance to anyone applying for monies. Comments from Laurie Farmer explained what types of grants are available and how grant monies are to be awarded.
- Laurie Farmer explained the changes from ORA concerning specialist in the field. Specialists will not change unless necessary and there will be on two supervising specialists.
- FDA shared a copy of the Shellfish Compliance Program with ISSC and the document is now available online.
- No action was taken on Proposal 15-208 regarding Reduced Oxygen Packaging. FDA suggested this action indicating that additional studies are needed prior to adopting ROP control strategies to the NSSP. Peter Koufopoulos commented on the complexity and the expense of the research process involved for the study project to be completed.
- International Issues
  1. New Zealand has had a System Recognition agreement with the US since 2012 that renews at the end of the year. The US and New Zealand will be evaluating each other's programs. New Zealand will be going to Texas to begin evaluation of the US program. The US will be going to New Zealand at the end of 2018. The agreement will be renewed after all evaluations are completed.
  2. Canada plans to audit the US and will let FDA know the region they want to focus their audit.
  3. US/EU Equivalency Agreement

     FDA will be able to proceed with the Federal Register Notice. FDA attorney review of the language is nearing completion. The agreement will initially cover trade between Washington, Massachusetts, the Netherlands and Spain for product from Class A growing areas only. A procedure to add other states will be included.

4. Mexico and Korea have MOU's with the US. New Zealand has a System Recognition Agreement and their program is considered equal to the US through an NSSP comparison for equivalency. Canada has a similar equivalency agreement with the US.
5. There is a new document that will be coming out called "The Technical Guidance for the Development of Growing Area Aspect of a Bivalve Sanitation Program" which is for lesser developed countries to use in developing a shellfish program.

C. CDC
Erin Burdette
- Appreciates the opportunity to attend the ISSC 2017 Biennial Meeting and for being able to sit on the Executive Board.

D. NMFS
Jon Bell
- There has been increased participation in NMFS by other organizations and experts.
- There are other areas of NOAA that have begun to participate in ISSC.
- NOAA has reorganized International Affairs and Seafood Inspection Organization which may affect the NMFS Seafood Inspection Program.

E. EPA
Bill Kramer
- See attachment which was distributed to the Board.

III. Program Chairman's Report

A. Bill Eisele reported that the next Board meeting will be in April and the location will be determined. The normal rotation for the 2019 Biennial Meeting will put the meeting on the west coast.

IV. Status of the States

A. Status of the States has now switched to a fall report. A brief summary was provided by Melissa Abbott.
B. Control of Harvest was presented by Raymond Burditt.
C. Plant Evaluation Report was presented by Raymond Burditt.
D. Growing Areas Report was presented by Quentin Forrest.
E. Laboratory Evaluation Report was presented by Lizzie Evans.
F. Vibrio Evaluation Report was presented by Lizzie Evans.
G. Foreign Evaluation Report presented by Melissa Abbott.

V. Committee Reports

A. Nominating Committee Report
Bill Eisele advised the Board that the Nominating Committee recommended re-election of Johnathan Gerhardt as Chair and Kohl Kanwit be elected as Vice Chair. A motion was made to accept the recommendation of the Nominating Committee. A motion was to accept the nominations by proclamation.

B. Biotoxin Committee

C. Joel Hansel reported the following to the Board:
- Charge 1: Develop a Guidance Document for Marine Biotoxin Contingency Plans that includes guidance for development of end-product testing programs to address biotoxins in closed state waters.
  1. The committee discussed concerns in developing a guidance document that includes end product testing. Committee feels end product testing is a much broader issue and there should be a more comprehensive review of processes before end product testing.
  2. A motion was made to refer this charge back to the Biotoxin Committee with a charge to review the Biotoxin Workshop Report and the information contained

within and begin a discussion regarding the development of a guidance document that would provide guidance for the use of end product testing in biotoxin programs. The motion was approved by voice vote of the Board.

