

TNI Information Technology Committee Meeting Summary March 15, 2018

1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	X
Friedman, Maria	
Harrison, Paul	X
Hickman, Dan	X
Parr, Jerry	
Shepherd, Mei Beth (Chair)	X
Starr, Rip	
Ward, Keith (Vice Chair)	
Wlodarski, Jan	X
Kirkhman, Jennifer	On Call. Approved

2. Approval of February 2018 Minutes

Motion to Approve: Nick Evans

Second: Dan Hickman

Approved: Unanimous

3. Addition of Jennifer Kirkhman to the IT Committee

Motion to Approve Jennifer Kirkhman to Join the Committee: Dan Hickman

Second: Nick Evans

Approved: Approved

Paul Harrison has officially joined the IT Committee as well.

4. Website Update

The Board election was completed on 2/17. The email reminding people to vote was sent out after the last IT meeting. About 93 of the approximate 180 total votes came in after the reminder email went out so a reminder email may be a valuable tool.

There is a new NELAP representative for the LA Department of Health. William has updated the website that include this new representative.

William is working on the Content Management System. He is targeting the end of this month (March) for roll-out. If all goes well, the changes will not be apparent to anyone.

Website enhancements regarding document enhanceability – finding documents, search functions, etc. – will be the next task. Also targeting the end of March for completion.

5. LAMS/Gen App/Method Compendium Updates

Method Repository: The Method Repository is as complete as it's going to be. Dan and Mei Beth will draft a first pass at a newsletter article introducing the new repository to members, and then will send it to Jerry for finalization.

Tracking spreadsheet updates:

#7a, Produce web training for LAMS 2.0 is complete.

#7b, Produce Web training for AB use of LAMS 2.0, is under construction.

#8, Generic Application - Add required demographic information for mobile labs – this is in the App now as a lab type, but William has more to do.

#8a, complete. A solution was identified, rather than us trying to keep track of everything. We gave them a place to list what they require. We are not going to do this for each AB.

#9, the delay is “work with ABs.” Dan has done his part and is now hoping that the ABs and the Micro committee will do their parts. Estimated completion date is August 1, 2018.

LAMS: Everything continues. Dan has added a few methods. He will be making changes to the Method table based on some things he learned at the conference.

There is now a connection between LAMS and the GenApp – when we talk about ABs having the facility to put a memo in about all the things that go with the App, this is now accessible through LAMS when they log in as an AB. They can now also set the email address that the applications will go to, and they also have an opportunity to fill out a memo to tell them what the procedure is for submitting the application.

GenApp: We have one other thing to add to the GenApp – at the very least, a check box that they can check when they hit submit that states “...this is true and accurate and I have the authority to submit this application”. They can then include in required documents a different signed letter of submission. Dan will send William the language he wants to use.

There may be non-NELAP states interested in using an application like this, for a fee perhaps. This may be a question for the board.

Method Compendium: Dan continues to add new methods as he finds them. He needs copies of ATP letters; he has some, but won't mark them as approved as they are not in the federal register, and because he doesn't have a letter that says they've been approved. Who can Dan talk to about this? Get them from people who have received them? Article in newsletter that we are looking for them? Dan will ask Jerry.

6. Next Meeting: April 19, 2018 at 3pm EST.