

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
October 20, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on October 20, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present. There were 2 Associate members.

The September meeting was canceled because there were not enough voting members on the call to hold a meeting. The Committee has been struggling to meet a quorum. Jeremy would rather do meetings later or earlier - 1pm is difficult. Justin will reach out to the Committee to see if a new time would be better to schedule the regular meetings.

There were not enough voting members on the call to vote on minutes.

2. Nomination Committee

Need confirmation on the bios for the existing members. Ilona found the last versions and they should be good to use. She will send them to William after the meeting so he can post the information for the vote.

Justin will talk to people that haven't been able to attend regularly to see if they would prefer to be an associate.

3. TNI Board Meeting

Justin couldn't make the meeting, but Jerry and Alfredo read Justin's comments. The Board continues to support NEFAP and more discussion will follow after the next metrics report to the Board.

Tracy, Jerry and Justin had a call about the Ambassador program for NEFAP. It is something that NEFAP will need to do on their own. The Marketing Subcommittee is working on this.

Marlene commented that an issue came up about whether documents need to be reviewed by Advocacy before they go out? Anything that is published has to go through Advocacy. She asked if social media posts have to go through Advocacy? Ilona understood that material that is published outside of TNI's site(s) would need to go through Advocacy.

The Committee would like to make up a list of questions to understand what communication needs to go through advocacy. Justin will work with the Marketing

Subcommittee about putting a letter together to understand the impact of document review with Advocacy.

4. Subcommittees

Marketing Subcommittee: Tracy was not present to do an update.

Training Subcommittee: Paul and Adam are working on the internal audit training course. Paul has already started a Powerpoint for his topics and he will insert Adam's information. The Training Subcommittee will then review it and send it to the NEFAP EC for additional comments before finalizing it.

5. New Business

Justin will follow-up with an email regarding the Charter and voting. Minutes may also be sent via email for voting.

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting will be on Wednesday, November 17, 2021 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Justin adjourned the meeting at 2:20pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Absent	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Present	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Present	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsaha.state.or.us
Norman Rodriguez-Iglesias (2021*) Absent	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*) Absent	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek		shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kim Watson		Stone Environmental
Katie Strothman	X	

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
39	Give Alternate name to Ilona.	All	Ongoing	Ongoing Continue to give to Ilona.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	Kirstin	10/15/13 Ilona forward by 5/2/17	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week. 4/24/17 – Ilona will forward Jerry’s presentation for review to the committee. 6/19/19 – John will send his presentation to Kirstin and this will be discussed in July and possibly shared in Jacksonville.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Kirstin	3/5/15 TBD	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER 6/19/19: Schedule time to look at these documents.
164	Review White Paper.	Kirstin/Tracy	4/30/15 TBD	12/11/15: Justin will review it and send it to Kim working on for something in 2017.

	Action Item	Who	Expected Completion	Actual Completion
				4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee. 9/20: Kim will look for it and send to Kirstin. Kirstin will reach out to Kim. 6/19/19: Kirstin will reach out to Justin to get a copy.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
207	Call Zaneta and Michelle about need and process for testimonials.	Shawn/Tracy	TBD	Shawn
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Kirstin	TBD	Kirstin will look at Jerry's version and the old presentation. See #124
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Shawn	TBD	
223	Update Strategic Plan document for review by committee.	Shawn	10/17/17 9/19 Meeting	6/19/19: Shawn and Justin expect to have a strawman in August.
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress 10/15/19: Scott – How do we make the Standard more value added. Scott will

	Action Item	Who	Expected Completion	Actual Completion
				present status next meeting. Kirstin will add a review of 2014 Standard to December meeting.
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress 10/15/19: FAC is waiting for this before they decide how it will fold into the new Standard. Paul will be asking the NEFAP EC to review a spreadsheet on their next call to address Scope – they are coming at it from a different direction. They are moving forward without the input, but would rather have this. Kirstin noted that there has been feedback that we were getting too detailed. Focus during November call. Kirstin will recirculate it before next call.
246	Review possible impact/opportunity of the America’s Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	June 2020	Kevin – most effective dates are 2020/2021. EPA has to decide how to make it happen. Ilona will send

	Action Item	Who	Expected Completion	Actual Completion
				reminder to Norman.
262	Present Status of New Standard in November. See action item 227.	Scott	11/20/19	
263	Present Scope ideas from the Task Force. Kirstin will distribute current version of Scope document before the next meeting. See action item 244.	Paul, Kirstin	11/19/19	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
276	Update Policy 7-100.	Ilona	TBD	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21.
284				

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2020	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
11	Form transition plan for implementation of new Field Standard when it is approved.	1-17-18	

Attachment D – Metrics Report

Third quarterly report to TNI Board of Directors on NEFAP metrics

Below is the third quarterly metrics report for evaluating NEFAP in accordance with our strategic plan and performance metrics submitted.

The training subcommittee has internalized development of the (paid) training program which will benefit the program by keeping revenue generated internal to the program. Work has begun on course development and we anticipate the course being offered late 2021/early 2022. The training component of our plan is still in development and is unlikely to meet the goals established.

Marketing efforts are in progress and we are seeing a small increase in interest from them. We anticipate this interest slowly increasing as our marketing efforts continue.

The metrics have not shown much growth in interest over the past few months but the focus has still been in development of the components of the plan which should continue to progress and begin to see returns especially in terms of interest once the marketing component reaches the wider marketplace.

A detailed description of the activities of the subcommittees to date is included in the program reports.

Program Metrics

Metric	Target by December 2021	Current	Priority
Increase number of FSMO applications	8	2	High
TNI Strategic Plan Objective #6: Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth. (medium priority)			
Develop revenue generating training sessions	3	1 in development	High
Develop multiple non-revenue generating training clips or informational media to promote paid sessions	2	1 in development	Low
Increase in number of people completing NEFAP/Field training courses in TNI	10	0	High
Increase NEFAP related revenue	\$1,500 increase	0	High
TNI Strategic Plan Objective #2: Focus available resources and efforts towards marketing the program. (High Priority)			
Increase in presentations given external to TNI	3	3	Medium
Increase in published promotions (articles/white paper)	1	1	Low
Increase in social media presence	20 posts on various formats	0	Medium
Additional indicators of program interest – not included in TNI strategic plan			
Increase in participation in EC meetings	75% attendance	44% in 3Q	Medium
Increase in associate members (NEFAP EC & FAC)	6 new associates (there are 12 existing)	4	Medium
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	4	Medium

Comments:

-Strategic Plan Objective #3 for establishing subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling is completed and their work is ongoing.

-Strategic plan Objective #4 of establishing metrics and timeline for evaluation of success measures and impact on the program has been initiated and is ongoing (this objective is the premise for this report).

-Strategic plan Objectives #1, #5, and #7 relate to the routine business operations of the program and committee and are not reflected on this report specifically.