

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 12, 2023 3:00 pm ET

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

**Absent:** Jerry D'Amore (JD)

**Staff:** Michelle Arsenault (MA)

### Agenda

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

### Discussion

- **November 14, 2023 notes** were accepted as written.
- **PPM updates (All).** The PDS members discussed potential revisions to the PPM for the Spring meeting, including in-person comments, technical corrections, language about participation, etc. Members discussed Board member workload and expectations for a minimum level of participation, and also allowing room for flexibility for members to adjust their schedules and workload as needed. The members also discussed alternate/creative ways to gather input from farmers and others who may not be able to commit to a 5-year term, and so wouldn't apply to be on the Board. NOP will mark up the PPM as a starting point for the revisions, and send back to the PDS for discussion on the next call.
- **Member guide updates (All).** Briefly discussed updates.
- **Exit interviews (JD/All).** The lead was unable to join the call, so the PDS deferred this conversation to the next PDS call.
- **Additional Items.**
  - **NOSB Spring meeting - potential guest speakers.** If there is space on the Spring agenda, the NOSB would like to invite someone from the USDA Equity Commission to attend the Spring 2024 meeting to talk about the connection to organic, and how NOSB could be helpful to their work. NOP noted that given the position of the commission within the USDA, the invitation should come from AMS/MRP. The PDS discussed inviting other speakers to discuss diversity, equity, inclusion, and accessibility (DEIA) issues. Based on feedback about the TOPP presentations at the Fall 2023 meeting, it was a topic of great interest. A member suggested inviting a professor who has expertise in structural racism to set a baseline for knowledge rather than inviting someone from the equity commission.
- **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)

November 14, 2023

Debrief from NOSB Fall meeting

PPM updates (All)

Exit interviews (JD/All)

Member guide updates (All)

December 12, 2023

PPM updates (All)

Exit interviews (JD/All)

Member guide updates (All)

January 9, 2024

February 13, 2024

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/JD	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/MJ	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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## Policy Development Subcommittee (PDS) Notes Tuesday, November 14, 2023 3:00 pm ET

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

**Absent:** Michelle Arsenault (MA); Allison Johnson (AJ)

**Staff:** Jared Clark (JC); Jo Mirenda (JM)

### Agenda

- Review October 10, 2023 notes
- Debrief from NOSB Fall meeting
- PPM updates comments (All)
- Member guide updates (All)
- Sunset Slate
- Exit interviews (JD/All)
- Additional Items
- Adjourn

### Discussion

- **October 10, 2023 notes** were approved as written.
- **Debrief from NOSB Fall meeting:** A member pointed out that there was public comment/input on some of the PDS's future agenda items. One member suggested that PDS bring a proposal to the Executive Committee regarding in-person comments at NOSB meetings. The discussion that followed centered on what the proposal and possible in-person comments would look like.
- **PPM updates (All)** - Moved to next meeting
- **Member guide updates (All)** - Moved to next meeting
- **Sunset slate (All).** Members reviewed the concerns the last time this was brought up regarding the desire to make more room for non-sunset projects. Another idea is to shift sunset reviews, so some years are lighter than others, allowing for other work.
- **Exit interviews (JD/All)** - The lead will provide a draft document to the Subcommittee members for review and future discussion. One major consideration is respecting confidentiality while maintaining transparency with the community.
- **Additional Items.** None.
- **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)

October 10, 2023

Discuss public comments (All)

Discuss list of topics for verbal update (All)

November 14, 2023

Debrief from NOSB Fall meeting

PPM updates (All)

Exit interviews (JD/All)

Member guide updates (All)

December 12, 2023

PPM updates (All)  
 Exit interviews (JD/All)  
 Member guide updates (All)

January 9, 2024  
 February 13, 2024  
 March 12, 2024  
 April 9, 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/JD	Proposal	Revisions/Updates as needed	12.14.23	Spr 2024
Update to member guide 1. Add exit interviews 2. Add training graphic/handout	MA/MJ	TBD	Update as needed. Not posted on website	12.14.23	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

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, October 10, 2023 3:00 pm ET

**Present:** Allison Johnson (AJ), Chair; Nate Lewis (NL), Vice Chair; Jerry D'Amore (JD); Mindee Jeffery (MJ)

**Absent:** Wood Turner (WT)

**Staff:** Michelle Arsenault (MA)

### Agenda

- Review September 12, 2023 notes
- Discuss public comments (All)
- Discuss list of topics for verbal update (All)
- Additional Items
- Adjourn

