

**Summary of the NELAP Board Meeting
December 18, 2006**

1. Roll call.

Dan Hickman called the NELAP Board meeting to order on December 18, 2006 at 12:30 p.m. CST. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The board approved the minutes for the November 20, 2006 meeting. Approval of the minutes for December 4, 2006, was delayed to determine if Ken Jackson would agree to change the term "NELAP accreditation bodies" to say "TNI NELAP accreditation bodies". Carol will contact Ken to see if he agrees.

3. Tasks.

To assist with determination of tasks that the TNI NELAP Board needs to assume, Mike Miller sent out a list of duties of the EPA NELAP director for consideration. Richard Sheibley also pointed to a list of duties in an earlier email from Steve Stubbs. Steve's list had come from the PPT report.

There was agreement that the most urgent task was the evaluation and approval of new and existing TNI accreditation bodies. Current recognitions are current until June 2008 and renewal applications need to start coming in by August or September. There was agreement that the EPA regional assessors should continue to stay involved in the AB recognition process.

Dan Hickman appointed a subcommittee of Richard Sheibley, Steve Arms, Mike Miller, and Ken Jackson to develop a straw man for AB recognition that the NELAP board can develop and present for discussion on its next conference call. The draft plan will be presented for discussion at the Denver Forum. Carol Batterton will facilitate. This group will try to have some ideas for discussion at the next NELAP Board call.

Dan also reported that the NELAC Board has recognized the EPA assessors group as a task group to NELAC and asked them to continue their work on developing training materials for assessors under the cooperative agreement with NFSTC.

Dan indicated that the NELAP Board needed to have some general business procedures. Jack McKenzie suggested that the group start with the SRC's voting procedures. There was agreement that if a matter affects accreditation, then

formal voting procedures need to be used. If it is just a routine business matter, then a simpler procedure can be used. Mike Miller will draft the simple procedure. Dan will draft the formal procedure and combine the two into a document for discussion at the next conference call.

4. Replacement of the AARB.

Dan Hickman indicated that the NELAP Board needed to decide how to incorporate the duties of the AARB into the TNI NELAP Board. He suggested a subcommittee of the NELAP board with the same composition as the current AARB in order to make sure the outside perspective was represented. The subcommittee would make recommendations to the NELAP Board.

There was concern that the duties of this subcommittee need to be clearly defined. The scope of their authority was to hear appeals and complaints between AB's. Boundaries need to be defined. Dan will work on this policy.

Mike Miller asked who currently approves a change in technology for AA's. Dan indicated that the AARB will still do that in the interim.

6. Next meeting.

The next meeting is scheduled for January 8, 2007 at 12:30 CST.

Attachment I

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen, jjensen@dhs.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us Alternate: Carl Kircher, carl_kircher@doh.state.fl.us	Absent Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us Alternate: Jim Shaw, james.shaw@illinois.gov	Absent
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields, ashields@kdhe.state.ks.us	Yes
LA DEQ	Karen Varnado T: (225) 765-2405	Absent

	<p>F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	Yes
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov</p> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	Absent
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternate: Jeanne Chwasciak, jcchwasciak@des.state.nh.us</p>	Yes
NJ	<p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us</p>	Yes
NY	<p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org</p> <p>Alternate: Dan Dickinson, dmd15@health.state.ny.us</p>	Absent
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p>	Yes

	Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us	
PA	Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us Alternate: Aaren Alger, aaalger@state.pa.us	Yes
TX	Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us Alternate: Steve Gibson, jgibson@tceq.state.tx.us	Yes
UT	David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov Alternate: Paul Ellingson, pellings@utah.gov	Absent
	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes