

EXECUTIVE COMMITTEE

Conference Call Summary

September 5, 2006

11:00 a.m. – 12:00 noon Eastern Time

DRAFT

Welcome

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

Dr. James Johnson welcomed the Executive Committee members and others to the conference call and asked the participants to identify themselves. A list of the participants and the agenda for the conference call are attached to this summary. Dr. Johnson explained that the goals of the call were to: (1) approve the revised Science To Achieve Results (STAR)/Greater Research Opportunities (GRO) Fellowship Program Review Report prepared by the STAR/GRO Fellowship Subcommittee; (2) approve the process for the first mid-cycle review; (3) formally agree on the two standing Laboratory/Center Subcommittee pilots; and (4) request additional names of potential candidates to fill the three upcoming vacancies on the Board of Scientific Counselors (BOSC) with the departure of Drs. James Johnson, Herb Windom, and Jim Clark.

Administrative Procedures

Susan Peterson, BOSC Executive Committee Designated Federal Officer (DFO) Alternate

Ms. Susan Peterson explained that she would be sitting in for Ms. Lorelei Kowalski as the Designated Federal Officer (DFO) for this conference call. She then stated that the BOSC is a federal advisory committee that is subject to the requirements of the Federal Advisory Committee Act (FACA). As the Designated Federal Officer (DFO), she serves as the liaison between the BOSC Executive Committee and EPA's Office of Research and Development (ORD) and ensures that all FACA procedures and requirements are met. All meetings involving substantive issues, whether in person, by phone, or by e-mail, must be open to the public. This applies to all group communications that include at least one-half of the Executive Committee members. In addition, there must be time set aside for public comment at each meeting. Ms. Peterson noted that although she did not receive any requests for public comment prior to the call, there is time on the agenda for public comment at 11:30 a.m. The BOSC Chair and the DFO must be present at all Executive Committee meetings and conference calls. A notice was placed in the *Federal Register* to announce this conference call on August 16, 2006. The conference call also was entered into the federal docket management system (www.regulations.gov, Docket ID EPA-HQ-ORD-2006-0690).

A contractor, Beverly Campbell from The Scientific Consulting Group, is present to take notes during the call. A summary of the call will be prepared and it will be posted on the BOSC Web Site (www.epa.gov/osp/bosc) after it is approved by the BOSC Chair. Ms. Peterson has ensured that all ethics requirements have been satisfied, each BOSC member has filed a standard

government financial disclosure report, and all members have completed the required ethics training. She asked the members to notify her if any potential conflict of interest arises during the call.

STAR/GRO Fellowship Subcommittee Report

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

Dr. Johnson explained that during the July 20, 2006, conference call of the BOSC Executive Committee, the vettors of the STAR/GRO Fellowship Subcommittee Report—Drs. Rogene Henderson and Herb Windom—confirmed that the revisions requested by the Executive Committee had been incorporated into the report. The report could not be approved on July 20, because there was no quorum of members on the call during the discussion of the report.

Dr. Johnson stated that, following the July conference call, he sent an e-mail to Ms. Claudia Sturges Scott thanking her for serving as Vice Chair of the Subcommittee and for participating in the July conference call. Dr. Johnson mentioned that Dr. Windom had noticed some typographical errors that will be corrected during the final edit performed by the contractor. He asked if there were any additional comments on the STAR/GRO Fellowship Subcommittee Report; hearing none, he called for a motion to approve the report. Dr. Carol Weiss moved to approve the report and Dr. Henderson seconded the motion. The report was approved unanimously by the BOSC.

Mid-Cycle Program Reviews

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

A draft proposal for implementing the first mid-cycle program review was circulated to the Executive Committee members prior to the conference call. The proposal identified the timeframe, general purpose of the mid-cycle review, the size of the subcommittee (participation of the entire subcommittee is not required), the draft charge questions, some examples of background materials for the mid-cycle review, and a proposed agenda for the review meeting.

Dr. Johnson reminded the Executive Committee members that the BOSC had agreed to conduct a mini-review approximately 2 years after the full program review. He stated that the Human Health Research Program will be the first program to undergo a mid-cycle review by the BOSC. Dr. Clark, whose term on the Executive Committee ends in October, has agreed to lead the mid-cycle review as the Vice Chair of the Human Health Subcommittee. The Subcommittee will be reconvened to conduct the mid-cycle review, which will be held on January 24, 2007, following the Executive Committee meeting to be held January 22-23, 2007. Dr. Johnson noted that the BOSC Executive Committee members are invited to attend the mid-cycle review but participation is not mandatory.

As discussed previously, the Human Health Research Program is quite large and it will be difficult to cover it in 1 day. Dr. Clark has agreed that it may be necessary for the Subcommittee members to break into groups to cover all of the topics.

Dr. Johnson asked if there were any questions concerning the mid-cycle review. Dr. Henderson asked if there will be a report from the Subcommittee following the review. Dr. Johnson replied that a letter report will be prepared by the Subcommittee and submitted to the BOSC Executive

Committee following the meeting. The letter report should include non-consensus opinions of the Subcommittee members, but they should be noted as such. The BOSC Executive Committee will review the report, request revisions as needed, and submit the final letter report to ORD.

Dr. Ken Demerjian asked how this review related to the one in which he participated on the Particulate Matter/Ozone Research Program. Dr. Johnson explained that the Human Health Research Program is one of the research programs that was reviewed by the BOSC, just as PM/Ozone Program was reviewed. There are differences in each program. He noted that there are 13 research programs within ORD and the BOSC has been reviewing them systematically, usually prior to the program's Program Assessment Rating Tool (PART) review by the Office of Management and Budget (OMB). Dr. Clark mentioned that the scope of each research program is defined in the Multi-Year Plan for that program.

Dr. Johnson mentioned that four of the BOSC members are participating in a process with ORD and OMB to ensure that the BOSC program reviews provide the types of information that can be used to address the PART reviews. There has been one conference call and one face-to-face meeting of this work group to date.

Standing Laboratory/Center Subcommittee Pilots

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

Dr. Johnson reminded the BOSC members that Jeff Morris had described the Executive Council's discussion of the Standing Subcommittees during the July 20 conference call. The Executive Council was eager to institute the Standing Subcommittees and recommended that the National Exposure Research Laboratory (NERL), directed by Dr. Larry Reiter, and the National Center for Environmental Research (NCER), directed by Dr. Gary Foley, be the two Standing Subcommittees for the pilot. Dr. Martin Philbert has agreed to serve as the Chair of the NCER Subcommittee. Dr. Johnson pointed out that a Chair for the NERL Subcommittee was needed as well as members for both Subcommittees. He asked the Executive Committee members to notify Ms. Kowalski and him by e-mail if they would be willing to serve on either of these two Subcommittees (please designate which one) and if anyone would volunteer to chair the NERL Subcommittee. Dr. Johnson mentioned that additional members from outside the Executive Committee will be sought for these Subcommittees. He noted that no dates have been set for the first meetings of the two Standing Subcommittees. The Subcommittee will meet at the laboratory or center and these meetings will not be held in conjunction with the Executive Committee meetings. Dr. Philbert said that he will need some guidance in leading the NCER Subcommittee; Dr. Johnson replied that Ms. Kowalski will provide assistance and the handbook for subcommittee chairs will be useful.

Additional Candidates for BOSC Vacancies

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

Dr. Johnson explained that the terms for three of the current members of the Executive Committee will end in October 2006. These members are Drs. Windom, Clark, and Johnson. During the July conference call it was decided that the following expertise would be beneficial to the BOSC: engineering, particularly in the area of water systems (distribution and treatment); public health/risk communication; coastal and marine issues; and systems biology. At least one of the new members should be from the industrial sector.

Drs. Philbert, Geisy, Clark, and Windom already have submitted names for consideration. (Dr. Johnson had not received the names from Dr. Windom but said that he would ask Ms. Kowalski to forward those names to him.) Dr. Johnson asked that the names of additional candidates be sent to Ms. Kowalski and him. In addition to a name, members should include a curriculum vitae or a Web site where one could be found.

Next Executive Committee Meeting

Dr. James H. Johnson, Jr., Howard University, BOSC Executive Committee Chair

The next Executive Committee meeting will be held October 19-20, 2006, in Washington, DC. The Executive Committee also is scheduled to meet January 22-23, 2007, in Washington, DC, and May 24-25, 2007, at a location to be determined. The Human Health Research Program Mid-Cycle Review will be held on January 24, 2007.

Public Comment

At 11:30 a.m. Dr. Johnson called for public comments. No comments were offered so he adjourned the meeting at 11:31 a.m.

Action Items

- ✧ BOSC members will notify Ms. Kowalski and Dr. Johnson by e-mail if they are willing to serve on the NERL or the NCER Subcommittee. Any member willing to chair the NERL Subcommittee should notify them as well.
- ✧ Ms. Kowalski will forward the names submitted by Dr. Windom for consideration for BOSC membership to Dr. Johnson.
- ✧ BOSC members will send the names of additional candidates to fill the upcoming BOSC vacancies to Ms. Kowalski and Dr. Johnson. In addition to a name, members should include a curriculum vitae or a Web site where one could be found.

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August 29, 2006

EXECUTIVE COMMITTEE MEETING AGENDA

Tuesday, September 5, 2006

11:00 a.m. – 12:00 noon Eastern Time

CONFERENCE CALL

Participation by Teleconference Only

11:00-11:10 a.m.	Welcome and Overview - Roll Call - Purpose of Teleconference	Dr. James H. Johnson, Jr. Chair, BOSC Executive Committee
11:10-11:15 a.m.	DFO Remarks	Susan Peterson, Office of Research and Development
11:15-11:30 a.m.	Finalize Science to Achieve Results (STAR)/ Greater Research Opportunities (GRO) Fellowship Subcommittee Revised Draft Report	Dr. James H. Johnson, Jr. Chair, BOSC Executive Committee
11:30-11:40 a.m.	Public Comment	
11:40-11:50 a.m.	Mid-Cycle Program Reviews - Proposed Process for Pilot	Dr. James H. Johnson, Jr. Chair, BOSC Executive Committee
11:50-12:00 noon	Wrap Up - Approve Standing Lab/Center Subcommittee Pilots - Nominations for Expertise for Executive Committee Upcoming Vacancies - Confirm January 22-23, 2007 Meeting Date - Location/Date May 2007 Meeting	Dr. James H. Johnson, Jr. Chair, BOSC Executive Committee
12:00 noon	Adjourn	