

## REPORT OF THE COMMITTEE ON PROGRAM

Chair: Steven Halstead, MI  
Vice Chair: David Marshall, NC

Lisa Becton, IA; Richard E. Breitmeyer, CA; Charles E. Brown, II, WI; Kathleen M. Connell, WA; Joseph L. Corn, GA; Stephen K. Crawford, NH; William F. Edmiston Jr. DVM, TX; Francois C. Elvinger, VA; Mark J. Engle, TN; James F. Evermann, WA; Tony M. Forshey, OH; W. Kent Fowler, CA; Paul Gibbs, FL; Michael J. Gilsdorf, MD; Gail C. Golab, IL; Andrew E. Goodwin, AR; William L. Hartmann, MN; Julie D. Helm, SC; Christine N. Hoang, IL; Donald E. Hoenig, ME; Daniel E. Lafontaine, MD; Jim R. Logan, WY; N James Maclachlan, CA; Patrick L. McDonough, NY; David L. Meeker, VA; Michele A. Miller, FL; Sandra K. Norman, IN; Gary D. Osweiler, IA; Charles Palmer, CA; Elisabeth Patton, WI; Bob Pitts, GA; Barbara E. Powers, CO; Wilson K. Rumbelha, MI; Stephen M. Schmitt, MI; Marilyn M. Simunich, ID; Kevin R. Snekvik, WA; Harry Snelson, NC; Nick J. Striegel, CO; David H. Zeman, SD.

The Committee met on Saturday, November 13 at the Minneapolis Hilton Hotel at 6:00 p.m. There were 33 members and staff present. Chair Steve Halstead called the meeting to order. Each member introduced themselves.

Procedures for Committee Meetings was presented by Halstead. He covered the Manual of Operating Procedures for Committee Chairs and Committees, Robert's Rules of Order, Quorum for Committee Meetings, voting and use of proxies, substitutions and mission statements.

Don Hoenig, Chair of Committee on Nominations and Resolutions, discussed the process for resolutions and recommendations. Chairs were reminded to submit those as soon as their committee adjourned.

David Meeker, invited all chairs to be thinking of priority issues for the Committee on Government Relations that will be held sometime in March. He also encouraged all chairs to attend. . It was suggested that staff work with the resolution process to have responses in advance of the Government Relations meeting to allow time for review and prepare any additional concerns.

Ben Richey provided a summary for committee reports, encouraging chairs to use the template and ensure they are to the workroom no later than 24 hours after their meeting. Chairs were encouraged to collect summaries from their speakers whenever possible. He highlighted the business portion of the report for its importance, that the board of directors does approve the reports and all actions of the committee.

Richey reminded all chairs about security, and process if issues were to arise.

David Marshall reviewed the work of the Committee Effectiveness Task Force. The report was provided to everyone, and will be available on the website. The report is included at the end of this report.

Don Hoenig reviewed the OIE Commenting Process, noting the importance of this process and the timeliness of having comments made. Chairs were provided the listing of chapters for comment and primary committees for review. The chapters are available online at USDA.

The following chairs were recognized for their service as Committee Chairs.

- o Charles Brown, II, Import-Export
- o Kathleen Connell, Tuberculosis
- o Mark Engle, Transmissible Diseases of Swine
- o Dan Lafontaine, Food & Feed Safety
- o Patrick McDonough, Salmonella
- o Rick Willer, International Standards

Dr. Joe Corn, chair of the Committee on Parasitic Diseases was also recognized for his service, retiring as chair after this meeting serving an extended time for that committee.

The chair fielded questions from the Committee on processes. With no further business, the meeting was adjourned.