

Note: Subcommittee notes may include preliminary discussions regarding substances considered for addition to or removal from the National List. Proposals must be voted on by the NOSB, to become recommendations to the USDA. They do not represent official National Organic Program (NOP) policy/regulations or NOSB recommendations. Please see the NOP website for official NOP policy, regulations, and status of substances used in organic production and handling.

## **Policy Development Subcommittee (PDS) Notes** **Tuesday, March 12, 2024 3:00 pm ET**

**Present:** Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D'Amore (JD); Kyla Smith (KS) - observer

**Absent:** None

**Staff:** Michelle Arsenault (MA)

### **Agenda**

- Review February 13, 2024 notes
- Food technologists work assignments.
- Brainstorm equity work
- Additional Items
- Adjourn

### **Discussion**

- **February 13, 2024 notes** were accepted as written.
- **Food technologists work assignments.** The group discussed various aspects of the Food Technologists (FTs) roles. CD offered to write a draft to map out all the projects the FTs could work on. This may consist of a list of topics, as well as the process for collecting requests from individual members/Subcommittees and submitting them to NOP. She will share this document with the NOSB. Members discussed pathways for submitting requests, a quicker feedback loop to assess the current workload, and making sure they are assigning short, medium, and long-term projects. This would allow the FTs to manage their own schedules and give them flexibility. The goals would be to increase transparency about how the process is working, and to make sure there is adaptability as needed.
- **Equity work (NL).** The PDS originally proposed inviting a speaker to the Spring meeting, and after ongoing discussions, decided to defer that to the Fall meeting so they could brainstorm ideas. The group discussed the idea of inviting several speakers to future Subcommittee calls over the next few months, to help shape the work for the Fall. The PDS is interested in how best to engage the equity commission report data, and supported the idea of inviting Ms. Davis, the USDA Chief Diversity and Inclusion Officer, to the May Subcommittee call. The members endorsed the idea of then inviting someone from academia to speak at the fall meeting. A member made some recommendations for possible academics. The group discussed various other aspects of this project, including goals and outcomes. For example, making a recommendation to NOP on how to broaden diversity, more education about the risks, what success looks like, etc. A member mentioned that this may be redundant with work that some organic organizations are already doing. The PDS will propose a panel on equity at the Fall 2024 NOSB meeting and the lead will reach out to L'Tonya Davis, who extended an invitation via NOP to the NOSB to contact her.
- **Additional Items.**
  - The NOP asked that the PDS delay the request until it could reach out to the Committee Management Officer to inquire about activities that the USDA might already be working on. NOP will report back by next meeting.
- **The meeting was adjourned**

[Previous PDS Notes](#)

**Future call schedule (2<sup>nd</sup> Tuesday 3:00 PM ET | 12:00 PM PT, except where noted)**

February 13, 2024

PPM - discuss/vote on updates

March 12, 2024

April 9, 2024

May 14, 2024

June 11, 2024

July 9, 2024

August 13, 2024

September 10, 2024

October 8, 2024

November 12, 2024

December 10, 2024

**Work Agenda**

\*Highlight indicates discussion. \*Highlight indicates action needed. \*Highlight indicates review completion and/or vote.

Project	Contact	Doc Type	Notes*	Scheduled / status	Target Meeting
Policy & Procedure Manual (PPM) Update: Misc. updates 1. Replace policy memo 11-4 for material review, with NOP 5033 + and NOP 5034 (and 5034-X docs). 2. Malign instead of impugn 3. Resignation policy 4. Board mbr attendance	NL/ADB	Proposal	Revisions/Updates as needed	12. 12.23 1.9.24 2.13.24	Spr 2024
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/TBD	TBD	Update as needed. Not posted on website	1.9.24	NA

**Milestones**

Spring 2024 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~Nov 17, 2023	16 -20
NOP - Draft Spring 2024 NOSB meeting tentative agenda	Feb 9, 2024	~ 10
NOSB - Spring 2024 proposals due to NOP	Feb 15, 2024	~ 9
NOP - Post proposals	Mar 5, 2024	7.5
Public comment closes	Apr 3, 2024	3.5

NOP - Send compiled public comments to NOSB	Apr 5, 2024	3
Public comment webinars	Apr 23 & 25, 2024	1
Spring 2024 NOSB meeting - Milwaukee, WI	Apr 29 - May 1, 2024	0
Final recommendations due	May 29, 2024	30 days post meeting

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**Absent:** Carolyn Dimitri (CD)

**Staff:** Michelle Arsenault (MA)

### Agenda

- Review January 9, 2024 notes
- PPM (All) - discuss/vote
- Additional Items
- Adjourn

### Discussion

- **January 9, 2024 notes** were accepted as written.
- **Policy and Procedures Manual (PPM) updates (All)**. The group reviewed the marked-up document, agreed on the proposed changes, and moved to a vote.

Motion to accept the proposal on PPM updates

Motion by: NL

Seconded by: ADB

Yes: 5 No: 0 Abstain: 0 Recuse: 0 Absent: 1

- **Additional Items.** None
- **The meeting was adjourned**

### [Previous PDS Notes](#)

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**Policy Development Subcommittee (PDS) Notes**  
**Tuesday, January 9, 2024 3:00 pm ET**

**Present:** Nate Lewis (NL), Chair; Amy Bruch (AB), Vice Chair; Carolyn Dimitri (CD); Allison Johnson (AJ); Jerry D’Amore (JD); Kyla Smith (KS) - observer

**Absent:** None

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Review November 14, 2023 notes
- PPM updates (All)
- Exit interviews (JD/All)
- Additional Items
- Adjourn

**Discussion**

- **December 12, 2023 notes** were accepted with a minor modification.
- **Policy and Procedures Manual (PPM) updates (All).** The NOSB/PDS Vice Chair asked that members add comments or edits to the draft PPM document by January 26, so the PDS can review and vote on February 13.
- **Exit interviews (JD/All).** The lead summarized the project and shared background about the work to date. This project is considered a continuous improvement initiative for the NOSB. The PDS discussed the exit interview process, specifically where to house the results, how to use the results to make improvements, how to keep them anonymous, how to balance transparency and confidentiality, who the audience is, etc. The PDS could distill and aggregate feedback for use in Board management (i.e., the admin team). Members discussed using the results in onboarding new members, and end-of-service discussions. Cloud Vault could be used to store the data. The lead will incorporate the information into the draft PPM - specifically he will update the list of responsibilities of the “admin team”.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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PPM updates (All)

Exit interviews (JD/All)

Member guide updates (All)

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