

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**June 27, 2018**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on June 27, 2018 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present. Associate members present: William Batschelet, Kim Watson, Jacob Gruzalski (Guest) and Pamela Hamlett.

The meeting minutes for the May 30, 2018 meeting were distributed by email for review. A motion was made by Paul to accept the minutes with a correction to the spelling in Natalie's name in the Task Force and a correction to Keith's contact information. The motion was seconded by Janis. Votes on Call: For – Justin, Kirstin, Janis, Cheryl, Calista, Paul, Tracy (for Doug) and Keith. There were no against votes or abstentions.

The vote will be completed by email.

*(Addition:*

*Votes by email:*

*Carl Kircher - For (7/6/18)*

*Seb Gillette - For (7/9/18)*

*The motion was approved and the minutes will be posted.)*

2 Committee Membership

Justin announced the result of the NEFAP EC membership vote and welcomed the new members:

FSMO – Janis LaRoux (second term), Jacob Gruzalski, Jeremy Driver, Jeff Buystedt  
Other – Geneva Bowman, Pam Hamlett, Norman Rodriguez

The new terms begin on July 1, 2018.

*(Addition: Jacob's term will begin as soon as his TNI membership becomes active.)*

3. New Committee Leadership

Cheryl thanked Justin for his leadership all these last years on the NEFAP EC. This will be his last meeting as a committee member.

Kim asked what the status is of the NEFAP Marketing/Strategic Planning Subcommittee. Justin will be taking leadership of the subcommittee as he rotates off as Chair. Justin thanked Kirstin for the time she stepped in as Chair this last year due to his needed absence.

There were questions about the budget and Justin noted that he has seen the budget, but it has not been presented to the committee. This is something that will be done at a future meeting.

### Chair

Justin reviewed the Chair responsibilities and then opened the floor for nominations for a new Chair. Paul made a motion to have Kirstin be the Chair of the NEFAP EC. The motion was seconded by Tracy.

Kirstin accepted the nomination and provided information about her background and the work she has done chairing committees in the past (PT Expert Committee, LASEC).

A roll call vote was taken:

Justin - For

Kirstin - For

Janis - For

Cheryl/Geneva - For

Calista - For

Paul - For

Tracy for Doug - For

Keith – For

The vote will be completed by email:

*(Addition:*

*Michelle – No Vote*

*Jeff – For (Email: 7/6/18)*

*Nilda – No Vote*

*Jeremy – For (Email: 7/9/18)*

*Jacob – No Vote*

*Pamela – For (Email: 7/6/18)*

*Shawn – No Vote*

*Carl – For (Email: 7/6/18)*

*Norman – For (Email: 7/9/18)*

*Russell – No Vote*

*The motion passed and Kirstin is the new Chair of the NEFAP EC. )*

### Vice-Chair

Tracy commented that she would be willing to step into the Vice-Chair role. Tracy will be stepping in as the primary PJLA AB member on the NEFAP EC and Doug Berg will be the back-up member. She will send Justin an email to this fact.

Paul made a motion to have Tracy be the Vice-Chair of the NEFAP EC. The motion was seconded by Janis. Tracy accepted the nomination.

A roll call vote was taken:

Justin - For

Kirstin - For

Janis - For

Cheryl/Geneva - For

Calista - For

Paul - For

Tracy for Doug - For

Keith – For

The vote will be completed by email:

*(Addition:*

*Michelle – No Vote*

*Jeff – For (Email: 7/6/18)*

*Nilda – No Vote*

*Jeremy – For (Email: 7/9/18)*

*Jacob – No Vote*

*Pamela – For (Email: 7/6/18)*

*Shawn – No Vote*

*Carl – For (Email: 7/6/18)*

*Norman – For (Email: 7/9/18)*

*Russell – No Vote*

*The motion passed and Tracy is the new Vice-Chair of the NEFAP EC. )*

#### 4. Complaint Update

The complaint is being handled using the NEFAP EC complaint process as per SOP 5-104. A Complaint Subcommittee has been formed consisting of Cheryl, Kirstin and Carl. They will make a recommendation to the NEFAP EC. An update will be given at the July meeting.

Justin reminded everyone that the Complaint SOP (5-104) required that an FSMO, AB and Other be part of the Complaint Subcommittee. This was not possible with this complaint because the complaint was about ABs. The SOP needs to be updated to prevent this issue in the future. This review will take place in the next few months. He asked everyone to take a look at the SOP and provide comments by email on anything else that needs to be updated or added.

#### 5. SOP 5-103

The changes made to the SOP included:

- Clarifying terms are three year terms and that NEFAP ABs stay on the committee and do not rotate off. FSMO and Other members do not serve more than two consecutive terms.
- Definitions were added.

Justin reviewed the definitions. NEFAP does define the stakeholder groups a little different than the rest of the organization. NEFAP defines an AB as a NEFAP recognized AB. Other ABs fall into the “Other” group.

