

# TNI Board of Directors Meeting Summary

## March 12, 2008

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### 1. Call to Order

Judy Duncan called the meeting to order at 12:03 pm (CDT). Susan Johns acted as scribe.

Directors	Present
Joe Aiello	Yes
Steve Arms	Yes
Judith Duncan	Yes
Jack Farrell	Yes
Ken Jackson	No
Tom McAninch	Yes
Dave Mendenhall	No
Sharon Mertens	Yes
Judy Morgan	No
Ken Olson	Yes
Aurora Shields	Yes
Alfredo Sotomayor	Yes
Dave Speis	Yes
Bob Wyeth	No
Ex-Officio Directors	
Brooke Connor	Yes
Barbara Finazzo	No
George Detsis	Yes
Edward Hartzog	No
Staff	
Carol Batterton	Yes
Jerry Parr	Yes
Susan Johns	Yes
Jane Wilson	No

### 2. Approval of Minutes

Two sets of minutes, which had been distributed prior to the teleconference, were considered:

- January 18, 2008
  - Jerry Parr will review the minutes and correct the spelling of names
  - Motion: To approve the minutes as corrected. [Motion by Jack Farrell; second by Sharon Mertens]. Approved.
  
- February 13, 2008
  - Jerry Parr will add a statement to the minutes in the roll call section stating that he was unable to attend the meeting due to a personal matter.
  - Motion: To approve the minutes as corrected. [Motion by Jack Farrell; second by Sharon Mertens]. Approved.

### **3. Finance Committee (Sharon Mertens)**

- a) The Financial Audit Committee has met and is working on guidelines for the Executive Director (ED) to use for financial reports. These guidelines will propose that the ED provide quarterly financial reports to include budgeted and actual expenses. Interim reports would be provided as needed. The committee expects to complete these recommendations prior to the next TNI Board meeting.
- b) Sharon Mertens will be meeting with an accountant by the end of this month about the 2006 (INELA) audit. They will also begin planning for the 2007 (TNI) audit.
- c) Dave Mendenhall is a member of the committee who is rotating off the TNI Board. He has agreed to remain on the committee.
- d) Jerry Parr provided some additional information:
  - TNI will be receiving the incremental funding from EPA for 2007 for NEMC award shortly.
  - The report on the January meeting is not yet complete.

### **4. Policy Committee (Alfredo Sotomayor)**

- a) SOPs for Board Endorsement
  - The Policy Committee has reviewed and endorsed the following SOPs for NELAP and the Consensus Standards Development Program (CSDP):
    - NELAP Board General Operating Procedures
    - NELAP Voting Procedure for General Business and Laboratory Accreditation Matters
    - CSDP Procedures Governing Standards Development
    - CSDP Procedures for Expert Committee Operations
  - The Policy Committee has requested a few clarifications for these procedures to be incorporated into the next revision, but is recommending endorsement by the TNI Board since these clarifications are not major issues.
  - The TNI Board discussed the proposed SOPs and endorsed them with the following comments:
    - NELAP should revise the SOP on voting to include a reference to another SOP that will address the adoption of TNI standards.
    - NELAP should add a section about conflict of interest and recusal to the SOP on voting.
  - Motion: To approve the NELAP SOPs. [Motion by David Speis, second by Sharon Mertens.] Approved.
    - Alfredo will notify NELAP and ask them to address the comments.
  - Motion: To approve the CSD Program SOP. [Motion by Sharon Mertens, second by David Speis.] Approved.
- b) Activities of the Technical Assistance Committee
  - Jack Farrell asked the Board for guidance on how the Technical Assistance Committee (TAC) should proceed with the distribution of its two template SOPs for laboratories (Administrative SOP Template and Technical SOP Template).
    - The consensus of the Board was that the TAC Chair Barbara Escobar should submit the templates to both the Policy Committee (for review) and to the TNI Board through the Executive Director (for the establishment of fees).

- The Policy Committee will review the two templates and make a recommendation to the TNI Board at its next meeting. Judy Duncan also requested Alfredo Sotomayor to have the Policy Committee draft a policy on conducting this type of reviews.
- Jerry Parr will contact the TAC chair and bring a recommendation/proposal to the TNI Board on marketing (to include price) the templates.
- Judy Duncan will include the approval of the two TAC templates on the next TNI Board meeting agenda.

## **5. Advocacy Committee – Small Laboratory Advocate**

Jerry Parr presented an Advocacy Committee recommendation to establish a Small Laboratory Advocate. This will be a special volunteer position which will have a seat on the TAC. There will be no funding for the position and requests for travel assistance will be handled as for all other volunteer positions. The consensus of the TNI Board was to proceed with the establishment of this position. Jerry Parr will notify the TAC and Advocacy Committee chairs. He will also post the job description and request volunteers/applications.

## **6. TNI Representative on ELAB**

Jerry Parr reported that there is an opening on EPA's Environmental Laboratory Advisory Board (ELAB) and Lara Autry has indicated she will entertain an application for a TNI representative for that position. Jerry Parr and Judy Duncan will send a joint email memo to TNI Board members to solicit nominations. Board members can may either self-nominate or nominate other individuals. After receiving nominations. Judy Duncan will select the individual to apply to represent TNI on ELAB.

## **7. Operational Plan**

TNI discussed the operational plan which was approved as part of the minutes of January 18, 2008.

- Jerry Parr will send the operational plan to the committee chairs. The chairs are to discuss the plan with the committees at their April meetings. Jerry will request they return comments/additions on the plan. Jerry will have this information available for discussion at the May TNI call.
- Jerry will provide a brief explanation with the plan, to include how the plan fits in with committee charters and progress reports (i.e., the charters establish committee responsibilities, the operational plan establishes what the committees will be working on during the current year; and progress reports will update the Board with respect to completing the tasks listed in the operational plan).
- Jerry will encourage committee chairs to contact Jerry or Judy if there are questions and will offer to have someone sit on the committee to explain the operational plan, if needed.
- Jerry will organize the operational plan by program prior to distributing.
- After discussion at the May TNI Board meeting, Jerry will begin collecting reports for the Board from them based on the plan.

## **8. Newsletter**

The Board discussed the Newsletter presented by Jerry Parr and agreed it was ready to be published.

## **9. Executive Director and Program Administrator Reports**

The Executive Director and Program Administrator reports are appended to these minutes.

- There was a discussion about the large number of memberships that had expired. Jerry will contact the individuals via email to find out why they are not renewing their memberships.
- All NELAP applications have been received and all have been reviewed for completeness. There are three on-site evaluations scheduled for May: NH, NY, KS
- The ANSI accreditation appeals are complete.
  - Jerry will check to see if TNI will receive a certificate.
  - Jerry will add the information to the newsletter and will do a press release. Jerry will word the announcements so that there is no confusion about the actual date of the accreditation (prior to the appeal).
  - Jerry will also check to see if there is an ANSI seal we can add to the website.

## **10. Other Issues**

David Speis presented additional information to the Board.

- **Homeland Security.** David is waiting for a response from Barbara Finazzo.
- **Air PT.** David drafted letter and it was reviewed. Judy will contact Barbara Finazzo or Lara Autry to determine a strategy to present it to EPA.
- **Stack Testing.** David contacted Scott Evans and requested a proposal on how they would like to structure this. To date, there has been no response. David will re-contact Scott Evans.
- **Newport Budget Report.** David will be contacting Sharon Mertens later this week and hope to have something to report to the Board shortly.

## **11. Board Election**

Jerry reported the process ends next Tuesday. Once complete, Jerry will send emails notifying the new and old Directors of the election results and provide background information to the incoming Directors. The new Board will be seated in April 2008 and new officers will be elected at that time.

## **12. Adjournment**

The meeting adjourned at 1:25pm CDT.

## Executive Director's Report

March 12, 2008

### **Activities completed since January 18:**

- Finalized draft of operational plan
- Revised web pages for standards development, including options for purchase
- Finalized newsletter
- Developed consultant referral directory (will be posted by 3/17)
- Organized session for EPA Quality Conference
- Webinar (with Lara Autry and Ilona Taunton) with Air & Solid Waste Management Association (ASWMA)
- Began work on summer meeting (NEMC + Forum)
  - Started exhibit program
  - Finalized registration fees and budget
  - Issued RFP for Training Courses
  - Established basic schedule

### **Upcoming activities**

- Finalize 2007 financial report
- Continue work on summer meeting
  - Finalize training courses
  - Hotel site visit
  - Publish brochure
  - Draft detailed schedule
- Finalize operational plan
- Publish Board minutes
- Revise NEMC and TNI websites
- Presentation at TCEQ trade fair

### **Organization update**

September 12: 575 Active members  
Today: 610 Active members

Note: Significant number of non-renewals (44) in January/February. See attached. A few of these will come in.

