

**Summary of the TNI NELAP Board Meeting
March 17, 2008**

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on March 17, 2008, at 12:30 PM CDT. Attendance is recorded in Attachment 1.

2. Approval of minutes.

The summary of the March 3, 2008, meeting was reviewed. A motion was made and seconded to approve the summary for posting. Motion passed and the program administrator was directed to post the summary.

3. Update on AB renewals

A chart showing the status of the AB renewals was circulated prior to the meeting. All completeness reviews are completed and all ABs have been notified of status with the exception of CA which is forthcoming.

Steve Gibson, TX, and Dan Dickinson, NY, will be added to evaluation teams to satisfy qualification requirements.

4. Travel for state evaluators

Travel for state evaluators will be handled on a case by case basis at this point. All ABs agreed that a state should not have to pay twice. In other words, if a state pays to send an evaluator to another state, it should not pay to have its own program evaluated. Discussion of future options to handle evaluator travel included the possibility of a fee paid to TNI which would be used to fund evaluator travel.

5. SOPs accepted

Dan Hickman reported that the TNI Board has accepted the NELAP Board's SOPs on Voting and General Committee Operations. The TNI board has requested that in future revisions the NELAP Board should consider adding language relating to adoption of new standards and language regarding situations when a Board member should recuse himself/herself from voting due to conflict of interest. Dan directed Carol to prepare a draft of the recommended changes for consideration at the next meeting.

6. Recognition Policy

Steve Stubbs prepared comments on the recognition policy received from the LASC. The Board concurred that the policy statement needed to be shorter and some of the text

should be moved to an SOP. Dan will send the comments back to June Flowers, chair of the LASC, and recommend a shorter policy.

7. Standard Interpretation SOP

LASC forwarded the Standard Interpretation SOP for approval. There was some discussion and concern that this interpretation SOP might interfere with the lab assessment process. It was the consensus of members that this SOP should not be used to hold up the lab assessment process if there is a dispute between the lab and the AB. Mike Miller moved that the SOP be adopted. George Kulasingam seconded the motion. Members present voting in favor included: CA, FL, KS, LADHH, NH, NJ, NY, OR, PA, TX, and UT. IL and LADEQ were absent and will be allowed to vote by email.

8. TNI membership

Steve Stubbs reported that the Policy Committee had asked him to discuss the issue of TNI membership with the NELAP Board. The question posed is whether membership in TNI should be required for an individual to be a member of a Board or committee. Ken Jackson pointed out that TNI membership was not required for participation on an expert committee as an affiliate member. An affiliate member has all the rights and privileges of paid members. It would be consistent to allow the same for other Boards and committees. In light of this, the NELAP Board determined that membership in TNI is not an issue.

9. Next meeting.

The next meeting of the NELAP Board will be April 7, 2008, at 12:30 CDT. Agenda items will include:

- Report on renewals

Attachment 1

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen, jjensen@dhs.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502	Yes

	<p>F: (904) 791-1591 E: steve_arms@doh.state.fl.us</p> <p>Alternate: Carl Kircher, carl_kircher@doh.state.fl.us</p>	
IL	<p>Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@illinois.gov</p> <p>Alternate: TBA</p>	No
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>Melvin C. Mitchell E: Mitch.Mitchell@la.gov T: 225-219-9800 F: 225-219-9898</p> <p>Altérnate: Paúl Bergeron E: Paul.Bergeron@la.gov</p>	No
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>Alternante: Jeanne Chwasciak, jcchwasciak@des.state.nh.us</p>	Yes
NJ	<p>Michael Miller T: (609)292-3950</p>	Yes

	<p>F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us</p>	
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>Aaren Alger T: (717) 346-8212 F: (717) 346-8590 E: aaalger@state.pa.us</p> <p>Alternate: Bethany Piper bpiper@state.pa.us</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>	Yes
UT	<p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Kristin Brown kristinbrown@utah.gov</p>	Yes

	Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net	Yes
	Evaluation Coordinator: Lynn Bradley T: 202-565-2575 E: Bradley.lynn@epa.gov	No
	Quality Assurance Officer Paul Ellingson T: 801-201-8166 E: altasnow@gmail.com	No