I. Call to Order - Dr. Sharkey called the Containment Laboratory Community Advisory Committee (CLCAC) meeting to order at 7:02 PM.

II. Roll Call - Dr. Sharkey introduced each member present.

III. Approve Minutes from Last Meeting - The minutes of the October 9, 2018 CLCAC meeting was unanimously approved.

Open Issues (Old Business) - Dr. Sharkey acknowledged that Mr. Alexi Franklin was appointed as an Alternate Member of the CLCAC

a. Dr. Sharkey called for an update on public outreach and committee education.
Background information: Many residents in “our community of interest” do not know of us or who we are. We should consider developing a list of public groups with which we want to have some sort of “presence” and a second list of groups/agencies/etc., which our committee would like to know more about (i.e., the Frederick County Emergency Response Team). What are other cities or towns doing for public outreach?

Dr. Duthinh has led the effort for public outreach and committee education. In his initial communications to facilities, no specific questions were asked. The objective in contacting other facilities was to determine how they interact with their respective community. Dr. Duthinh only received responses from two of six inquiries; Sam Lipson of the Cambridge Biosafety Committee in Massachusetts, and Ms. Holubar, Director of Operations at the Galveston National Laboratory, The University of Texas Medical Branch in Galveston, TX. Ms. Holubar provided a copy of the Community Liaison Committee document that describes background information, the purpose and charge of the committee, reporting and committee membership and structure (see Enclosure 1, Community Liaison Committee-GNL). Ms. Wastler will now lead the public outreach and committee education effort with assistance from Drs. Duthinh, Jackman and Reed. In future engagements with other facilities, we should list the accomplishments of the CLCAC such as pursuing legislation to register non-select agent biosafety level 3 laboratories in Maryland and our previous and future Safety Fair/Expo.

b. The committee discussed the proposed Science and Safety Fair.

Background information: This is similar to the "Let's Talk about Safety" Public Health and Safety Expo and Open House held at Hood College, 4-8:30 pm on April 30, 2014. When and where should we have this Science and Safety Fair - January, February, March, or April 2019; Hood College, Frederick Community College or another venue? Upon a decision, we should seek input from the National Biodefense Analysis and Countermeasures Center (NBACC), Fort Detrick Emergency Responders, National Institute for Allergy and Infectious Diseases Integrated Research Facility (IRF), National Cancer Institute at Frederick (NCI), Mayor’s Office and County Executive and County Officials. Committee members have contacts at Hood College, the Johns Hopkins Applied Physics Laboratory (APL), the Chesapeake Branch of the American Biological Safety Association and the American Society for Microbiology (ASM) to perhaps participate in this event.

Ms. Wastler drafted a Time Line document to assist the committee in planning for this event. Dr. Jackman provided a summary of her efforts to obtain a venue for the event (see Enclosure 2, Report on Science and Safety Fair 8 JAN 2019). Venues to consider are Frederick Community College, Hood College, the Clarion Inn and local High Schools. Rental of rooms at the Clarion may range from $500.00 to $1,000.00 per day. Drs. Craig and Jackman will explore venues and any potential source(s) of funds. We should plan on attendance of about 200 people. The purpose of the Science and Safety Fair will be to educate the public. We should target students in the STEM (Science, Technology, Engineering and Science) Program. We should also consider having Poster Presentations by the students - one potential topic would be “The Value of Local Ordinances in Laboratory Operations.” Because of time constraints and logistical issues, the Science and Safety Fair will be considered for next year, 2020.
c. The committee discussed communication to the Fort Detrick Garrison Commander.

*Background information:* During the CLCAC Meeting on October 9, 2018, there was a discussion by Drs. Jackman and Sharkey to formulate a communication targeted to the Fort Detrick Garrison Commander about the recently reported findings of the Government Accountability Office (GAO) that federal laboratories are falling short in implementing biosafety recommendations. Is this an appropriate course of action? The committee will consider the course of action after we have a proposed letter. This report is available at [https://www.gao.gov/assets/690/687868.pdf](https://www.gao.gov/assets/690/687868.pdf).

Dr. Sharkey stated that there is no action on formulation of a letter to the Fort Detrick Garrison Commander. Dr. Sharkey will send to CLCAC members a summary he prepared of the GAO (Government Accountability Office). The committee will consider placing this summary on the CLCAC website.

d. The committee discussed Open Meeting issues.

*Background information:* Should the CLAC Open Meetings be video-recorded? Regarding meetings or planning meetings, John S. Mathias, Frederick County Attorney, stated in an email to the Chair, CLCAC, on December 20, 2018: “The Maryland Open Meetings Act (OMA) requires a quorum of a public body to meet in open session unless some exception applies. To comply with the OMA, a public body must

- Before the meeting, provide proper notice and agenda (typically this notice is provided on a website)
- During the meeting, hold the meeting open to the public
- After the meeting, prepare appropriate minutes.”

The decision is that all meetings should be open to the public. Quarterly meetings are televised and meetings will be scheduled as necessary.

IV. New Business -

a. Mr. Ray Hunter, Vice-Chair and At-Large Member, stated he wishes to resign as Vice-Chair of the CLCAC. The committee acknowledged his dedicated support and service to the CLCAC during the past few years. Dr. Bob Hawley was nominated and approved as the Vice-Chair of the CLCAC.

b. Mr. Hunter inquired about the effect of the Government shut-down on USAMRIID. Ms. Vander Linden stated that USAMRIID is operational and was not affected by the shut-down.

V. Next meeting: Tuesday, February 12, 2019 at 7:00 PM, City Hall Board Room, 101 North Court Street, Frederick, MD.

VI. Public Comment Period (includes recently e-mailed public comments and questions to CLCAC) - No comments were received from members of the community present. No comments were received electronically.

VII. Adjourn - Dr. Sharkey adjourned the meeting at 8:34 PM.

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