

**United States Department of Agriculture**  
**Grain Inspection, Packers and Stockyards Administration**  
**Packers and Stockyards Program**

**Change Control Work Group -- Meeting Minutes**

**January 23, 2014, 11:00 A.M. Eastern Time by Teleconference**

- 1. Members Present:** Wayne Basford (Chair), Marilynn Gallagher (Vice Chair), Regina Ware (sponsor), LaDondra Taylor, Stephanie Feinberg, Caleb Bott, Mallory Wagoner, and Robinson Obiekwe.
- 2. Welcome to New Members:** Robinson Obiekwe, Senior Auditor/ERO; Mallory Wagoner, Resident Agent/MRO, and Caleb Bott, Marketing Specialist/WRO.
- 3. Assignment of Duties:**
  - A. GIPSA Newsletter:** Mallory and Stephanie volunteered to write the newsletter articles for this year. Jennifer Hill is now in charge of the newsletter as Idelisse Rodriguez has left GIPSA. Wayne requested contact be established and the monthly deadline be ascertained. Stephanie said she sees Jennifer daily, so she would handle this matter.
  - B. Updating CR Tracker in inGIPSA/Employee Library:** Wayne requested a volunteer to update the tracker which goes all the way back to 2009 when CCWG was formed. Stephanie stated she would do this as she has been updating the tracker already.
  - C. Inputting Notes in ECM/CCWG Folder on CRs Documenting PMTs Reviews & Decisions:** The departure of the Deputy Administrator's administrative assistant, Tyhisa Luckey, means that three CCWG tasks previously performed by her will no longer be done, and may have to be absorbed by CCWG members, including: a) , the scanning of CRs and supporting documents into .pdf format so that Wayne can provide them to PMT members for consideration prior to PMT/CCWG meetings. Caleb volunteered to take over the duties of supporting documents to relay to PMT members in advance of PMT's meetings to consider CRs.
  - D. Updating CRs and the Notes section of the CCWG ECM folders to reflect PMT action on CRs, and Preparing Letters From Deputy Administrator to CR Submitters After PMTs Decision:** Wayne volunteered to take over these, since the Chair (or the Vice Chair in the Chair's absence) attends meetings with PMT to present CRs.
- 4. Report of CCWG Ad Hoc Committee on Using Lync for CCWG Meetings:** Caleb

presented to the group that the committee felt Lync was a successful tool to use for sharing desktops, whiteboard, and polling. Trying to use Lync to call for video and audio for more than one person does not always work, however.

## 5. 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 # 7845760, Proposed New Publication, “How to Comply with the Bond Requirement”:** Stephanie and Wayne have been unable to complete a review of the publication. LaDondra has been added to the team. On February 4 at 11 A.M. (EST) a conference call will be conducted to review the publication to provide a final version for the CCWG’s consideration at the next meeting. Tabled until the next CCWG meeting.
- C. **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. It was expressed that members of CRU would be considered as experts should any CRs involving Annual Reports come to the team. Additionally, the CCWG Charter calls for two yearly face-to-face meetings and an additional member would add costs which could prevent said meetings from occurring. CCWG voted 5-1 against recommending approval by PMT.
- D. **Change Request # 7920486, Modifying Actions of Queries in AMS Letter:** Previously, an “EXPORT” button used to be at the bottom of the page allowing ease for users. Regina felt that due to different versions of Windows, “Pop Up” problems have caused this button to disappear. Regina will speak to Mitch for a cost estimate. All were in agreement. Until Regina receives word back from Mitch, this CR is tabled.

## 6. New Business:

- A. **Change Request # 7961587, Standardize Certificate of Service on New Letterhead:** The team felt this was a form that was updated and uniform for all offices. CCWG voted 5-1 recommending approval by PMT.
- B. **Change Request # 7968032, Changes to Dealer Review Module:** This CR wanted the removal of the Clause 1 box and placement of the Clause 2 box would then link

the proper formula for Clause 2 on the TP-1 page. A number of members noted that when doing Dealer reviews, they work around this problem by entering the correct bond amount in cell D12 on tab TP-1, which is not locked and has no formula. Finally, the submitter of the CR also wanted help with the Spell-Check feature. Regina stated that the Spell-Check feature is a bug fix and she has spoken with the IT CCWG and it is a major issue to correct. This is only seen with Internet Explorer 10. The CCWG voted on replacement of the Clause 1 heading and linking the proper formula for Clause 2 and voted 3-2 against recommending approval by PMT.

- 7. Charter:** The Charter allows for CCWG to have two face-to-face meetings, if funding is available. The CCWG has not yet met at WRO. Wayne will ask Deputy Administrator Susan Keith if the team can meet and then will look into prices.
  
- 8. Date for Next Meeting:** February 13, 2014, 11:00 A.M. Eastern Time, 10:00 A.M. Central Time, and 9:00 A.M. Mountain Time.