

Proficiency Testing Expert Committee

Meeting Summary January 3, 2020

The Committee met by teleconference on Friday January 3, 2020 at 11:00 AM ET. Chair Nicole Cairns led the meeting. The Program Administrator was absent and the call was recorded. The recording was deleted immediately upon the meeting minutes presented herein.

Roll call

Nicole Cairns, NYSDOH (Chair; Laboratory)	Present
Thekkekalathil Chandrasekhar (Chandra), FLDEP (Laboratory)	Absent
Patrick Garrity, KYDOW (AB)	Present
Craig Huff, ERA (PT Provider)	Absent
Susan Jackson, SC DHEC (Laboratory)	Absent
Tim Miller, Phenova (PT Provider)	Present
Reggie Morgan, Hampton Roads San. Distr. (Lab)	Present
Rachel Bailey, Advanced Analytical Solutions (PT Provider)	Present
Matt Sica, ANAB (AB)	Absent
Robert Wyeth, Program Administrator	Absent

Associate Committee Member Audrey Cornell, Donna Ruokonen, Mike Blades, Fred Anderson, Sennett Kim, Rachel Ellis and Danielle Pearman were also present. With a quorum present the meeting proceeded. Attachment 1 presents the agenda for the meeting.

Review and approve minutes from November 1, 2019

The minutes from the November 1, 2019 conference call/meeting were presented and discussed. No changes were made and on a motion by Rachel second by Tim and a unanimous vote of the members present, the November minutes were approved. Minutes will be forwarded to William for posting.

Conference Agenda – Newport Beach, CA

Nicole advised committee members that early registration for the meeting closes on January 14th and that the hotel block expires on January 13th. Members attending were urged register and make hotel reservations if they had not already done so. Of committee members in attendance on the call, Nicole, Rachel, Reggie and Tim all plan to attend. Nicole introduced the PowerPoint she intends to use at the meeting. She expressed the opinion that the presentation is very general and introductory in nature. It is further intended for the meeting to solicit comments and input implementation of the standard and on direction for the committee relative necessary changes to the standard.

PTEC Membership/Chair

Nicole will represent the committee in Newport Beach but following the March committee meeting she will be relinquishing the chairmanship and a replacement needs to be in place by then. Susan's term is expiring but wishes to serve a second term. Pat motioned to accept Susan for a second term. The motion was seconded by Rachel and approved unanimously by members present. Nicole will notify Susan of her approval for a second term. All remaining current members are continuing on the committee but we need to expand membership to maximize participation. Balance will remain an issue and must be addressed. AB and Other participants are being sought.

The next meeting of the PTEC is scheduled for Newport Beach February 4 from 1:00 to 3:00 PM local time. No conference call capabilities will be available for the Newport meeting. No further meetings are planned for February other than a potential closed meeting to discuss membership applications. The next scheduled conference call is March 6, 2020 at 11:00 AM ET.

The meeting adjourned at 11:45 PM ET on a motion by Tim, a second by Reggie and a unanimous vote of the committee.

Attachment 1

TNI Proficiency Testing Expert Committee Agenda

01/03/20

11:00 AM – 12:30 PM EST

1. Review and approve minutes from 11/01/19
 - TNI_PTEC_11-1-2019_draft.docx
2. Newport Beach, CA – Presentation
 - TNI 2020 Newport Beach PTEC Meeting – FINAL.pptx
3. PTEC Membership/Chair

Call-in Information:

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United States: +1 218-339-7800

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Access code: 822 174

Attachment 2