

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, August 9, 2022 3:00 pm ET**

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Allison Johnson (AJ); Nate Powell-Palm - observer

Absent: Rick Greenwood (RG)

Staff: Michelle Arsenault (MA)

Agenda

- Review July 12, 2022 notes
- Meeting Timing
- Additional Items.
 - PPM updates.
- Adjourn

Discussion

- **July 12, 2022 notes** were accepted as written.
- **Meeting Timing.** The PDS briefly discussed communication with the community about the choice to continue holding meetings in April and October.
- **Public comments.** The NOSB decided to not hear in-person oral comments at the Fall meeting, given that we are transitioning from virtual back to in-person, and it is not 100% guaranteed that we will meet in person. This will make it easier if the meeting is converted to virtual. The NOSB has 10 hours of comment webinars scheduled the week prior, as usual. The group discussed the various ways in which the NOSB receives comments and will discuss this at the Fall NOSB meeting.
- **Additional Items.**
 - PPM updates. Members discussed the re-classification of four NOSB members from representatives to Special Government Employees and subsequent changes that may have to be made to the PPM. The PDS will add this to the list of other changes for the PPM.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

Work Agenda

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

Project	Contact	Doc Type	Notes*	Scheduled, Discussed, Voted	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. SGE designation	JD	Proposal	Revisions/Updates as needed	5.10.22	Spr 2023
Policy & Procedure Manual (PPM) Update: Livestreaming meetings, Hybrid meetings	ALL	TBD	12.14.21 - PDS put on hold.	11.09.21 12.14.21	TBD
Update to member guide	MA/ALL		Update as needed	NA	NA

Milestones

Fall 2022 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	~May 20, 2022
NOP - Draft Fall 2022 NOSB meeting agenda	Aug 5, 2022
NOSB - Fall 2022 proposals due to NOP	Aug 11, 2022
NOP - Post proposals	Aug 31, 2022
Public comment closes	Sep 29, 2022
NOP - Send compiled public comments to NOSB	~Oct 3, 2022
Public comment webinars	Oct 18 & 20, 2022
Fall 2022 NOSB meeting - Sacramento, CA	Oct 25 - 27, 2022
Final recommendations due	Nov 25, 2022

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Policy Development Subcommittee (PDS) Notes Tuesday, July 12, 2022 3:00 pm ET

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Rick Greenwood (RG)

Absent: Allison Johnson (AJ)

Staff: Michelle Arsenault (MA)

Agenda

- Review June 14, 2022 notes
- Meeting timing
- Additional Items
- Adjourn

Discussion

- **June 14, 2022 notes** were accepted as written.
- **Meeting timing.** The PDS will provide a verbal update at the Fall 2022 meeting about the process behind the decision to keep the meetings in April/October. The PDS also discussed the option for future Boards to revisit this.
- **Structure of meeting.** The PDS views the Fall 2022 meeting structure as a transition to in-person meetings, and supports it being flexible so future Boards can determine the best format for them.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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June 14, 2022

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August 09, 2022

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November 08, 2022

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Policy Development Subcommittee (PDS) Notes **Tuesday, June 14, 2022 3:00 pm ET**

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Rick Greenwood (RG); Allison Johnson (AJ); Kim Huseman (KH) - observer; Amy Bruch (AB) - observer; Brian Caldwell (BC) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review May 10, 2022 notes
- Meeting timing
- Meeting structure. No in person oral comment at Fall meeting, given that we are transitioning from the pandemic, and in case we end up having to switch to virtual again, come fall. Practical decision. Flights, travel, safety. Also temporary for the fall meeting. Will see how it goes.
- Discussed timing of meeting. Will update Exec team. PDS will provide a verbal update at the NOSB meeting.
- Additional Items
- Adjourn

Discussion

- **May 10, 2022 notes** were accepted as written.
- **Meeting timing.** The NOP polled the NOSB members twice about the timing of the two in-person meetings, in Spring and Fall, and the consensus was to keep them as is – approximately late April and late October. The second-ranked option was to move them to early-March and late-August. The PDS Chair will update the executive team at its meeting next week, and will provide a verbal update at the NOSB meeting.
- **Meeting structure.** The NOSB has made a practical decision about the structure of the Fall meeting, as it transitions out of the pandemic from a fully virtual meeting to in-person. The Board will hear public comments only during the two comment webinars the week prior to the meeting, and not at the in-person meeting. That way, if the meeting has to be held virtually again, it will be easier logistically to switch to that format. The NOSB views this as a transition plan for the Fall meeting. Also, the NOP is planning to live-stream the meeting, which will broaden access for those who can't or don't want to travel.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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July 12, 2022

