

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

**April 18, 2013, 11:00 a.m. Eastern Time by Teleconference**

1. **Members Present:** Sarah Childress, Regina Ware, Onetisha Anderson, Kari McPherson, LaDondra Taylor, Stephanie Feinberg, and Wayne Basford
  
2. **Old Business:**
  - A. **Update to CCWG Charter:** discussion was held about amending the CCWG's Charter to reflect the division of Tina's former duties, Tracking and preparation of the Minutes. Tabled until next meeting.
  
  - B. **Change Request # 7670223, Discontinue PSP-ALL Distribution of PSP Bi-Weekly Reports:** this CR was submitted anonymously under the scope of "Employee Morale" and was presented by Sarah to PMT on April 16, 2013, based on the recommendation of the Deputy Administrator. PMT did not make a decision regarding this CR on April 16. Regina reported that PMT was concerned that CCWG was getting into a Civil Rights issue. Because of possible Civil Rights issues raised in the CR, Regina attempted to speak with Kevin Smith in GIPSA Civil Rights on April 15, but he was not available. At its last meeting, CCWG considered only the portion of the CR pertaining to discontinuing Bi-Weekly Reports and recommended that the Bi-Weekly Reports, and specifically the overdue task report, be distributed only to supervisors, and not to PSP-ALL, especially since the overdue task reports do not indicate whether the task is overdue for a legitimate reason. We also recommended that PMT should address the other concerns of bullying and stereotyping mentioned in the CR. Those concerns were also passed onto Civil Rights because they are outside the scope of the CCWG. Wayne provided the additional background information that he obtained from the member of the CCWG who was initially contacted about the CR, and through whom the CR was submitted. First, it was reported that someone in the agency had publicly made fun of some of the employees who are listed as having overdue tasks. The person reporting this did not want to be specific, did not make a formal complaint, does not wish to make a formal complaint, wishes to remain anonymous, and instead just asked that the practice of sending the Bi-Weekly Reports to PSP-ALL be stopped. The person stated that the matter of an employee's overdue tasks is a matter between the employee and the employee's supervisor, and should not be broadcast to the whole agency. A number of people who complained to the CCWG member said that their

blood pressures increased just by seeing the emails to PSP-ALL, even before opening the email. Those persons felt like the distribution to PSP-ALL was an unnecessary airing of information that put them and others in a negative light, and in a false negative light when there was a legitimate reason for the task being overdue. With regard to stereotyping, no one complaining believed that there has been any actual stereotyping according to gender, race, or ethnicity. Rather, the reports may lead to such stereotyping if the reports are continued to be sent to PSP-ALL. Finally, the employees who complained to the CCWG member did not raise their concerns through their supervisors. They believed that the submission of a Change Request through the CCWG was an appropriate method of raising this as an issue, since "Employee Morale" is within the scope of the CCWG, and that is given as the subject of the Change Request. The members of the CCWG believed that it would be appropriate to prepare a written statement for PMT of the reasons why it voted to recommend the approval of the CR. Wayne will draft and distribute a statement for review.

- C. Change Request # 7499349, Swine Contract Review Module:** Wayne reported that he is making progress on researching the 50 states' laws on conflict of laws cases and the application of the law of another state, pertaining to the provisions of Section 209(b). Tabled until next meeting.

### **3. New Business:**

**Change Request # 7675880, Change to Calculating Packers' Bonds:** after discussion, the CCWG directed Wayne to seek input from the P&S Financial Technical Team, and asked Regina to obtain an estimate of costs should this Change Request be approved. Wayne and Regina are to report back to the CCWG at its next regular meeting.

- 4. Date for Next Meeting:** May 22, 2013, 11:00 a.m. Eastern Time. A short meeting to discuss possible CCWG Charter changes will be held on April 24, 2013, at 11:00 a.m. Eastern Time (later changed to 2:30 p.m. Eastern Time due to agency-wide training on Workplace Bullying).