**Summary of the TNI NELAP Board Meeting**
**April 16, 2007**

1. Roll call.

   Dan Hickman called the TNI NELAP Board meeting to order on April 16, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Approval of minutes.

   A motion was made and seconded to approve the minutes from the 3-19-07 meeting. Motion passed.

3. Review of voting procedure

   A motion was made and seconded to approve the TNI NELAP Board voting procedures. Mike Miller expressed his continuing concern about the 2/3 quorum. He wanted to see full (100%) participation on matters affecting accreditation. A roll call vote was taken. The voting procedure was approved with all members present voting "yes". LADEQ was absent.

4. Action Item Table.

   Dan Hickman reviewed the strategic action item table (attached) from the TNI Board strategic planning meeting. Dan stressed that the TNI NELAP Board needed to begin adopting the NELAC SOPs as quickly as possible so that TNI can take over the functions of recognizing Accreditation Bodies (ABs). He suggested that in order to expedite the transfer, the NELAC SOPs should be adopted on a pro tem basis and then revised later as needed. SOPs for self-governance and recognition of ABs are a high priority. The problem will be locating all of the NELAC SOPs. Dan will work on this before the next meeting and Scott Siders offered to assist.

   Dan also indicated that the TNI NELAP Board will need to assume the functions of the NELAC AARB. He suggested forming a sub-committee with a structure similar to the NELAC AARB with two ABs, two non-ABs and one federal member. Dan will prepare a draft SOP for consideration before the next meeting.

   There was also discussion about exactly how the transfer of functions from the NELAC Board to TNI would take place. Several expressed concern that this process needed to be done in an official, legal manner, with advice from a lawyer or parliamentarian. Carol will address this question to the TNI Board and Executive Director.

5. TNI NELAP Board Ground Rules.

Dan presented the draft TNI NELAP board Ground Rules for discussion. The following items were suggested as changes to the ground rules:
- Voting will be with accordance to TNI NELAP board voting procedures
- Draft agendas should note voting items in order to assure a quorum
- Agendas should be put out a week in advance with a call for changes or additions

Dan asked Carol to put the ground rules into an SOP format for discussion and approval at the next meeting.

6. Method Update Rule.

Dan reminded AB's about EPA's Method Update Rule. He asked for the ABs to prepare to post their fields of accreditation on the TNI website by matrix/technology as has been done previously on the NELAC website. Dan will send out a table for ABs to complete so the information can be posted on the web.

7. EPA Evaluators' SOPs.

Dan asked all members to review the EPA evaluators' SOPs for discussion at the next meeting.

4. Next meeting.

The next meeting of the TNI NELAP Board will be on May 7, 2007 at 12.30 CST. Carol Batterton, program administrator, will be unable to attend due to travel commitments. Dan will appoint someone else to take notes for the minutes.

The TNI NELAP Board will continue to have its regular meetings on the first and third Mondays of each month at 12:30 CST.

Attachment I

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

| LA DHH | Louis Wales<br>T: (225) 342-8491<br>F: (225) 342-7494<br>E: lwales@dhh.la.gov<br><br>Alternate: Ginger Hutto,<br>ghutto@dhh.la.gov | Yes |
|---|---|---|
| NH | Bill Hall<br>T: (603) 271-2998<br>F: (603) 271-5171<br>E: whall@des.state.nh.us<br><br>Alternate: Jeanne Chwasciak,<br>jcchwasciak@des.state.nh.us | Yes |
| NJ | Michael Miller<br>T: (609)292-3950<br>F: (609) 777-1774<br>E: michael.w.miller@dep.state.nj.us<br><br>Alternate: Joe Aiello,<br>joseph.aiello@dep.state.nj.us | Yes |
| NY | Kenneth Jackson<br>T: (518) 485-5570<br>F: (518) 485-5568<br>E: jackson@wadsworth.org<br><br>Alternate: Dan Dickinson,<br>dmd15@health.state.ny.us | Yes |
| OR | Dan Hickman<br>T: (503) 229-5983<br>F: (503) 229-6924<br>E: hickman.dan@deq.state.or.us<br><br>Alternate: RaeAnn Haynes,<br>haynes.raeann@deq.state.or.us | Yes |
| PA | Richard Sheibley<br>T: (717) 705-2425<br>F: (717) 783-1502<br>E: rsheibley@state.pa.us<br><br>Alternate: Aaren Alger, | Yes |

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

# TNI NELAP Board
## Action Items

| Short Term | By whom? | By When |
|---|---|---|
| | | |
| Establish procedures for self-governance <br> • Voting procedure <br> • Dispute resolution <br> • Mutual recognition | Dan Hickman (All) | May 2007 <br> June 2007 <br> August 2007 |
| Establish a process to review and renew accreditation body recognitions <br> • Develop a transition plan <br> 1. Adopt current NELAC/NELAP policies pro-tem <br> 2. Refer revisions to LAS <br> • Send letter to NELAC advising that program is underway <br> • Terminate NELAC oversight of ABs <br> • Train evaluators/contractors | All <br><br> Dan Hickman <br><br><br><br><br><br> Judy Duncan | <br><br> June 2007 <br><br><br><br> July 2007 <br><br> August 2007 <br> August 2007 |
| Recommend PT acceptance criteria to TNI Board | Dan Hickman | June 2007 |
| Recommend PTOB to TNI Board | Dan Hickman | June 2007 |
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| **Long Term** | | |
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| Recruit additional states as TNI accreditation bodies | All | |
| Establish a feedback mechanism to evaluate progress | All | |
| Implement the new standard | All | |
| Complete all policies and procedures necessary for | All | |
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