

Summary of the NELAP Accreditation Council Meeting
May 18, 2015

1. Roll Call and Approval of Minutes

The NELAP Accreditation Council (AC) met at 1:30 pm EST on Monday, May 18, 2015. The minutes from May 4, 2015, were approved. Those members in attendance are listed in Attachment 1. In the unexpected absence of the Chair, the Vice Chair offered to yield the role of Chair for the executive session, if the Council wished, but all agreed that the Vice Chair should continue that role for the meeting.

2. Action Items Pending

- Lynn to adjust evaluation teams.

3. Executive Session

The Council went into executive session for the remainder of the meeting.

The outcome of this session (and the two previous meetings in executive session) was a motion offered by Cathy and seconded by Steve Arms that the NELAP AC request the NELAP Evaluation Coordinator to seek replacement of the Lead Evaluator contracted by TNI with state representatives to perform the Lead Evaluator role for the LADEQ and MN evaluations. All eleven ABs present voted yes; the absent three were polled by email, with the vote completed on May 20 with two additional yes votes and one abstention. The motion passed with a total of thirteen yes votes.

The Council approved this exception to the NELAP Evaluation SOP 3-102 (section 5.4) as the best of several available options for resolving a complaint and avoiding a potential conflict of interest while allowing the remaining AB evaluations to proceed on schedule. The contracted Lead Evaluator will perform the other evaluations, as planned.

The Council will undertake to revise the Evaluation SOP before the next round of evaluations (beginning in late 2016) to try and avoid such potential conflicts of interest in the future. However, all agreed that the best course was to hold those deliberations while the current evaluation cycle continues, rather than delaying to revise the SOP before beginning the remaining ABs.

5. Next Meeting

The next meeting of the AC will take place on Monday, June 1, 2015, at 1:30 pm Eastern. An agenda and teleconference information will be sent out before the meeting.

NOTE: We still need a volunteer AB to lead the Summer 2015 Assessor Call – either July or August. Please consider if your AB will be able to do this.

Attachment 1

| STATE | REPRESENTATIVE | PRESENT |
|-----------|---|------------------------|
| FL | Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve.arms@flhealth.gov | Yes |
| | Alternate: Carl Kircher E: carl.kircher@flhealth.gov | No |
| IL | Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov | No |
| | Alternate: Janet Cruse T: 217-785-0601 E: Janet.Cruse@illinois.gov | No |
| KS | N. Myron Gunsalus 785-291-3162 E: ngunsalus@kdheks.gov | No |
| | Alternate: Sara Hoffman shoffman@kdheks.gov | Yes Also Nick Reams |
| LA DEQ | Paul Bergeron T: 225-219-3185 E: Paul.Bergeron@la.gov | Yes |
| | Alternate: TBD | |
| LA DHH | Donnell Ward T: E: donnell.ward@la.gov | Yes |
| | Alternate: TBD | |
| MN | Lynn Boysen E: lynn.boysen@state.mn.us | No |
| | Alternate: TBD | |
| NH | Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: george.hall@des.nh.gov | No |
| | Alternate: TBD | |

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| NJ | Joe Aiello T: (609) 633-3840 F: (609) 777-1774 E: joseph.aiello@dep.state.nj.us | No |
| | Alternate : Rachel Ellis E: rachel.ellis@dep.state.nj.us | Yes |
| NY | Mike Ryan T: (518) 473-3424 F: (518) 485-5568 E: michael.ryan@health.ny.gov | No |
| | Alternate: Victoria Pretti victoria.pretti@health.ny.gov | Yes |
| | Included for information purposes: Lynn McNaughton lynn.mcnaughton@health.ny.gov | No |
| OR | Gary Ward T: 503-693-4122 F: 503-693-5602 E: gary.k.ward@state.or.us | Yes |
| | Shannon Swantek T: 503-693-5784 E: Shannon.swantek@state.or.us | Yes |
| | Included for information purposes: Scott Hoatson T: (503) 693-5786 E: hoatson.scott@deq.state.or.us | No |
| PA | Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@pa.gov | No |
| | Alternate: Yumi Creason E: ycreason@pa.gov | No |
| TX | Ken Lancaster T: (512) 239-1990 E: Ken.Lancaster@tceq.texas.gov | Yes |
| | Ruthie Wedig E: Ruth.Wedig@tceq.texas.gov | No |
| UT | Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov | Yes |
| | Alternate: Jill Jones T: (801) 965-3899 E: jilljones@utah.gov | No |

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| VA | Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov | Yes |
| | Alternate: Ed Shaw T: 804-648-4480 ext.152 E: ed.shaw@dgs.virginia.gov | No |
| NELAP AC PA and EC | Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org | Yes |
| EPA Liaison | Donna Ringel T: 732-321-4383 E: Ringel.Donna@epa.gov | Yes |
| California | Christine Sotelo Christine.Sotelo@waterboards.ca.gov | No |
| Oklahoma | David Caldwell E: David.Caldwell@deq.ok.gov | Yes |
| Guests: | Chris Mayeux Chris.Mayeux@LA.GOV | |