

Summary of the TNI NELAP Board Meeting March 19, 2007

1. Roll call.

Dan Hickman called the TNI NELAP Board meeting to order on March 19, 2007, at 12:30 PM. Attendance is recorded in Attachment 1.

2. Review of voting procedure

Steve Stubbs reviewed his comments and suggested changes to the draft voting procedure. Several issues were discussed extensively:

- How to define a quorum?
- How to define a majority?
- Whether there should be separate policies for routine business voting and approval AB's?
- When is use of the veto vote appropriate?

Consensus of the group seemed to be that on routine business matters a passing vote was a majority of those present and voting.

For matters related to the accreditation program, the consensus was that the procedure should be written to require 2/3 of the membership to be present to constitute a quorum, and a matter would need to be voted affirmatively by at least 2/3 of the Board with no veto votes. The Chair could extend the voting for up to one week following the meeting.

For approval of new accreditation bodies, renewal of existing accreditation bodies, and sanctioning accreditation bodies, the consensus was that a separate procedure should be written to require 80% of the membership to be present to constitute a quorum, and a matter would need to be voted affirmatively by at least 80% of the Board. Regarding potential appeals, Ken Jackson suggested using the ANSI process.

Dan asked Carol to revise the existing draft procedures to reflect these decisions.

3. Review of EPA Regional Evaluators Checklists and SOPs.

There was not time to review the EPA Regional Evaluators documents and they will be considered at the next meeting.

4. Next meeting.

The next regular meeting of the TNI NEALP board should be on April 2, 2007. However, many of the members will be attending the TNI strategic planning meeting. The April 2 meeting is therefore cancelled.

The next meeting of the TNI NELAP Board will be on April 16, 2007 at 12.30 CST. The TNI NELAP Board will continue to have its regular meetings on the first and third Mondays of each month at 12:30 CST.

Attachment I

State	Representative	Present
CA	George Kulasingam T: (510) 620-3155 F: (510) 620-3165 E: gkulasin@dhs.ca.gov Alternate: Jane Jensen, jjensen@dhs.ca.gov	Yes
FL	Stephen Arms T: (904) 791-1502 F: (904) 791-1591 E: steve_arms@doh.state.fl.us Alternate: Carl Kircher, carl_kircher@doh.state.fl.us	Yes
IL	Scott Siders T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us Alternate: Jim Shaw, james.shaw@illinois.gov	Absent
KS	Jack McKenzie T: (785) 296-1639 F: (785) 296-1638 E: jmckenzi@kdhe.state.ks.us Alternate: Aurora Shields, ashields@kdhe.state.ks.us	Yes
LA	Karen Varnado	Absent

DEQ	<p>T: (225) 765-2405 F: (225) 765-2408 E: karen.varnado@la.gov</p> <p>Alternate: David Boucher david.boucher@la.gov</p>	
LA DHH	<p>Louis Wales T: (225) 342-8491 F: (225) 342-7494 E: lwales@dhh.la.gov</p> <p>Alternate: Ginger Hutto, ghutto@dhh.la.gov</p>	Yes
NH	<p>Bill Hall T: (603) 271-2998 F: (603) 271-5171 E: whall@des.state.nh.us</p> <p>Alternate: Jeanne Chwasciak, jcchwasciak@des.state.nh.us</p>	Absent
NJ	<p>Michael Miller T: (609)292-3950 F: (609) 777-1774 E: michael.w.miller@dep.state.nj.us</p> <p>Alternate: Joe Aiello, joseph.aiello@dep.state.nj.us</p>	Debra Waller
NY	<p>Kenneth Jackson T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org</p> <p>Alternate: Dan Dickinson, dmd15@health.state.ny.us</p>	Yes
OR	<p>Dan Hickman T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us</p> <p>Alternate: RaeAnn Haynes,</p>	Yes

	haynes.raeann@deq.state.or.us	
PA	<p>Richard Sheibley T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us</p> <p>Alternate: Aaren Alger, aaalger@state.pa.us</p>	Yes
TX	<p>Stephen Stubbs T: (512) 239-3343 F: (512) 239-4760 E: sstubbs@tceq.state.tx.us</p> <p>Alternate: Steve Gibson, jgibson@tceq.state.tx.us</p>	Yes
UT	<p>David Mendenhall T: (801) 584-8470 F: (801) 584-8501 E: davidmendenhall@utah.gov</p> <p>Alternate: Paul Ellingson, pellings@utah.gov</p>	Yes
	<p>Program Administrator: Carol Batterton T: 830-990-1029 or 512-924-2102 E: carbat@beecreek.net</p>	Yes