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Policy Development Subcommittee (PDS) Notes **Tuesday, May 10, 2022 3:00 pm ET**

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Rick Greenwood (RG); Allison Johnson (AJ)

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- April 12, 2022 notes
- Debrief from Spring NOSB meeting
- Additional Items
- Adjourn

Discussion

- **April 12, 2022 notes** were accepted as written.
- **Debrief from Spring NOSB meeting.**
 - Spring meeting went well. NOSB did great work and members seemed cohesive.
 - The group discussed the Spring meeting and community expectations.
 - Members discussed outreach and education with regard to what falls under the purview of the NOSB as opposed to what Congress controls via the farm bill. Member also talked about possibly hosting speakers at a future NOSB meeting to talk about how to effect change.
 - The group discussed how to include groups that don't always engage with the NOSB process.
- **Additional Items**
 - **Exit interviews.** Members discussed where to store responses and how to use them for future process improvements.
 - **Future PPM Updates:**
 - The PPM references Policy Memo 11-4 for material review, which was retired in ~ 2013. The current material review handbook documents are NOP 5033 and (5033-X docs) and NOP 5034 (and 5034-X docs). The PDS will add this to the list of updates for the PPM.
 - The PDS agreed with commenters that the word "impugn" should be replaced with "malign" in the public comments section, and will update that in the PPM.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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December 13, 2022

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Policy Development Subcommittee (PDS) Notes Tuesday, April 12, 2022 3:00 pm ET

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair

Absent: Rick Greenwood (RG); Allison Johnson (AJ)

Staff: Michelle Arsenault (MA)

Agenda

- March 8, 2022 notes
- Prep for spring meeting
- FACA question
- Additional Items
- Adjourn

Discussion

- **March 8, 2022 notes** were accepted with minor modifications to the section on livestreaming and the work agenda table.
- **Prep for spring meeting.** The PDS briefly discussed meeting logistics and comments that were submitted to the Spring docket.
- **PPM update to written comment section.** The PDS discussed a commenter suggestion to replace the word impugn with the word malign. All agreed that this was more appropriate terminology, but also pointed out that the current proposal to update the written comment section mimics the text in the oral comment section, and since that is not part of this proposal, the PDS may defer that change. The PDS also discussed encouraging respectful, non-disparaging, helpful comments. The PDS will talk more about this at the NOSB meeting.
- **Additional Items.** Informal exit surveys. Members discussed adding this to the member guide, since it's an internal and informal process. Once that is complete, it will be removed from the work agenda table below.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

March 08, 2022

April 12, 2022

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June 14, 2022

July 12, 2022

August 09, 2022

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November 08, 2022

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Policy & Procedure Manual (PPM) Update: Public comment process	JD	Proposal	Revisions/Updates as needed	11.9.21 12.14.21 1.11.22 2.8.22	Spr 2022
Policy & Procedure Manual (PPM) Update: Livestreaming meetings, Hybrid meetings	ALL	TBD	12.14.21 - PDS put on hold.	11.09.21 12.14.21	TBD
Update to member guide	MA/ALL		Update as needed	NA	NA
Exit surveys	ALL	NA	This is an informal PDS project	11.9.21 12.14.21 1.11.22	NA

Milestones

Spring 2022 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Mar 3, 2022
NOSB - Spring 2022 proposals due to NOP	Feb 16, 2022
New NOSB member training	Mar 16-18, 2022
NOP - Draft Spring 2022 NOSB meeting tentative agenda	Feb 2, 2022
NOP - Post proposals	Mar 3, 2022
Public comment closes	Apr 1, 2022
NOP - Send compiled public comments to NOSB	Apr 4, 2022
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Spring 2022 NOSB meeting - Crystal City, VA	Apr 26 - 28, 2022
Final recommendations due	May 27, 2022

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Policy Development Subcommittee (PDS) Notes **Tuesday, March 8, 2022 3:00 pm ET**

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Rick Greenwood (RG)

Absent: Allison Johnson (AJ)

Staff: Michelle Arsenault (MA)

