

**Summary of Accreditation Body Committee Meeting
January 8, 2008**

1. Roll Call and Introductions

Committee chair Jeff Flowers called the meeting to order at 12:00 PM on January 8, 2008. Members present included: Lynn Bradley, Linda Geddes, Dan Dickinson, and Steve Stubbs and Sharon Mertens (arrived late).

2. Minutes

Minutes were deferred.

3. Reports

The committee had been informed that the EPA evaluators required an SOP on Dispute Resolution by the time that the evaluations started in March. That is why the committee had made this SOP a high priority (at the request of LASC).

4. Discussion

The AB committee then discussed the following:

What should the future plans be for the AB Committee?:

It was suggested to reach out to program administrators: Jane Wilson and Carol Batterton.

New areas for the Committee to work on were suggested:

Future Standards

Implementation Policies

SOP's

It was pointed out that we may not have good specifications or explanations to accomplish the goal of proper implementing language and communication or process improvements may be needed to get the job accomplished more smoothly.

It was concluded that the LASC needs a SOP on Committee usage.

The Dispute SOP needs to be finalized

5. Next Steps

Does LASC have specific questions on the SOP?

ABC to be owner of SOP in order to maintain continuity and clarity of drafting process.