- Charge 2: Assess Biotoxin testing inconsistencies in current state practices and the NSSP Guidance Document.
  1. A summary of the Biotoxin Workshop held in Washington, DC was provided to the committee. The summary clearly identified inconsistencies in State programs and the NSSP.
  2. The committee needs to be able to review the report fully to complete this charge.
  3. A motion was made to charge the committee to review the testing inconsistencies that exist in state programs and to determine the public health significance of those inconsistencies. The motion was approved by voice vote of the Board.
- Charge 3: Continue providing guidance and recommendations to the ISSC Executive Board concerning Biotoxin issues.
  1. The Committee requests that the Executive Board consider expanding the charges of the Committee to now include a more complete review/discussion of the inconsistent nature of Marine Biotoxin Monitoring Programs, which may include but not be limited to development of recommendations that would create a consistent foundation of basic components to be used across all state programs, which will assure minimal compliance with the requirements currently suggested in the NSSP regarding marine biotoxins, but still allow the necessary flexibility that may be required on a state-by-state basis.
  2. The committee also requests the Executive Board determine if additional workshops or other meetings might be required to address this issue, and allow the Biotoxin Committee to operate as a standing committee.
  3. A proposal will be addressed in 2019 to address the definition of a "standing" committee. No further action needed.
- Charge 4: Continue to identify new laboratory methods and technologies that could enhance the ability of the NSSP in addressing Biotoxin issues associated with shellfish consumption.
  1. All ISSC members should continue dialog with researchers and private industry as opportunities arise to encourage submission of promising new methods or existing method matrix expansions to the Conference for consideration.

D. Foreign Relations Committee

- David Fyfe reported to the Board that FDA, EPA, NOAA, New Zealand, Canada and Korea each reported to the Foreign Relations Committee. Mexico was not represented at the meeting. Hongsik Yu volunteered to serve for South Korea on the Committee.

E. Traceability Committee

- Bill Dewey reported to the Board that the Committee discussed CFP Issue 2016-I-023 which was adopted by the CFP. Issue 2016-I-023 included two recommendations:
  1. Modification of Section 3-203.12(A) of the 2013 FDA Food Code from a Priority Foundation to a Priority Violation.
     - FDA, upon further review, thought that changing the criticality code would create inconsistency in the Food Code. FDA requested concurrence from the Executive Board of CFP. The Executive Board of CFP did not concur. FDA decided not to include the change in the Food Code.

2. The FDA begin discussions with the ISSC and Conference for Food Protection to identify steps that can be taken to enhance implementation and enforcement of shellfish record keeping at retail establishments.
    - The ISSC, FDA, and CFP are discussing plans to accomplish recommendation (2).

- Ruth Posadas provided paper on DNA laced spray technology.
- The Committee recommends ISSC organize a workshop to include representatives from FDA, ISSC, CFP, shellfish dealers, the wholesale, restaurant and retail sectors and point of sale software companies to identify steps that can be taken to enhance implementation and enforcement of shellfish record keeping at retail establishments. ISSC, FDA, and CFP will speak and provide a report at the spring board meeting regarding resources available and ideas.

F. Training Committee

- No recommendations because there was no quorum
- Refer all recommendations by committee members back to committee to provide a comprehensive plan for the training of state individuals implementing elements of the NSSP program.

G. *V.v.* Illness Review Committee

- Concerns were voiced regarding ISSC use of *V.v.* illness data. Discussions between CDC, FDA and ISSC to address these concerns should occur.
- Chapter II requires ISSC to count cases.
- A motion was made to expand the charge of the Committee to develop a Standard Operating Procedure or to modify Procedure XVI. The motion was approved by voice vote of the Board.

H. Shellfish Restoration Committee

- Jeff Kennedy reported to Board that the Committee is requesting that Shellfish Restoration BMP's be reviewed and revised with the goal of producing guidance documents.
- A motion was made to charge the committee to review BMPs and convert documents into guidance documents that can be used as guidance. The motion passed by a voice vote of the Board.

I. Import Assessment

- Ken Moore reported to the Board that the Committee discussed how the development of a quantitative test for "raw versus cooked" would greatly improve the ability for FDA to address shellfish imports that are being mislabeled. A test would allow the product to be held by the federal agency prior to entering the domestic market. Additionally, a test would assist in addressing the problem of non-MOU raw shellfish entering the United States.
- Motion for the Executive office to poll states for contact information once Kris Phelps has identified exactly what contact information is needed. The motion passed by voice vote of the Board.
- Kris Phelps will provide the type of information the Committee wants to make available through the use of a database.
- FDA and NMFS review the recommendation of the Committee to request federal agencies (FDA and NOAA) to review potential overlapping authority regarding the trade monitoring program administered by NOAA and let ISSC know about what their recommendation might be at the Spring board meeting

J. Plant Standardization

- Kim Stryker reported that there may be inconsistencies in the field guide. ISSC is requesting FDA to review the 3rd paragraph of the Committee report and report at

the Spring Board meeting what the status of the document is and who should be using it.