### Discussion

- **September 12, 2023 notes** were accepted with minor revisions.
- **Discuss public comments (All).** The PDS received a couple of comments on the PPM, although they are not presenting a proposal at the Fall meeting.
- **Discuss list of topics for verbal update (AJ).** The PDS will provide a brief update about several items that are under discussion for future PPM updates.
- **Additional Items.**
  - **Equity commission/outside panel** at Milwaukee meeting. The PDS entertained ideas for interactions with the Commission, such as a listening session, panel, or a guest speaker either at the spring 2024 NOSB meeting and/or a future PDS call. The PDS Chair will reach out to the NOP Deputy Administrator and ask about options. The group also questioned if and how the Board could respond to the equity commission recommendations.
  - **NIFA presentation at the Spring 2024 meeting?** The PDS will discuss this at the Fall NOSB 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)

September 12, 2023

October 10, 2023

Discuss public comments (All)

Discuss list of topics for verbal update (All)

November 14, 2023

Debrief from NOSB Fall meeting

PPM updates comments (All)

Exit interviews (JD/All)

Member guide updates (All)

December 12, 2023

### 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/JD	Verbal Update	Revisions/Updates as needed	6.27.23 7.11.23 8.8.23 9.12.23	Fall 2023
Update to member guide 1. Add exit interviews	MA/MJ	TBD	Update as needed. Not posted on website	3.14.23 8.8.23 9.12.23	NA

### Milestones

Fall 2023 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 8, 2023
NOP - Draft Fall 2022 NOSB meeting agenda	Aug 4, 2023
NOSB - Fall 2023 proposals due to NOP	Aug 10, 2023
NOP - Post proposals	Aug 30, 2023
Public comment closes	Sep 28, 2023
NOP - Send compiled public comments to NOSB	~Oct 2, 2023
Public comment webinars	Oct 17 & 19, 2023
Fall 2023 NOSB meeting - Providence, RI	Oct 24 - 26, 2023
Final recommendations due	Nov 25, 2023

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## **Policy Development Subcommittee (PDS) Notes** **Tuesday, September 12, 2023 3:00 pm ET**

**Present:** Allison Johnson (AJ), Chair; Nate Lewis (NL), Vice Chair; Jerry D'Amore (JD); Wood Turner (WT); Mindee Jeffery (MJ)

**Absent:** None

**Staff:** Michelle Arsenault (MA); Heather Kumar (HK)

### **Agenda**

- Review August 8, 2023 notes
- PPM updates (NL)
- Member Guide Updates
- Additional Items
- Adjourn

### **Discussion**

- **August 8, 2023 notes** were accepted as written.
- **PPM updates (NL).**
  - The PDS discussed the “parking lot” list of technical corrections and updates to the PPM listed in the table below.
  - The lead discussed the info-graphics (Handouts 1, 2, and 3) that NOP created for the NOSB training, and whether to add them to the PPM as is, or if they should be modified. Upon review, the PDS did not see any deficiencies in the PPM on the process of requesting work agenda items. Members did identify areas that could use some updating or alignment, such as who can request which type of work agenda request.
  - A member asked about ways in which the NOSB could respond more quickly to stakeholder requests, or a way to add a process to the member guide to address emerging issues.
- **Member Guide Updates.** The Vice Chair has been contemplating updates to the member guide regarding board culture and community. Members also discussed adding a section on NOSB communication in general, and alternate ways in which the NOSB can communicate outside of formal recommendations. For example, letters to the Secretary, Q and A at the meetings, via Executive Call conversations, and Board Resolutions. Members suggested ways to add this to the PPM and/or member guide. The new NOSB training handouts (1, 2, and 3), which summarize best practices for various Board work products (i.e., proposals, sunset reviews, work agenda requests), may be added to member guide.
- **Verbal update at Fall 2023 NOSB meeting.** The PDS will deliver a verbal update at the Fall meeting letting stakeholders know what items they are working on for the Spring 2024 meeting. The PDS Chair will prepare the list of topics including communications, participation expectations, etc., and the group may discuss them on the October call, just prior to the meeting. The PDS also discussed the text in the PPM regarding minority views or non-consensus votes or views, and would like to strengthen the language on how to reflect a mixed vote.
- **Additional Items.** None.
- **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)**

August 8, 2023

Exit interviews

PPM updates - discuss/vote

September 12, 2023

October 10, 2023

Discuss public comments (All)

Discuss list of topics for verbal update (All)

November 14, 2023

PPM updates comments (All)

Exit interviews (JD/All)

Member guide updates (All)