**Program Administrator Report  
March 12, 2008**

**TNI NELAP Board**

- All current ABs submitted applications by March 1 deadline.
- Evaluation coordinator, Lynn Bradley, completed all application completeness reviews and forwarded reports to lead evaluators.
- Revised SOP for accreditation body evaluations following Newport meeting and evaluator training.
- Revised voting SOP to include AB recognition and standards adoption and forwarded to Policy Committee.
- Approved SOP for dispute resolution forwarded by the LASC.
- Approved SOP for review and acceptance of TNI standards.
- Reviewed policy for recognition forwarded by LASC.
- Held two conference calls with all EPA evaluators and state evaluators.

**Laboratory Accreditation Committee**

- Completed PT white paper and presented at Newport meeting.
- Forwarded Recognition Policy to NELAP Board.
- Forwarded Dispute Resolution SOP to NELAP Board.
- Scheduled Standards Interpretation SOP for final vote on 3-14-08.
- Preparing to review new TNI standards and forward to NELAP Board.

**National Database Subcommittee**

- Forwarded database development plan to NFSTC for contractor to begin work.
- Held conference call to answer contractor questions.

**PT Board**

- Microbiology FoPT subcommittee finished initial charge and forwarded report to PT Board for action.
- PT Board established FoPT toxicity subcommittee.
- Re-formatted and re-adopted the following SOPs: acceptance criteria, complaints, operations, evaluation of PTOB/PTPA, and voting.
- Coordinated with A2LA on next round of PT provider oversight evaluations.
- Assigned team for re-evaluation of A2LA as PTOB.

**Consensus Standards Development**

- Uniformity of Standards committee was reactivated (Chair Carl Kircher) to review all TNI modules for editorial consistency. Committee report has been compiled and forwarded to Ken and Jane for review to determine what revisions can be made as editorial changes.
- Any other changes (non-editorial) will be provided to the Expert Committees for consideration in next revision cycle.. TNI modules can then undergo any final edits and be posted as FINAL versions. Posting on the TNI site will start the 30 day window for appeals (only for the 10 new modules).

- 2008 meeting schedule has been determined and posted on website.
- Still waiting to hear from ANSI regarding Scott Evans appeal of TNI accreditation.

**Website**

- Significant progress in new and revised website  
<http://nelac.enviromatrix.com/default.php>
- Board ballot
- Survey for laboratories and assessors

**Expired TNI Memberships for 2008**

Michael	Hartman	Air-Tech Environmental, LLC
Kathy	Irminger	Irminger Consulting, Inc.
Brian	Boling	TestAmerica Analytical Testing Corp.
James	Taylor	Trace Analysis, Inc.
Steven	Axelrod	Hillsborough County Water Resource Svcs.
Laura	Cintron	Hillsborough County Water Resource Svcs.
Michael	Bernard	San Antonio Water System
Michael	Wichman	University of Iowa Hygienic Lab
Brenda	Luk	Edward S. Babcock & Sons, Inc.
Brian	Goyette	Environmental Monitoring & Technologies, Inc.
Margaret	Knight	USEPA Region 10
Rosanna	Buhl	Battelle
Chennakrishna	Kondreddi	CHEMTEX
Michael	Zimmerman	Shaw Environmental - QATS Lab
David	Cantillo	PEL Laboratories
John	DuPont	DHL Analytical, Inc.
Krista	Line	Cardinal Laboratories, Inc.
Antoinette	Ruschman	Cardinal Laboratories, Inc.
Ronald	Jenks	Pinellas County Utilities Lab
Albert	McAfee	Pinellas County Utilities Lab
Robert	Bradley	York Analytical Laboratories, Inc.
Kevin	Kubik	USEPA Region 2
Jenny	Scifres	USEPA Region 4
Brian	Honey	IT Toolworks, LLC
Kelley	Brady	IT Toolworks, LLC
Philip	Coyner	IT Toolworks, LLC
Kyra	Crutchfield	Oxidor Corporation
Gerry	Ioannides	R. D. Zande & Associates
Rodney	Reininger	TMI Analytical Services, LLC
David	Turner	Turner Tech, LLC
Phillip	Worby	QC Laboratories Inc.
Malcolm	Howell	Environmental Testing Group, Inc
Leyla	Perez	E. S. Babcock & Sons, Inc.
Matt	Sowards	ACZ Laboratories, Inc.
James	Johnson	SVL Analytical, Inc.
Noel	Grant	Miami Dade Water & Sewer Dept.
Thomas	Newman	Addylab, LLC
Carl	Addy	Addylab, LLC
Angela	Gilbert	City of Titusville
Miel	Barman	Wisconsin State Laboratory of Hygiene
Ronald	Larsen	City of Wilsonville, Oregon
Denise	Jensen	Northern Analytical Laboratories, Inc.
Ty	Garber	Wibby Environmental
Keith	Ward	Wibby Environmental