- Kim Stryker shared a violation spreadsheet

K. Research Guidance

- Ken Moore reported to the Board the Committee recommends surveying the membership to prioritize research needs with a survey to be developed by Ken Moore and Bob Rheault.
- A motion was made for the Committee Chair and Executive Director to develop a survey to prioritize research. The motion was passed by a voice vote of the Board.

VI. Old Business

A. Chandler vs ISSC

Ken Moore advised the Board that the lawsuit had been dropped.

VII. New Business

A. Proposal 13-200

- The VMC recommended the Conference support and promote the collection of production data and recommends in every case possible the data be provided in product form. Action was covered by the action of the Production Reporting Committee.
- The VMC recommended that the ISSC continue to identify funding to collect data regarding shellfish consumption patterns to include serving size and product form and also distribution patterns.
- VMC recommended the Conference identify funding to conduct pilots in each region of the country to gather information on consumption patterns, including collection of data regarding the number of shellfish consumed per serving.
- The Executive Office will investigate the collection of data and report at the Spring Board Meeting

B. Proposal 13-204

- VMC recommends the following:
- Recommended that the VMC routinely compile and evaluate the information included in a., b., and c. below.
  a. Assess regional and environmental differences that may better define the combination(s) of post-harvest time and temperature controls that will be most effective for a given region or state.
  b. Ensure that the results of research efforts will be fully considered by the membership of the ISSC.
  c. Submit state and industry data and information relating to efforts associated with time and temperature assessments and control activities.
- Additionally, recommended:
  d. The development of a database of current V.p. research to make it more accessible to the ISSC.
  e. Based on the information discussed at the V.p. Workshop, recommended that no additional controls be included into the Model Ordinance at this time.
- The Executive Office will gather the needed information from a., b., and c.
- asked for guidance on the studies needed for implementation. The Executive Office will also attempt to find research that not be known. Executive Office will investigate and will get back with Board in the spring

C. Proposal 13-209

- Task Force II requests the Conference seek additional funding to allow further studies to be performed for various practices, treatments, and techniques taking into account regional and state differences.
- Information could be gathered from state studies. The Study Guidance Committee is available to assist with study design.

VIII. VMC Report

A. Charge 5: Collaborate with the Education Committee on Vibrio education issues and recommendations.

- No recommendations at this time.

B. Charge 4: Annual Review of Trends in V.p. illness.

- Recommends ISSC continue to work with the FDA and CDC to identify the sources of shellstock contributing to the illness rate. Executive Director will schedule a meeting with FDA and CDC to discuss and will report at the Spring Board Meeting.
- The VMC recommends that the ISSC report to the Executive Board annually the status and quality of state production data. No action needed.
- The VMC recommends that the FDA prioritize annual production reporting in their state evaluations. A motion was made to formally request that FDA prioritize annual production reporting in their state evaluation. The motion passed by voice vote of the Board.

IX. New Business (continued)

D. Vibrio Research Funds

- Once research needs have been prioritized, a RFP will be developed. Funding availability for Vibrio research is an issue. Finding vibrio markers should be a priority. A possible event response type funding for Vibrio will be discussed.
- New CIDT testing may affect reporting and responses. A motion was made for a workgroup to develop and provide guidance to states as to how to use the CIDT information that will be received as a result of the change in applying the regulatory response requirements of Chapter II. The motion was accepted by voice vote of the Board.
- Very few environmental samples have been found during an illness event. It was suggested that it may be possible to have a sample retention program. An RFP could be used to get information on how to do this.

E. Committee Structure and Process

- There is a need to improve the committee process and this will be discussed at the Spring Board meeting.

F. Improving conference participation will be part of the committee structure discussion. The Executive Director will survey states and industry to find out why people are not being heard at the Biennial Meeting.

X. Executive Session

The Board went into Executive Session at 3:57 PM and the audience was requested to leave the room.

XI. Return to Open Session

The meeting returned to open session at 4:13 PM

XII. Adjournment

A motion was made to adjourn the October 19, 2017, Board Meeting at 4:15 PM. The motion carried with a voice vote of the Board.