Kirstin liked the definitions proposed and thought this approach would work until the glossary is complete.

William noted that perhaps it is better to add a statement that the NEFAP ABs are ex-officio members. Everyone agreed with this addition. It was a better term than non-electable.

The SOP will need to go back to the Policy Committee after the updates are finalized.

Kirstin motioned to approve SOP 5-103 as discussed above and amended. The motion was seconded by Paul. There was no further discussion.

Votes on Call: For – Justin, Kirstin, Janis, Cheryl, Calista, Paul, Tracy (for Doug) and Keith. There were no against votes or abstentions. The vote will be finished by email.

*(Addition: Ilona forwarded the definition for Stakeholder Groups that is in the TNI Glossary document. She suggested using this format and calling the definition – Stakeholder Groups – NEFAP. The concept is the same as what was approved in the approved version of the SOP, but the wording is different. She asked if this is editorial or a new change that needs to be approved.)*

## 6. New Orleans Meeting in August

Ilona reminded Justin and Kirstin that an agenda for the New Orleans meeting needs to be sent to Jerry by July 1, 2018.

Justin asked for ideas to discuss in New Orleans. Tracy suggested going back through Action Items.

Ilona noted that the meeting time in New Orleans is shared with FAC. She suggested that some time be left in the agenda to discuss the results of the special meeting on ISO/IEC 17025:2017 that is occurring on Wednesday. She also suggested looking at the DRAFT Scope Guidance document to prepare comments from the Committee to FAC. FAC is also hoping the NEFAP EC will still be providing comments on the current Standards.

Tracy suggested talking about Marketing/Strategic Planning ideas too. Get feedback from the attendees.

Justin will discuss the agenda with Shannon (new Chair of the FAC) and see if it makes sense to combine the meetings to discuss bigger topics.

Justin asked if a copy of the Scope Guidance Document can be re-distributed. Ilona will ask Shannon and Scott Haas to do this.

Justin will prepare the agenda and send it to Jerry.

#### 7. New Business

None

#### 8. Action Items

Action items can be viewed in Attachment B.

#### 9. Next Meeting

The next meeting is scheduled for July 18, 2018 at 1pm Eastern.

Action Items are included in Attachment B.

The meeting was adjourned at 12:05pm Eastern. (Motion: Calista Second: Paul Unanimously approved.)

## Attachment A

### TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) <b>Chair Present</b>	EMT	FSMO/Lab	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Kirstin Daigle (2020*) Vice-Chair <b>Absent</b>	Stone Environmental, Inc.	FSMO/Lab	802-778-0423	<a href="mailto:kdaigle@stone-env.com">kdaigle@stone-env.com</a>
Doug Berg (AB)  Tracy Szerszen - <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Paul Bergeron (2019)  <b>Present</b>	LELAP	Other	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Michelle Bradac (AB)  <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Nilda Cox (2019)  <b>Absent</b>	Eurofins Eaton Analytical Inc	FSMO/Lab	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2019)  <b>Present</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018)  <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Morgan Greenwald (2020*)  <b>Absent</b>	Cascade	FSMO	802-229-2197	<a href="mailto:mgreenwald@cascade-env.com">mgreenwald@cascade-env.com</a>
Shawn Kassner (2020*)  <b>Absent</b>	Neptune and Company, Inc.	Other	303-981-2780	<a href="mailto:skassner@neptuneinc.org">skassner@neptuneinc.org</a>
Carl Kircher (2019)  <b>Present</b>	Florida DOH	Other	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Janis La Roux (2018*)  <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.laroux@handpimg.com">janis.laroux@handpimg.com</a>
Cheryl Morton (2018)  <b>Geneva Bowman – Present (1:25pm)</b>	AIHA	Other	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*)  <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Keith Klemm (AB)  <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:kklemm@anab.org">kklemm@anab.org</a>
Richard Rago (2018*)  <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Russell Schindler (2020*)  <b>Present</b>	SampleServe.com	FSMO	231-218-7955	<a href="mailto:schindler@sampleserve.com">schindler@sampleserve.com</a>
Ilona Taunton (Program Administrator)  <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	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.
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.	Doug Leonard	<del>3/5/15</del> Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				Kim working on for something in 2017. 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.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	Expired. Harry will be moving off the committee next month.
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	<del>11/25/17</del> Postponed to	



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
			January 2018	
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	
235	Update SOP 5-103 with changes discussed on 5/30/18 and send to committee members for review and finalization at next meeting.	Justin	6/26/18	
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/ Ilona	7/1/18	
239	Get most current copy of DRAFT Scope Guidance Document from FAC.	Ilona	7/18/18	
240	Finish up votes started at 6/27/18 meeting by email.	Ilona	7/18/18	
241	Decide if final changes to SOP 5-103 are editorial.	All	7/18/18	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2017	
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	