

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 October 6, 2015

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 1:30 pm CDT on October 6, 2015. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board member	√
Kristin Brown	NELAP AB	Absent
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	√
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	Absent
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	Absent

TNI Non-governmental Accreditation Body Recognition Committee (TNRC):

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	√
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
Vacancy	State Accreditation Body	
Marlene Moore	Other, NEFAP Recognition Comm.	√
Ilona Taunton	Evaluation Coordinator	√

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. Complaint update

Alfredo reported that the Policy Committee had voted to accept the recommendations of the investigation team with some modifications and the report will be forwarded to the TNI Board for their action. Policy will include a cover letter with the report with some background information and points that the Board should consider when making their final determination on the disposition of the

complaint. Key points addressed in the report include: how and when to disband the NGAB work group, where the NGAB effort should be placed organizationally and whether or not the NGAB effort constitutes a core program. Alfredo will report that the NGAB work group and the TNRC are in general agreement with the investigation report, but that more discussion is needed.

3. Pending items to be addressed before disbanding the NGAB work group

The NGAB work group and TNRC identified the following pending items that should be addressed before the NGAB work group is dissolved:

- **SOP revisions** – the work group will need to address the SOP revisions that have been identified to date, primarily related the combination of the Lead Evaluator and Evaluation Coordinator positions. Under the responsibilities of the TNRC as identified in the current SOP, the TNRC cannot do this. The Board would have to do it or appoint a subcommittee to do it. See discussion below on the final organizational placement of the TNRC.
- **Logo** – the work group should finalize a logo for the NGABs before disbanding
- **Analysis of options for organizational placement of TNRC** – this effort could be undertaken by the NGAB Workgroup and the TNRC if the TNI Board would want it and would authorize it. Options discussed leaving the TNRC under the Board, which may require the TNRC to write its SOPs and Policies or to have the TNI Board assume these functions. . Another option is to place the TNRC under the LASEC which is consistent with NELAP although it was noted that NELAP tends to write its own policies and procedures with review from the LASEC. It was also noted that the NEFAP and NELAP models differ in how support and oversight is provided to the program, and this needs to be considered in the analysis.

If the Board does not want the NGAB work group to provide the organizational analysis, then the **December 1, 2015**, is a reasonable time to disband the work group. If the analysis is needed, then the work group will need to stay in existence longer.

4. Status of application processing

Ilona reported that in attempting to schedule the on-site evaluations and observations for the NGAB applicants, she was concerned about meeting the recognition deadline that the NGAB work group had set for the Tulsa meeting. After discussion, members agreed that realistically, we may not be able to complete the recognition process by the Tulsa meeting because it would not be realistic to schedule the required laboratory observations before the annual meeting. However, we could set a goal to have all of the evaluation on-sites done by then. The recognitions then could be easily completed by summer.

5. Next Meeting

The next meeting of the NGAB Working Group and TNRC will be **Monday, October 19 at 9:00 am CENTRAL**. Agenda items will include:

Logo for NGAB certificates
Progress on applications
Report on TNI Board action