

## **Summary of the NELAP Board Meeting November 20, 2006**

### 1. Roll call.

The organizational meeting of the NELAP Board was called to order by Steve Stubbs, acting chair, on November 20, 2006, at 12:30 p.m. CST. Attendance is recorded in Attachment 1.

### 2. Agenda revisions.

Steve Stubbs asked for suggestions or modifications to the draft agenda. Steve Stubbs proposed that a discussion of the duties of the chair and other committee positions be added to the elections. All agreed.

Richard suggested that the motions listed under the original item # 5 of the agenda be deleted as unnecessary. All agreed.

### 3. Election of chair.

Ken Jackson nominated Steve Stubbs as chair, seconded by Jack McKenzie. Steve Arms nominated Dan Hickman, seconded by Richard Sheibley.

The Board agreed that the initial term of office would be until December 31, 2007.

The NELAP Board agreed that the chair should:

- Be a leader and be responsible for seeing that the decisions and policies of the NELAP Board are implemented
- Coordinate with the Program Administrator, ensure coordination and communication with other committees
- Report on the board's activities at the semi-annual meetings
- Report to the TNI Board as needed
- Communicate information from the TNI board to the accrediting authorities as needed
- Appoint committees and sub-committees as needed

Ken suggested that one nominee be chair and one be vice chair. Steve Stubbs indicated that he would defer to Dan Hickman to be chair. Dan was elected chair and Steve Stubbs elected vice chair by acclamation.

#### 4. Future meeting schedule.

The NELAP board will meet at the following times prior to the Denver meeting:

Dec. 4, 2006, at 12:30 CST  
Dec. 18, 2006, at 12:30 CST  
Jan. 8, 2007 at 12:30 CST

An additional meeting may be scheduled prior to the Denver meeting if determined necessary. The NFSTC conference line is available for use.

It was suggested that only one person from each accrediting authority speak during the NELAP Board meeting conference calls.

#### 5. The role of the AAC.

The AAC has to continue to exist until the Laboratory Accreditation System Program can take over the standards interpretation function. Dan proposed that unless things come up that require immediate attention from the AAC, that group will not meet on a regular basis.

#### 6. Next steps.

Dan suggested that the mechanics of Board operation and ground rules need to be established as a first priority. The voting policy from the SRC should be reviewed and considered as a starting point.

Dan asked all members to send an email of tasks that need to be done to transition the existing NELAP program into TNI. Those tasks should be emailed in to Dan or Carol to develop and list for consideration at the next meeting. Policies from the NELAC website should also be reviewed for applicability.

Carol will email draft minutes to Dan for review before distribution to board members.

Attachment I

State	Representative	Present
CA	<p>George Kulasingam  T: (510) 620-3155  F: (510) 620-3165  E: <a href="mailto:gkulasin@dhs.ca.gov">gkulasin@dhs.ca.gov</a></p> <p>Alternate: Jane Jensen,  <a href="mailto:jjensen@dhs.ca.gov">jjensen@dhs.ca.gov</a></p>	Yes
FL	<p>Stephen Arms  T: (904) 791-1502  F: (904) 791-1591  E: <a href="mailto:steve_arms@doh.state.fl.us">steve_arms@doh.state.fl.us</a></p> <p>Alternate: Carl Kircher,  <a href="mailto:carl_kircher@doh.state.fl.us">carl_kircher@doh.state.fl.us</a></p>	Yes
IL	<p>Scott Siders  T: (217) 785-5163  F: (217) 524-6169  E: <a href="mailto:scott.siders@epa.state.il.us">scott.siders@epa.state.il.us</a></p> <p>Alternate: Jim Shaw,  <a href="mailto:james.shaw@illinois.gov">james.shaw@illinois.gov</a></p>	Yes
KS	<p>Jack McKenzie  T: (785) 296-1639  F: (785) 296-1638  E: <a href="mailto:jmckenzi@kdhe.state.ks.us">jmckenzi@kdhe.state.ks.us</a></p> <p>Alternate: Aurora Shields,  <a href="mailto:ashields@kdhe.state.ks.us">ashields@kdhe.state.ks.us</a></p>	Yes
LA DEQ	<p>Karen Varnado  T: (225) 765-2405  F: (225) 765-2408  E: <a href="mailto:karen.varnado@la.gov">karen.varnado@la.gov</a></p>	Yes

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

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