

Model Aquatic Health Code (MAHC)
STEERING COMMITTEE

MEETING MINUTES
JUNE 19, 2008, 8:30 AM – 3:30 PM, PHOENIX, AZ

Members Present In-Person: Michael Beach, John Linn, Amanda Long-Assistant to the Director, David Ludwig, Charles Otto, Douglas Sackett-Director.

Members Present via Conference Call: Bob Vincent (until 9 AM), Lee Tate-Project Coordinator.

1. Welcome and Introduction of New Steering Committee Member: Bob Vincent of the Florida Department of Health has replaced Bart Bibler on the steering committee (SC). Mr. Vincent provided the SC with an overview of his background.

2. May 14 Minutes: The May 14 conference call minutes were approved.

3. Technical Committee Updates: The SC approved the technical committee (TC) member list for the Disinfection & Water Quality TC. Mr. Linn, the SC liaison, has asked Chairperson Jim Dingman to inform the members that their appointment to the TC has been confirmed. The Operator Training TC member list is being finalized and Chairperson Dennis Berkshire has indicated that he hopes to hold the committee's first conference call within the next few weeks.

The SC discussed TC meetings. Multiple call-in numbers will be available and the CDC Team forum calendar will be used to schedule conference calls. The SC will look into the option of "online meetings" for the TC. The SC discussed how to help the TCs move along. Regular calls between the SC liaison and TC chair should be established. TC conference calls should be brief and frequent. Detailed meeting agendas will maximize efficiency. Agenda templates for the first TC meeting and subsequent meetings will be developed.

It is important to remind people that they can give input even if they are not on a TC. A broadcast email will be sent to the list of interested members asking if they would like to receive monthly email updates regarding TC progress. They can be directed to a link on the MAHC website to submit comments via email. The MAHC website should also include a link for people to subscribe to the list group.

4. Brainstorm ways to expedite MAHC process: The SC should be cognizant that all participants in the MAHC project are volunteers. Deadlines should be set for comment submission with the understanding that input is accepted but not required to move forward. The SC is looking for input and consensus, not unanimous decisions. The process provides leeway to publish modules and not wait until everything is perfect. A lot of work has been done to set up the project process, but people care more about results.

The SC discussed member participation and tenure on the SC. An email to the SC will be developed outlining details of the transition process.

5. Next 5 TCs: Potential TC chairpersons and SC liaisons were discussed for the Monitoring & Testing, Recirculation Systems, Filtration, Ventilation & Air Quality, and Contamination Burden TCs. Each TC should have a scope of work. A generic scope of work blueprint will be developed. Each TC will refine their scope of work and send it to the SC for approval. The final document will be posted on the MAHC website.

TC member nomination packets will be distributed at the upcoming NEHA conference. CDC will include a section about the MAHC in their upcoming waterborne surveillance newsletter. The recruitment paragraph should be sent to surveillance contacts and published in trade publications.

6. Discuss Modules: Revisions to the Fecal/Blood/Vomit Contamination (FBVC) Response module were discussed. Final edits should be made as soon as possible. CDC is making process on their “Guidance for Response to Enteric Illness Outbreaks” document. The corresponding MAHC annex will be developed once the CDC document is finalized.

7. Discuss MAHC format, Annex, and Preface: The introduction, preface, purpose, and definitions sections should be completed as soon as possible so that the user has guidance on how to interpret the modules. The “Definitions” section will be important so that users to have a common understanding of the terms and to eliminate loopholes. The Table of Contents and a link to the entire document should be included on the website along with the first module when published. The Strawman outline should be posted along with a statement that the topic order and numbering are subject to change.

A notice should be issued when the FBVC Response module is published and should contain an introduction, state that the document is available for comment, request questions and clarifications, and give a deadline for comments. The notice should mention that new TCs are being formed. The module and the publishing process can serve as a model for other modules. The SC discussed how to organize comments. A template for an online submission form will be developed to standardize the way comments are submitted.

8. CDC Team web forum and Healthy Swimming website updates: The SC and TCs should strive to use the CDC Team forum as a tool for communication and resources. An archiving system will be developed and the archive will be located in the library of the CDC team web forum. CDC plans to change the location of the Healthy Swimming and MAHC websites as they develop a new water website.

The meeting adjourned at 3:30 PM; the next conference call will be July 9 from 2:30-4 PM (EDT).