

Summary of the TNI NELAP Board Meeting May 21, 2007

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on May 21, 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 5-07-07 meeting with a note that the date needed to be corrected. Motion passed. The program administrator was directed to post the minutes.

3. Recognition of NELAC Accrediting Authorities as TNI Accreditation Bodies

Dan Hickman has asked Ken Jackson to prepare a motion for the TNI NELAP Board to consider that would recognize the NELAC AA's as TNI AB's. Ken read the following motion:

It is moved that the NELAP Board recognize as TNI Accreditation Bodies (AB) the following state accrediting authorities: CA, FL, IL, KS, LA DEQ, LA DHH, NH, NJ, NY, OR, PA, TX, and UT. The recognition of each AB is based on the existing NELAP recognition and it will continue, subject to the AB maintaining compliance with all applicable requirements of the TNI NELAP Board, until such time that the recognition is voluntarily withdrawn or the renewal application is denied.

After discussion, a roll call vote was taken. The following states voted "yes" to the motion: CA, IL, KS, LADHH, NY, OR and UT. The following states were absent or opted to wait until they could view the motion in writing: FL, LADEQ, NH, NJ, PA, and TX. Ken will email the written motion for circulation to the Board. Members who did not vote will be allowed two weeks to vote electronically pursuant to the TNI NELAP Board voting SOP.

4. Discussion on SOP for Evaluation of Accreditation Bodies

Dan presented the SOP for Evaluation of Accreditation bodies for discussion. General comments on the SOP included: the Language in the SOP needs to be changed to Active voice rather than passive, and the title "TNI NELAP Board" should be used throughout. The Board completed line by line editing of the SOP through Section 6.1.

Ken and Dan will prepare a job description of the Evaluation Coordinator to add to the SOP. The program administrator will make edits to the SOP as proposed and circulate prior to the next board call.

5. Next meeting.

The next meeting will be on June 4, 2007 at 12:30 CST. Agenda items include continuing review of the SOP for Evaluation of Accreditation Bodies and completion of voting on the motion to accept NELAC AAs as TNI ABs.

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 1

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>	No
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>	Yes
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> <p>Alternate: David Boucher david.boucher@la.gov</p>	No
LA DHH	<p>Louis Wales T: (225) 342-8491</p>	Yes

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>	No
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