

**United States Department of Agriculture**  
**Grain Inspection, Packers and Stockyards Administration**  
**Packers and Stockyards Program**  
**Change Control Work Group -- Meeting Minutes**

**July 23, 2013, 11:00 a.m. Eastern Time by Teleconference**

- 1. Members Present:** Sarah Childress (Chair), LaDondra Taylor, LaDondra Taylor as proxy for Kari McPherson, Marilynn Gallagher, Stephanie Feinberg, Wayne Basford, and Wayne Basford as proxy for Onetisha Anderson  
**Members Absent:** Regina Ware (non-voting liaison with ODA)
  
- 2. Old Business:**
  - A. Update to CCWG Charter:** Sarah reported that the Program Management Team (PMT) approved version 6 of the CCWG Charter, as proposed by CCWG, with very minor revisions.
  
  - B. Change Request # 7499349, Swine Contract Review Module:** Wayne reported that he has provided a summary of his research findings in a memorandum format to the Contract Review Module Workgroup, made up of the agency's Legal Specialists and Investigative Attorneys, the Deputy Administrator, PLD staff, and two OGC attorneys, Jonathan Gordy and Leah Battaglioli. The Working Group will meet today using VTC at 2:00 p.m. to mainly discuss the Section 209(b) issue pertaining to the application of a foreign state's law. All members of the CCWG were invited to attend the meeting. A call-in number will be provided to any employees wishing to attend who do not have VTC access. Tabled until the next meeting to allow for further review by the Legal Specialists/Workgroup.
  
  - C. Change Request # 7675880, Change to Calculating Packer Bonds:** Sarah reported that she submitted the CCWG's recommendation to PMT, and that PMT requested that CCWG take a more in-depth look at Regulation 201.30 and insure that the Work Instructions comport with the Act and Regulations. Sarah, Wayne, and Stephanie will be working as a team on this and will meet on August 8, 2013, at 11 a.m., by teleconference. A report will be given to the CCWG at its next meeting.
  
  - D. Change Request # 7716680, Proposed Revision of Work Instruction 23 (WI-23) (Clearing Agencies' Responsibilities):** Stephanie provided an updated version of the proposed changes to WI-23. The CCWG members agreed that they needed to carefully review this WI, and would be prepared to vote on it at the next meeting. Any questions or suggested changes should be sent to Stephanie by August 6.

Stephanie will work with Tim Hansen (the CR's submitter) to revise the WI. Stephanie will send the WI by email to the CCWG members prior to the next meeting so the team can be ready to vote on the CR. Tabled until the next meeting.

**3. New Business:**

**A. Change Request # 7684227, Training on PAS Data and Performance Measures:** the CCWG reviewed CR # 7233875, which led to implementation of the PAS Data and Performance Measures, and reviewed this CR within that context. The CR seeks training of employees either by Regional Office or by position. The CCWG members expressed the view that training, if necessary, may be needed by position, due to differences between positions that are affected, and questioned whether any necessary training could be done during the quarterly unit meetings. The new Performance Standards have already been placed in affected employees' Performance Plans. The PMT had directed BEAD to provide training to employees on the new Performance Standards. Regina, who is Acting Director of BEAD, was absent. This CR was tabled so that additional information could be obtained from Regina.

**B. Newsletter Ideas:** the CCWG discussed submitting an article about the CRs submitted by RA Glenn Plumley on changes to the Annual Report forms, which were approved by PMT.

**C. In-person (or face-to-face) meeting:** the CCWG has not held a face-to-face meeting since September 2012. The members discussed whether to request authorization for a face-to-face meeting in either August or September. The CCWG has met in ERO, MRO, and WRO, but has not yet met in DC. Sarah will discuss the possibility of a face-to-face meeting with Regina and let the team know the results.

**4. Date for Next Meeting:** August 29, 2013, 11:00 a.m. Eastern Time. (This was later rescheduled following agency approval of a face-to-face meeting in DC on August 26 – 27, 2013.)