

**Summary of the TNI NELAP Board Meeting
March 5, 2007**

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on March 5, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Review of voting procedure

Steve Arms had circulated version 1.2 of the proposed TNI NELAP Board voting procedure which reflected changes discussed on the last conference call. Additional comments had been submitted by Mike Miller and Steve Stubbs. Mike's concerns dealt with making sure that the "veto" vote adequately described the situation where an accreditation body could not implement a requirement due to statutory or regulatory constraints. All agreed that the definition covered this specific situation. In addition, the board agreed to eliminate the definition of negative vote as unnecessary. Steve Stubbs was not available to review his suggested changes, so completion of the SOP was tabled until the next conference call.

3. Review of EPA Regional Evaluators Checklists and SOPs.

Dan Hickman indicated that the TNI NELAP board needed to start working on the plan for an evaluation model. He suggested that the first step is to review the EPA evaluator documents for any needed revisions. Because of difficulties in sending and viewing these documents, they were previously posted on www.box.net However, the posting had expired. Carol will contact TNI's website administrator to get the documents re-posted. Dan asked everyone to review and be prepared to discuss at the next conference call.

4. Next meeting.

The next meeting is scheduled for March 19, 2007, at 12:30 CDT. Agenda items include discussing the EPA evaluators' documents and additional revisions to the voting procedure.

Due to some confusion over the meeting schedule, Dan asked Carol to send a reminder that the TNI NELAP Board will have its regular meetings on the first and third Mondays of each month at 12:30 CST.

Attachment I

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

	<p>Alternate: David Boucher david.boucher@la.gov</p>	
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>	Yes
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternate: Jeanne Chwasciak, jchwasciak@des.state.nh.us</p>	Absent
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>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p> <p>Alternate: RaeAnn Haynes, haynes.raeann@deq.state.or.us</p>	Yes
PA	<p>Richard Sheibley T: (717) 705-2425</p>	Yes

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