December 12, 2023

### Work Agenda

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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/JD	Verbal Update	Revisions/Updates as needed	6.27.23 7.11.23 8.8.23 9.12.23	Fall 2023
Update to member guide 1. Add exit interviews	MA/MJ	TBD	Update as needed. Not posted on website	3.14.23 8.8.23 9.12.23	NA

### Milestones

Fall 2023 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 8, 2023
NOP - Draft Fall 2022 NOSB meeting agenda	Aug 4, 2023
NOSB - Fall 2023 proposals due to NOP	Aug 10, 2023
NOP - Post proposals	Aug 30, 2023
Public comment closes	Sep 28, 2023
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Final recommendations due	Nov 25, 2023

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## Policy Development Subcommittee (PDS) Notes Tuesday, August 8 2023 3:00 pm ET

**Present:** Nate Lewis (NL), Vice Chair; Jerry D'Amore (JD); Wood Turner (WT); Mindee Jeffery (MJ)

**Absent:** Allison Johnson (AJ), Chair

**Staff:** Michelle Arsenault (MA)

### Agenda

- Review July 11, 2023 notes
- PPM updates (NL)
- Exit Interviews (JD)
- Additional Items
- Adjourn

### Discussion

- **July 11, 2023 notes** were accepted as written.
- **PPM updates (NL).** The PDS discussed how best to move forward with the PPM updates, and for various reasons, decided to continue discussion as a Subcommittee before developing a document for public comment. The Subcommittee will provide a verbal update about PPM updates at the Fall 2023 meeting. The group also discussed adding language about Special Government Employees (SGE's), and chose to add this to the Member Guide rather than the PPM.
- **Exit Interviews (JD).** The lead noted that at the core of this project is confidentiality versus transparency, and the ultimate goal is continuous improvement. He reviewed the history of the project for the benefit of new members and the group discussed how best to finalize this project. Remaining questions include where to house the results, and who should maintain the files.
- **Additional Items.** The PDS will continue working on both projects on the calls leading up to the fall 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)

July 11, 2023

PPM updates (All) - discuss misc. updates

August 8, 2023

Exit interviews

PPM updates - discuss/vote

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

### Work Agenda

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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/JD	Verbal Update	Revisions/Updates as needed	6.27.23 7.11.23 8.8.23	Fall 2023
Update to member guide 1. Add exit interviews 2. Add SGE designation	MA/ALL	TBD	Update as needed. Not posted on website	3.14.23 8.8.23	NA

### Milestones

Fall 2023 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 8, 2023
NOP - Draft Fall 2022 NOSB meeting agenda	Aug 4, 2023
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## Policy Development Subcommittee (PDS) Notes Tuesday, July 11, 2023 3:00 pm ET

**Present:** Jerry D'Amore (JD); Allison Johnson (AJ), Chair; Nate Lewis (NL), Vice Chair; Wood Turner (WT)

**Absent:** Mindee Jeffery (MJ)

**Staff:** Michelle Arsenault (MA)

### Agenda

- Review June 27, 2023 notes
- PPM updates
  - Technical updates (NL)
- Additional Items
- Adjourn

### Discussion

- **June 27, 2023 notes** were accepted as written.
- **PDS leadership transition.** JD chose to step down as Chair of PDS and AJ agreed to take on that role. Additionally, NL will be Vice Chair in place of MJ. JD thanked members for their grace and generosity, and agreed to remain a member of the PDS as he has valuable institutional knowledge.
- **PPM updates (NL).** The lead will continue to work on the PPM updates and will circulate the document to members before the next call. The PDS has reconsidered the document they proposed on the last call regarding a pre-resignation letter, and will continue to work on this topic from a different perspective. Moving forward, they will focus on the social contract the NOSB has and will emphasize and clarify the duties and expectations. The main utility of the document is to emphasize that participation and communication are important, and that Board members understand that participation may fluctuate over the course of a 5-year term, and will be supportive of each other. Members will do some community outreach prior to the next round of nominations. The PDS will vote on the PPM update on the next call.
- **Additional Items.**
  - **Exit interviews.** The lead noted that the exit interviews remain important, and he would like to continue to talk about where to store these for use by future boards for continuous improvement.
  - **Work Agenda.** The work agenda item for the PPM updates item on Livestreaming meetings and hybrid meetings was on hold (see table below) but the PDS feels these are completed and will remove them from the list. The component to address member participation will be moved under the PPM updates work agenda item.
- **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)**

June 27, 2023 - Note date change

July 11, 2023

PPM updates (All) - discuss misc. updates

August 8, 2023

Exit interviews

PPM updates - discuss/vote

September 12, 2023  
 October 10, 2023  
 November 14, 2023  
 December 12, 2023

**Work Agenda**

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

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Update to member guide - add exit interviews.	MA/ALL		Update as needed	3.14.23	NA

**Milestones**

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## Policy Development Subcommittee (PDS) Notes Tuesday, June 27, 2023 3:00 pm ET

**Present:** Mindee Jeffery (MJ), Vice Chair; Nate Lewis (NL); Wood Turner (WT)

**Absent:** Jerry D'Amore (JD), Chair; Allison Johnson (AJ)

**Staff:** Michelle Arsenault (MA)

### Agenda

- Review May 9, 2023 notes
- PPM updates
  - Resignation Policy
- Additional Items
- Adjourn

### Discussion

- **May 9, 2023 notes** were accepted as written.
- **PPM updates (NL).**
  - **In-person Board member attendance.** Members discussed in-person meeting attendance given that the meetings are now hybrid. The PDS considered some language updates for the PPM regarding the expectation - that it is the norm for members to attend in person, while allowing for circumstances where someone may not be able to travel. In the past, if a member was not physically present, they were marked absent for voting purposes. However, a member pointed out that at the Spring 2023 meeting in Atlanta, two members who were present, became ill and were allowed to participate virtually and vote from their hotel rooms.
  - **Resignation Policy (AJ).** Members discussed the draft document proposing a stronger policy and corrective steps for non-participation. The lead will make some edits based on the discussion today, and will circulate the document for more discussion and possible vote on the next call.
- **Additional Items.** None.
- **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)**

May 9, 2023

June 27, 2023 - Note date change

July 11, 2023

PPM updates (All) - discuss misc. updates

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

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Policy & Procedure Manual (PPM) Update: Livestreaming meetings, Hybrid meetings. Board mbr attendance	ALL	TBD	12.14.21 - PDS put on hold.	TBD	TBD
Update to member guide - add exit interviews.	MA/ALL		Update as needed	3.14.23	NA

### Milestones

Fall 2023 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	Jun 8, 2023
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NOSB - Fall 2023 proposals due to NOP	Aug 10, 2023
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## **Policy Development Subcommittee (PDS) Notes** **Tuesday, May 9, 2023 3:00 pm ET**

**Present:** Mindee Jeffery (MJ), Vice Chair; Allison Johnson (AJ); Nate Lewis (NL); Wood Turner (WT); Nate Powell-Palm (NPP) - observer

**Absent:** Jerry D'Amore (JD), Chair

**Staff:** Michelle Arsenault (MA)

### **Agenda**

- Review April 11, 2023 notes
- PPM updates
- Attendance agreements
- Recap spring meeting
- Recap on Equity commission (NL)
- Special Government Employee update?(AJ)
- Additional Items
- Adjourn

### **Discussion**

- **April 11, 2023 notes** were accepted as written.
- **PPM**
  - **Attendance agreements.** The PDS discussed board member attendance and hybrid meetings. The group is considering expectations for in-person attendance vs virtual attendance, and what the pros and cons are. A member suggested a social contract that includes duties and expectations, and discussed introducing this during onboarding. The group also discussed updating the section in the PPM to incorporate a threshold for member participation, rather than leave it up to the NOSB Chair to determine what constitutes non-participation. A member suggested including benchmarks, which could result in censure or a self-resignation. Another member proposed a "letter of resignation" signed at the start of members' terms agreeing to certain duties and responsibilities. Members were uncertain as to how to enforce an agreement.
- **Recap Spring meeting**
  - A member asked about the format for oral public comments: How the decision is made to be completely virtual or hybrid, and by whom.
  - A member added the feedback she heard about the timing of the meeting. It was beneficial that they reviewed it at the Spring meeting in more depth.
  - Recap on Equity Commission (NL). The NOP provided information about how it is incorporating the work of the Equity Commission into various aspects of the NOSB's work. NL will draft a document for the June 13 PDS call. The PDS may add more calls.
- **Additional Items.** None.
- **SGV update?(AJ).** No update at this time.
- **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)**

April 11, 2023

May 9, 2023

June 13, 2023  
 July 11, 2023  
 August 8, 2023  
 September 12, 2023  
 October 10, 2023  
 November 14, 2023  
 December 12, 2023

**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. SGE designation - update text	NL/JD	Proposal	Revisions/Updates as needed	6.13.23	Fall 2023
Policy & Procedure Manual (PPM) Update: Livestreaming meetings, Hybrid meetings	ALL	TBD	12.14.21 - PDS put on hold.	TBD	TBD
Update to member guide - add exit interviews.	MA/ALL		Update as needed	3.14.23	NA

