

# TNI Board of Directors Meeting Agenda February 10, 2010

---

## 1. Roll Call and Approval of January 13 and January 28 Minutes

Directors	Present
Joe Aiello	
Aaren Alger	
Steve Arms	X
Judith Duncan	X
Jack Farrell	X
Ken Jackson	
Tom McAninch	X
Sharon Mertens	X
Judy Morgan	X
Ken Olson	
Aurora Shields	X
Matt Sica	
Alfredo Sotomayor	X
Dave Speis	X
Curtis Wood	X
Bob Wyeth	X
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	
Edward Hartzog	
Staff	
Carol Batterton	X
Jerry Parr	X
Ilona Taunton	X
Jane Wilson	X
Janice Wlodarski	X

Guests: Paul Ellingson, AQS and Kevin Kubik, EPA Region 2

### Approval of January 13, 2010 meeting minutes:

**Motion:** Sharon Mertens  
**Second:** Judy Morgan  
**Approved:** Unanimous

### Approval of January 28, 2010 meeting minutes with corrections

**Motion:** Sharon Mertens  
**Second:** Tom McAninch  
**Approved:** Unanimous

## 2. QAO Report

The following is a summary of the QAO report written by Paul Ellingson.

Paul was present at the AB evaluations as a QA officer, a neutral party, to ensure consistency between evaluation events. He made sure that each evaluation team covered all bases, that every AB got a full review and that the evaluation teams did not go off on their own tangents. Requirements were being held to standard. Paul also made sure each of the ABs had a mechanism to make sure they were treated fairly and could take complaints to Paul, which Paul then could take to Board.

Nine evaluations were done in 2008. There was a technical review prior to the evaluation, then the evaluation, then report writing process. Paul's role was on-site evaluation.

Paul used a checklist provided to the evaluation teams. He broke it into 18 categories and made sure there was a thorough review for each category.

Several items not clear about what standard meant. He gave an opinion or took to NELAP Board for ruling. NELAP Board was very thorough in their review of their interpretations. Came to consensus and rendered opinion.

*Why did these not go through LASC?* It should have occurred. NELAP Board apologized and it won't happen again. This is how the SOP is written for the evaluations of the ABs and the Board followed this SOP. (Keep in mind these occurred in 2008.)

*What was the context of the request for interpretations?* Intent was not to erase a deficiency for an AB but to create an interpretation that made sense. *Even a repeat finding?* Yes. *What steps were taken to look at the evaluations and process – was this done?* Yes. SOP and NELAC 2003 do not give any type of punishment or requirement for repeat findings. *What will NELAP Board do with this report?* This question is beyond the scope of Paul's role.

The QOA Report was submitted to NELAP Board approximately mid-to-late November. *Is there an action item on NELAP Board agenda to do something with this?* No specific action item at this time. Some action items were identified but there is no formal process to resolve them – no formal letter response or anything at this point in time. *Do they at least agree with Paul's report?* As far as we know – yes.

Discussion:

Should the TNI Board consider this a report to management with corrective actions? Can Aaren get this on the NB agenda?

Should these be revisited by a different process and arrive (possibly) at a different conclusion? Would this help satisfy some of the ill feelings about the process/conclusions that occurred? Reopen these questions (not the evaluations). Take the questions for interpretation back for review.

Real issue: Decisions made within that group alone (NELAP Board) seem self-serving and need to be opened up to include others besides the NELAP Board. This is an issue that we're dealing with already.

(Jack) Root/cause analysis. Report has good information, good improvement ideas. Someone should go through the report and do a root/cause analysis and propose a solution back to the TNI Board.

(Judy D.) Putting root/cause into the documentation for final outcome would be helpful.

(Steve) Mistake to leave this in the hands of the NELAP Board to take care of. TNI Board needs to be involved/provide oversight. There is a need for process improvement (TNI Board).

(Sharon) We don't have to go in and tell them how it should be improved. Also, these items are from the 2003 Standard and may go away with the new TNI Standard.

Suggestion: Form a group to review report, highlight sections that we think need the NELAP Board should respond to along with suggestions of what in particular we would like the response to focus on. What needs attention and some suggestions for what needs attention. Propose something back to the TNI Board for action. Volunteers for the group: Alfredo, Dave, Jack, Sharon, Brenda. Report due before next Board call in March. Jerry will act as facilitator.

Jerry asked Paul to reissue report with a date on it.

### **3. MOU on Lead Program**

EPA continues to work to develop a MOU related to the lead-based paint program. A separate attachment represents the current draft that is to be reviewed by EPA attorneys. The final version will be on the March board agenda for action.

Everyone should review and send email to Jerry (copy Steve) quickly if they see anything that they think should be addressed.

Sharon: Kicks off in April. Wants to make sure there is no expectation that we are will be able to implement the program immediately. Jerry will check by next call.

### **4. TNI Organization**

The organization chart was reviewed during today's call. A small group will meet outside of the Board to work more on the organization chart (Carol, Ilona, Jerry, Aaren Alger, Judy Duncan, Judy Morgan, Steve Stubbs, Joe Aiello).

Everyone should review the text document and send comments to Jerry.

### **5. Program Reports**

See minutes from January 28 meeting.

### **6. Membership**

Active Members: 647