Agenda

- February 8, 2022 notes
- Review stakeholder comments on the Fall 2021 PDS discussion document "Oral and Written Comment Submissions" (JD)
- Update exit surveys - an internal PDS initiative under consideration (JD)
- Additional Items
- Adjourn

Discussion

- **February 8, 2022 notes** were accepted as written.
- **Review stakeholder comments on the Fall 2021 PDS discussion document "Oral and Written Comment Submissions" (JD).** The Fall 2021 PDS proposal included a variety of questions and topics, including holding livestreamed meetings, and the PDS hasn't had a chance to follow up on the feedback it received. The lead is interested in providing an update at the Spring 2022 meeting to let commenters know they were heard. The group discussed equity issues with regard to travel, carbon footprints, etc.. noting that livestreaming the meetings opens up participation for stakeholders who cannot travel. Other commenters requested changes to the oral comment registration to hold slots open for farmers, which the PDS will continue to discuss.
- **Update informal exit surveys - an internal PDS initiative under consideration (JD).**
 - Continuous improvement initiative. Work started in Fall 2021 and the PDS members interviewed the members whose terms ended in January 2022. The lead noted that there is great value in this project.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

February 08, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal/vote

March 08, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

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Update to member guide	MA/ALL		Update as needed	NA	NA
Informal Exit surveys	ALL	NA	This is an informal PDS project	11.9.21 12.14.21 1.11.22	NA

Milestones

Spring 2022 Milestones	Target dates (tentative)
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Policy Development Subcommittee (PDS) Notes
Tuesday, February 8, 2022 3:00 pm ET

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Rick Greenwood (RG); Nate Powell-Palm (NPP) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- January 11, 2022 notes
- PPM Public comment process - Proposal (JD) - Discuss/vote
- Additional Items
- Adjourn

Discussion

- **January 11, 2022 notes** were accepted as written.
- **PPM Public comment process - Proposal (JD).** The lead summarized the draft document noting that the intention with this document was to make minor changes to sync the sections for oral and written comments. The PDS may make future updates to the PPM once the new members are seated.

Motion to accept the proposal on the PPM update to the public comment process

Motion by: MJ

Seconded by: JD

Further Discussion: None

Yes: 3 No: 0 Abstain: 0 Absent: 0 Recuse: 0

- **Additional Items.**
 - The group briefly discussed the exit surveys they conducted with the three recent Board members whose terms conclude in January. Members will review the surveys and identify trends to see if there is any commonality.
 - The PDS discussed how many new members to add to the Subcommittee.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

January 11, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal

Exit surveys

February 08, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal/vote

March 08, 2022

April 12, 2022

May 10, 2022

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Exit surveys	ALL	NA	This is an informal PDS project	11.9.21 12.14.21 1.11.22	NA

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Policy Development Subcommittee (PDS) Notes
Tuesday, January 11, 2022 3:00 pm ET

Present: Mindee Jeffery (MJ), Chair; Jerry D'Amore (JD), Vice Chair; Steve Ela (SE); Rick Greenwood (RG); Nate Powell-Palm (NPP) - observer

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- December 14, 2021 notes
- Informal exit surveys (all) - Discuss
- PPM Public comment process - Proposal (JD) - Discuss
- Additional Items
- Adjourn

Discussion

- **December 14, 2021 notes** were accepted with a minor correction to the section on livestreaming the NOSB meeting.
- **Exit surveys (all).** The PDS has piloted the exit surveys with members who are rotating off. The members were asked to pick 5 of 16 proposed questions and were invited to answer more if they wanted. The goal is for the PDS members to do the exit interviews and to compile the data for use in making future process improvements.
- **PPM Public comment process - Proposal (JD).** The group discussed the draft proposal regarding the updates to the public comment section. The PDS also discussed updates to the PPM in general and will revisit that idea after the four new NOSB members are appointed.
- **Additional Items.** None.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

December 14, 2021

PPM Public comment process - Proposal (JD) - Discuss proposal

Exit surveys

PPM Hybrid meetings

Additional Items

Fall 2021 Discussion Document on Oral and Written Comment Submissions (JD)

Spring 2022 NOSB Meeting (SE)

January 11, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal

Exit surveys

February 08, 2022

PPM Public comment process - Proposal (JD) - Discuss proposal/vote

March 08, 2022

April 12, 2022

May 10, 2022

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