**Milestones**

Fall 2023 Milestones	Target dates (tentative)
NOP - Publish FRN, Open public comment	~May 20, 2023
NOP - Draft Fall 2022 NOSB meeting agenda	Aug 4, 2023
NOSB - Fall 2023 proposals due to NOP	Aug 10, 2023
NOP - Post proposals	Aug 30, 2023
Public comment closes	Sep 28, 2023
NOP - Send compiled public comments to NOSB	~Oct 2, 2023
Public comment webinars	Oct 17 & 19, 2023
Fall 2023 NOSB meeting - Providence, RI	Oct 24 - 26, 2023
Final recommendations due	Nov 25, 2023

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, April 11, 2023 3:00 pm ET**

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

**Absent:** Wood Turner (WT)

**Staff:** Michelle Arsenault (MA)

**Agenda**

- Review March 14, 2023 notes
- PPM updates (JD)
- Spring 2023 comments
- Additional Items
- Adjourn

**Discussion**

- **March 14, 2023 notes** were accepted as written
- **PPM updates (JD).** The Chair reviewed the list of PPM updates as listed below, and members discussed public comments referring to PPM updates. The group also took note that commenters asked again about the timing of the meetings, and may address this at the Spring meeting. Alternatively, a member suggested providing links to the Fall 2022 meeting transcripts so they could review the previous conversation. A member mentioned that he is following the Equity Commission closely and could possibly work on the PPM and engagement. He would like to develop a longer-term plan using the Equity Commission Report as a foundation. After the Spring meeting the PDS will talk more about PPM updates, and working on both short-term and long-term projects.
- **Spring 2023 comments.** The PDS discussed various comments regarding NOSB processes, Subcommittee notes, and TR reports.
- **Additional Items.** Members discussed the PDS work agenda and what that looks like as they move forward. Topics they would like to address include member expectations, meeting attendance, and service on the Board.
- **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)**

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

July 11, 2023

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

## Work Agenda

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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. SGE designation - update text	JD	Proposal	Revisions/Updates as needed	8.9.22 12.13.22 3.14.23	Fall 2023
Policy & Procedure Manual (PPM) Update: Livestreaming meetings, Hybrid meetings	ALL	TBD	12.14.21 - PDS put on hold.	TBD	TBD
Update to member guide - add exit interviews.	MA/ALL		Update as needed	3.14.23	NA

## Milestones

Spring 2023 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
NOP - Publish FRN, Open public comment	Feb 14, 2023	10 weeks
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	

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 14, 2023 3:00 pm ET**

**Present:** Jerry D'Amore (JD), Chair; Wood Turner (WT); Allison Johnson (AJ); Nate Powell-Palm (NPP)

**Absent:** Mindee Jeffery (MJ), Vice Chair

**Staff:** Michelle Arsenault (MA)

### **Agenda**

- Review December 13, 2022 notes
- PPM updates (JD)
- Member Guide updates
- Additional Items
- Adjourn

### **Discussion**

- **December 13, 2022 notes** were approved via email.
- **The Chair listed the potential work agenda items for the PDS, and they discussed priorities.**
  - **PPM updates (JD).** The PDS would like to update the PPM with a list of expectations for new members, several minor wording changes (e.g., impugn vs. malign), and other updates as needed.
  - The group discussed the idea of developing a document for new NOSB members to sign acknowledging the expectations of being a Board member, and potential actions.
- **Member Guide updates.** The NOP sent a red-lined version to the PDS with some proofreading changes and corrections to the International Section. The PDS may add information about exit interviews.
- **Additional Items.**
  - The group discussed the designation of the NOSB members as Special Government Employees (SGEs). The PDS would like to continue to keep the community's attention focused on this issue, but recognize that the NOSB has little control over the issue or solution.
  - A member offered some suggestions for a project to articulate Board member responsibilities, availability, and participation, and would also address the SGE designation. Such a project could also be an aid to recruitment.
  - **Exit interviews.** The group discussed the NOSB member exit interviews, noting the ultimate goal is continuous improvement. The Chair expressed his support of this project, and the group discussed lingering questions such as where to house the results, and who will be the keeper of the data.
- **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 14 2023 -cancelled

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

July 11, 2023

August 8, 2023

September 12, 2023  
 October 10, 2023  
 November 14, 2023  
 December 12, 2023

**Work Agenda**

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**Milestones**

Spring 2023 Milestones	Target dates (tentative)	Weeks PTM (prior to meeting)
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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
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