

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

December 12, 2013, 8:30 a.m. Eastern Time by Teleconference

1. **Members Present:** Sarah Childress (Chair), Regina Ware (sponsor), LaDondra Taylor, Kari McPherson, Marilynn Gallagher, Wayne Basford, and Stephanie Feinberg.
Members Absent: Onetisha Anderson.
2. **Other persons present:** Robinson Obiekwe, Senior Auditor/ERO; Mallory Wagoner, Resident Agent/MRO, and Caleb Bott, Marketing Specialist/WRO. These three individuals will join the CCWG as voting members beginning in January 2014.
3. **Old Business:**
 - A. **Change Request # 7499349, Swine Contract Review Module:** Wayne reported that due to pressing work on an investigation, he has not had time to complete research on an arbitration case and prepare an updated memorandum on review standards for arbitration provisions. After the research and memorandum are completed, a final meeting of the Swine Contract Review Module working group will be scheduled. Tabled until the next CCWG meeting.
 - B. **Change Request # 7716680, Proposed Revision of WI-23 (Clearing Agencies' Responsibilities):** the final revision of this CR was submitted to CCWG members by Stephanie. The CCWG voted 5-0 to recommend approval of this CR in its final version.
 - C. **Change Request # 7852241, Changes to AMS Entity List Report:** Sarah tested Caleb Bott's Excel instrument and its use of columns for sorting information, and found that it worked well. LaDondra reported that she also tested Caleb's instrument with the CR's submitter, Kristin Pirtle, and they agreed that Caleb's instrument works well to sort the information provided in the AMS Entity List Report. However, Kristin wants capabilities that Caleb's instrument cannot perform, specifically wanting the "Accepted/Registered" date and the "Status Change Date" to be included in the exported data. Regina stated that it would be very costly to incorporate Kristin's request in a modification to AMS, and that upon request she or her designee can pull the additional information that Kristin needs. It thus appeared that a work-around has been identified by the use of Caleb's Excel macro, and by making specific

inquiry for information to be pulled by BEAD, as needed. On that basis, the CCWG voted 6-0 to recommend denial of the CR.

D. Change Request # 7845760, Proposed New Publication, “How to Comply with the Bond Requirement”: Ryan Montgomery, WRO’s Regional Legal Counsel, responded to the request for legal review of the proposed publication, and suggested a number of revisions. The CCWG reviewed Ryan’s suggested revisions and also made further recommended changes. Due to time constraints, the CCWG did not complete its review of the publication. Sarah appointed Stephanie and Wayne to complete a review of the publication and to provide a final version for the CCWG’s consideration at its next meeting. Tabled until the next CCWG meeting.

E. Change Request # 7911229, Revision of P&S Weighing Regulations: the P&SP Weighing and Grading Technical Team reviewed and approved of the changes proposed by this CR. The CCWG voted 6-0 to recommend approval of the CR by PMT.

F. Change Request # 7912119, Revision of P&S Weighing Forms: the P&SP Weighing and Grading Technical Team reviewed and approved of the changes proposed by this CR. The CCWG voted 6-0 to recommend approval of the CR by PMT.

4. New Business:

A. Change Request # 7918078, Add New BEAD/CRU Member to the CCWG: The CCWG discussed this CR. It was clarified with the submitter (Regina Ware on behalf of a WRO employee) that the proposed new member would be a voting member. That would bring the total number of voting members to eight, which could make it impossible to break a tie vote. It was disclosed that BEAD and PLD may be administratively merged in early 2014. PLD has a voting member on the CCWG. The CCWG will have three new members beginning in January. The CCWG also discussed how its members are chosen: the Regional Directors provide names of employees to serve on the CCWG, but the PMT actually selects members for the CCWG. Sarah noted that the original idea in forming the CCWG was to give field employees input into the management of the agency. The departure of the Deputy Administrator’s administrative assistant, Tyhisa, also means three CCWG tasks previously performed by her will no longer be done, and may have to be absorbed by CCWG members, including the preparation and mailing of letters from the Deputy Administrator to CR submitters, the emailing of CRs and supporting documents to PMT members in pdf format, and updating of the CCWG ECM system. If approved, this CR would require an amendment to the CCWG’s Charter. Tabled until next meeting to monitor what happens with the possible merger of BEAD and PLD.

B. Change Request # 7920486, Modifying Actions of Queries in AMS Letter: due to time constraints, this CR was tabled until the next CCWG meeting.

5. **Updates to the CCWG's Charter:**
 - A. **Changing terms and rotation of members from January to September:** this possible change was discussed. No action was taken.
 - B. **Delegation of tasks (preparation of approval/denial letters to submitters, preparation of materials for PMT meetings, and updating the CCWG ECM system with PMT decisions):** these possible changes were discussed. No action was taken at this time.

6. **Newsletter Article Ideas:** this was discussed briefly due to time constraints. The CCWG will work to submit an article in advance of the next issue of the GIPSA newsletter.

7. **Date for Next Meeting:** January 23, 2014, 11:00 a.m. Eastern Time, 10:00 a.m. Central Time, and 9:00 a.m. Mountain Time.