

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, December 13, 2022 3:00 pm ET

Present: Jerry D'Amore (JD), Chair; Mindee Jeffery (MJ), Vice Chair; Allison Johnson (AJ); Rick Greenwood (RG);
Absent: Wood Turner (WT)
Staff: Michelle Arsenault (MA)

Agenda

- Review November 13, 2022 notes
- Special Government Employees (SGEs) update (AJ)
- Exit Interviews (JD)
- PPM updates (JD)
- Additional Items
- Adjourn

Discussion

- **November 13, 2022 notes** were approved with minor changes, as noted on the call.
- **Special Government Employees (SGEs) update (AJ).** The lead has reached out to the USDA to ask for clarification about the decision and will update the PDS when she hears back.
- **Exit Interviews (JD).** The Chair expressed support for conducting exit interviews and noted it has tremendous value to continuous improvement. The PDS discussed issues such as anonymity, transparency, and storage of results, and how best to proceed.
- **PPM updates (JD).** The group briefly discussed updating the PPM. Currently there are a couple of minor changes (noted in table below).
- **Additional Items.**
 - Members discussed Subcommittees, scheduling, and meeting agendas. A member mentioned the value of having the full Board meet more often than twice a year.
 - The group discussed roles and responsibilities of NOSB members, and is interested in ways to better convey the time commitment and workload to potential and new members. The NOSB Chair invited suggestions for interim steps/roles, and discussed accommodations and flexibility over the course of a 5-year term.
 - The PDS discussed other Board topics and logistics such as panels, and processes to promote in-depth discussions.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

November 08, 2022

December 13, 2022

January 10, 2023

February 14 2023

March 14, 2023

April 11, 2023

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 - update text	JD	Proposal	Revisions/Updates as needed	8.9.22 12.13.22	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

Spring 2023 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~Nov 10, 2022	
NOSB - Spring 2023 proposals due to NOP	Feb 14, 2023	10 weeks
New NOSB member training	TBD	
NOP - Draft Spring 2023 NOSB meeting tentative agenda	Feb 3, 2023	
NOP - Post proposals	Mar 6, 2023	7.5
Public comment closes	Apr 5, 2023	3.5
NOP - Send compiled public comments to NOSB	Apr 7, 2023	3
Public comment webinars	Apr 18 & 20, 2023	1 week
Spring 2023 NOSB meeting - Atlanta, GA	Apr 25 - 27, 2023	
Final recommendations due	May 25, 2023	

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

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

Absent: None

Staff: Michelle Arsenault (MA)

Agenda

- Review September 13, 2022 notes
- Meeting debrief
- SGEs
- Exit Interviews
- Additional Items
- Adjourn

Discussion

- **September 13, 2022 notes** were accepted as written
- **Meeting debrief**
 - Praised the inclusion of the process for deciding the meeting timing. A member mentioned the inclusion of a virtual component, which is practical and makes the meeting accessible to more people.
 - Most of the NOSB members prefer to hear oral comments the week before the meeting, as it gives them time to digest the comments. However, the public seems to like in-person comments.
 - Will revisit the accommodation for NOSB members to attend virtually
- **SGEs.** The subcommittee chair suggested that addressing this topic may be best done at the next chartering. The USDA ethics office is the body that made the decision. Allison will continue to research the background.
- **Exit Interviews.** NOSB informal process of interviewing outgoing members. The intent is to use the information for continuous process improvements. Allison is going to interview Rick, currently the only outgoing member. Rick suggested anonymizing the answers, given that we are at the inception and there are not many people who have been interviewed to date.
- **Additional Items.**
 - A subcommittee member suggested that the subcommittee relay the feedback and figure out how to implement any changes.
 - Other projects - Should the subcommittee continuously work on the PPM and member guide?
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

September 13, 2022

October 11, 2022 - cancelled

November 08, 2022

December 13, 2022

January 10, 2023

February 14 2023

March 14, 2023
 April 11, 2023

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 - update text	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

Spring 2023 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	~Nov 10, 2022	
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Final recommendations due	May 25, 2023	

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Policy Development Subcommittee (PDS) Notes Tuesday, September 13, 2022 3:00 pm ET

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

Absent:

Staff: Michelle Arsenault (MA)

Agenda

- Review August 9, 2022 notes
- Discuss redesignation of NOSB members
- Meeting attendance
- Meeting format
- Additional Items.
- Adjourn

Discussion

- **August 9, 2022 notes** were accepted as written
- **SGEs.** The group briefly discussed the public's perception of the four NOSB seats that were recently redesignated from Representative to Special Government Employee (SGE). The PDS, as a Subcommittee expressed concern over the re-designation and is going to continue to pursue the topic where appropriate.
- **Meeting attendance.** One NOSB member has a medical reason and cannot travel to the Fall 2022 NOSB meeting. She will be invited to participate remotely. The PDS and NOSB will discuss the attendance policy at a future date, given the changing landscape post-pandemic.
- **Meeting format.** The Fall meeting will be held in a hybrid format and livestreamed.
- **Additional Items.**
 - Covid precautions and ideas for the Fall meeting. The state of CA and the CDC have no mandates, and the Board is discussing options to minimize risk. It is still recommended that people mask and wash their hands. The NOSB members will also be seated a couple of feet apart, and NOP will provide masks and hand sanitizer. Additionally, the room is 6000 sq. ft and there will be only about 150 - 175 people in attendance. One member requested that Board members test each day of the meeting.
- **The meeting was adjourned**

[Previous PDS Notes](#)

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

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

Work Agenda

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Project	Contact	Doc Type	Notes*	Scheduled, Discussed, Voted	Target Meeting
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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, 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

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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
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NOSB - Fall 2022 proposals due to NOP	Aug 11, 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](#)

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

June 14, 2022

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

Work Agenda

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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](#)

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

May 10, 2022

June 14, 2022

July 12, 2022

August 09, 2022

September 13, 2022

October 11, 2022

November 08, 2022

December 13, 2022

Work Agenda

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Update to member guide	MA/ALL		Update as needed	NA	NA

Milestones

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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](#)

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

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

Milestones

Fall 2022 Milestones	Target dates (tentative)
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NOP - Draft Fall 2022 NOSB meeting agenda	Aug 5, 2022
NOSB - Fall 2022 proposals due to NOP	Aug 11, 2022
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Final recommendations due	Nov 25, 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](#)

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March 08, 2022

April 12, 2022

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June 14, 2022

July 12, 2022

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Work Agenda

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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
Public comment webinars	Apr 19 & 21, 2022
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

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: 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
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)
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
Public comment webinars	Apr 19 & 21, 2022
Spring 2022 NOSB meeting - Crystal City, VA	Apr 26 - 28, 2022
Final recommendations due	May 27, 2022

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, 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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Policy & Procedure Manual (PPM) Update: 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	~Nov 12, 2021
NOSB - Spring 2022 proposals due to NOP	Feb 16, 2022
New NOSB member training	TBD
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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

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