

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
August 25, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on August 25, 2021 at 2pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present. There were 3 Associate members. Jerry Parr also attended the meeting.

The May, June and July minutes were sent by email for review and brought up on Webex for additional review. We did not have a voting quorum on a few meetings, so need to catch-up on reviewing and approving these.

A motion was made by David to approve the May 19, 2021, June 16, 2021 and July 21, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved. *(Addition: These minutes will need to be voted on again because there was not a quorum. See December 15, 2021 minutes.)*

2. Conference Update – Jerry Parr

Jerry joined the meeting to discuss the hybrid conference and to get feedback on the upcoming San Antonio conference. He shared a presentation with information and thoughts.

- Kevin agrees with everything in the presentation. He didn't like that virtual speakers were not shown on screen. Elizabeth agreed with this comment.
- Tracy thinks it is wise to offer the recordings since she has some reservations about what is ahead for Covid.
- Jerry noted that there might be exceptions for a few speakers. Everyone needs to be there in person.
- Tuesday through Friday is OK for the San Antonio meeting. Monday is a holiday for many.

3. Metrics

The metrics need to be submitted next week to the TNI Board. Justin pulled up the TNI strategic plan and compared it to the Committee's metrics. He changed the formatting of the report sent in the past to help it line up better with the TNI Strategic plan. Priorities were also established. Justin will continue to work on the formatting and a final copy will be included in Attachment D.

Ilona noted that FAC added an Associate member, and that Oklahoma is expressing interest in NEFAP AB procedures.

4. Subcommittees

No time for updates.

5. New Business

None

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting will be on Wednesday, September 15, 2021 at 1pm Eastern by teleconference. *(Addition: Meeting rescheduled for September 22, 2021 at 11:30am Eastern.)*

Action Items are included in Attachment B.

The meeting was adjourned at 3pm Eastern. (Motion: Elizabeth Second: Halley Unanimous approval.)

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) Absent	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Absent	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*) Present	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Present	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		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas	X	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	X	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	
278	Update Charter – review TNI Strategic Plan and 2021 Goals	Justin All	3/30/21	Complete
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21.
283	Update NEFAP Voting SOP to incorporate new TNI Voting SOP.	Ilona	5/14/21	Complete

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.