

**Quality System Expert Committee (QS)
Meeting Summary**

March 14, 2016

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order at 1:13 pm Eastern by teleconference on March 14, 2016. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Bill Ray, Eric Denman, Jacob Oaxaca, and Meera Neb.

The motions for meeting minute acceptance were started during the February 15, 2016 meeting, but were not completed by email. The vote was finalized during today's meeting. The January 11, 2016 and January 26, 2016 minutes were unanimously approved by the committee membership present on today's call.

The February 15, 2016 minutes will be reviewed by email.

Ilona will send out a Doodle to schedule a call to work on the handbook this month since today's meeting is being kept short. (*Addition: No further meeting was held.*)

2. Committee Membership

Paul presented Sara Hoffman's information on the Webex screen. The information was reviewed.

A motion was made by Shari to add Sara Hoffman to the committee. The motion was seconded by Silky and unanimously approved. Paul will also check-in with the members that were not on the call today.

Paul is still waiting for information from Jacob Oaxaca (CA) and Elizabeth Garcia (OR). They are both ABs.

3. Action Items

A summary of action items can be found in Attachment B.

4. New Business

Paul wrote an article for the TNI newsletter regarding the handbook.

5. Next Meeting and Close

The next meeting will be planned by email to work on the Small Laboratory Handbook. Ilona will send out a conference call and Webex invitation. (*Addition: Next meeting was held May 9, 2016.*)

A summary of action items and backburner/reminder items can be found in Attachment B and C.

Paul adjourned the meeting at 1:28pm Eastern. (Motion: Jessica Second: Shari Unanimously approved.)

Attachment A
Participants
Quality Systems Expert Committee (QS)

Members (Exp)	Affiliation	Balance	Contact Information	
Paul Junio (2018) (Chair) Present	Northern Lake Service	Lab	262-547-3406	paulj@nslab.com
Michelle Wade (2016) (Vice-chair) Absent	Wade Consulting and Solutions	Other	913-449-5223	michellefromks@gmail.com
Katie Adams (2016) Absent	USEPA Region 10	Other	360-871-8748	Adams.Katie@epa.gov
Kristin Brown (2016) Present	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Patty Carvajal (2017*) Present	San Antonio River Authority	Lab	210-227-1373	pmcarvajal@sara-tx.org
Chris Gunning (2018*) Present	A2LA	Other	301-644-3230	cgunning@a2la.org
Jessica Jensen (2018*) Absent	A&E Analytical Laboratory	Lab	316-618-8787	jessica@aelabonline.com
Silky S. Labie (2018) Present (1:19)	Env. Lab Consulting & Technology, LLC	Other	850-656-6298	elcatllc@centurylink.net
Shari Pfalmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfalmer@esclabsciences.com
Dale Piechocki (2017*) Absent	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofinsUS.com
Matt Sowards (2017*) Absent	ACZ Laboratories, Inc.	Lab	970-879-6590	matts@acz.com
Shannon Swantek (2017*) Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Janice Willey (2018) Absent	NAVSEA Programs Field Office	Other	843-794-7346	Janice.willey@navy.mil
Ilona Taunton (Program Administrator) Present	The NELAC Institute	n/a	(828)712-9242	ilona.taunton@nelac-institute.org

