

**Laboratory Accreditation System Executive Committee Meeting Minutes  
Thursday, September 28, 2023 1:30 pm Eastern**

1) Welcome and Roll Call

Maria opened the meeting. Attendance is recorded in Attachment A. Minutes from August 24 were approved unanimously after a motion by Silky, seconded by Brian, with Jack abstaining. Lynn had neglected to include the July and August 3 (conference) minutes, so Maria requested that those be approved by an email vote. In response to the email vote request, Mike moved and Silky seconded that both the July and conference minutes be approved, and a majority voted in favor of approving both minutes, as of October 2.

2) Vote on SIR Subcommittee Recommendation to Post SIR 465 to the AC Voting Site

There were no questions about the proposed action. Jack moved and Shari seconded that SIR 465 be forwarded to the webmaster for posting to the AC voting site. As a super-majority vote is required for SIR decisions, those present voted in person and the absent individuals were asked to vote by email. As of October 2, 11 votes (of 12 members) were cast in favor, with one abstention. The motion passed.

<b>Name</b>	<b>Vote</b>	<b>Name</b>	<b>Vote</b>
Maria Friedman	Yes	Jack Farrell	Yes
Harold Longbaugh	Yes	Brian Hulme	Yes
Aaren Alger	Yes	Silky Labie	Abstain
Patty Carvajal	Yes	Bill Hall	Yes
Stacie Crandall	Yes	Shari Pfallmer	Yes
Mike Delaney	Yes	Michele Potter	Yes

4) Revision of Committee Charter to Transfer Mentor Session and Assessment Forum to the Training Committee

This issue was presented to the committee at the August 24 meeting, and after further coordination with the Training Committee, plans were that both committees update their charters simultaneously, so that Board approval could happen for both at the same time, and has reached out to Calista and the Training Committee's Program Administrator, Ilona Taunton, to seek cooperation.

Several participants who had missed the August meeting raised concerns about moving the Assessment Forum, as that is not just "training" but was intended to provide a venue for assessors to discuss their roles and challenges encountered. An additional concern was that, with Dorothy Love's retirement and the planned transition to Calista Daigle and Val Slaven to manage the Mentor Session, along with Judy Morgan continuing to manage the Assessment Forum, that each of those individuals is a Pace Labs employee, and this could be perceived as either favoritism on the part of TNI or possibly bias in the content of the sessions. While there is no cause to suspect any such thing, we need to be sensitive to the appearance as well as the reality.

Historically, the Mentor Session was added as a follow-up to the Assessment Forum, so that issues raised in the Forum could be addressed at the next conference in the Mentor Session. The suggestion was made that if the Assessment Forum remain under

LASEC's purview, there should be an LASEC member managing it. Further discussion with the Training Committee needs to happen before any action is taken.

5) Vote on Revision of Conflict of Interest SOP 3-113 (Five Year Review)

The minor edit requested by Policy Committee to match the language of the NEFAP COI SOP was made, to state that committee members identify any conflict, rather than that the Chair request them to do so. No other changes were considered necessary. Silky moved and Jack seconded that the draft revised SOP 3-113 be approved and the simple majority vote was unanimously in favor. This SOP has been sent to Policy Committee for review.

6) Update on Changes to SIR Tracking

As part of a realignment of staff duties by the Executive Director, Paul Junio is now in charge of SIR tracking and reporting SIR status to the Board. Lynn will take over the two week notice and forwarding of AC-approved SIRs for posting to the TNI website. The tracking spreadsheet has been pared down to reflect only dates for the basic steps, with all timeframe calculations removed, as there was never sufficient data entered for those to be useful over the past two years, and the spreadsheet begins anew with only SIRs currently in some stage of review.

7) New Business

Jack Farrell announced his resignation as a voting member. He will remain an associate, so that he can stay informed about LASEC's activities. Thank you, Jack, for all your years of service on this committee (three and a half terms)!

8) Next Meeting

The next LASEC teleconference will be on Thursday, October 26, at 1:30 pm Eastern. An agenda and any needed documents will be provided in advance.

The next SIR Subcommittee teleconference will be on Thursday, October 19, 2023, at 1:30 Eastern.

**Attachment A TNI LABORATORY ACCREDITATION SYSTEMS EXECUTIVE COMMITTEE ROSTER**

	NAME	EMAIL	Term End Date	INTEREST	AFFILIATION	S/H CATEGORY	PRESENT
1	Maria Friedman, Chair	<a href="mailto:gamfriedman@gmail.com">gamfriedman@gmail.com</a>	1/23 (first term)	SIRs	CA ELAP	AB	Yes
2	Harold Longbaugh, Vice Chair	<a href="mailto:harold.longbaugh@houstontx.gov">harold.longbaugh@houstontx.gov</a>	1/25 (3rd term)	SIRs	Houston Lab	Lab	Yes
3	Aaren Alger	<a href="mailto:Aaren.s.alger@gmail.com">Aaren.s.alger@gmail.com</a>	1/23 (first term)	SIRs, Assessment Forum	Alger Consulting & Training	Other	Yes
4	Patty Carvajal	<a href="mailto:pmcarvajal@sara-tx.org">pmcarvajal@sara-tx.org</a>	1/25 (first term)		San Antonio River Authority	Lab	No
5	Stacie Crandall	<a href="mailto:scrandall@hrsdc.com">scrandall@hrsdc.com</a>	1/24 (first term)	SIRs	Hampton Roads Sanitation Distr.	Lab	No
6	Mike Delaney	<a href="mailto:mike@mikedelaney.org">mike@mikedelaney.org</a>	1/23 (first term)		Retired (MWRA)	Other	No
7	Jack Farrell	<a href="mailto:aex@ix.netcom.com">aex@ix.netcom.com</a>	1/25 (second term)	Mentor Session	Analytical Excellence	Other	Yes
8	Brian Hulme	<a href="mailto:Hulme.brian@epa.gov">Hulme.brian@epa.gov</a>	1/26 (first term)		EPA R2	Other	Yes
9	Silky Labie	<a href="mailto:elcatllc@centurylink.net">elcatllc@centurylink.net</a>	1/25 (second term)	SIRs	ELCAT	Other	Yes
10	Bill Hall	<a href="mailto:George.W.Hall@des.nh.gov">George.W.Hall@des.nh.gov</a>	1/25 (second term)	SIRs	NH ELAP	NELAP AB	No
11	Shari Pfallmer	<a href="mailto:Shari.pfallmer@pacelabs.com">Shari.pfallmer@pacelabs.com</a>	1/25 (first term)		Pace Analytical	Lab/FSMO	Yes
12	Michele Potter	<a href="mailto:michele.potter@dep.nj.gov">michele.potter@dep.nj.gov</a>	1/24 (second term)		NJ DEP	NELAP AB	No

**Associate Members**

	Debbie Bond	<a href="mailto:DBOND@southernco.com">DBOND@southernco.com</a>		SIRs	Alabama Power	Lab	Yes
	Carl Kircher	<a href="mailto:carl.kircher@doh.state.fl.us">carl.kircher@doh.state.fl.us</a>			FL DOH	NELAP AB	No
	Dorothy Love	<a href="mailto:dorothylove@ET.eurofinsus.com">dorothylove@ET.eurofinsus.com</a>		Mentor Session	Eurofins Environmental	Lab	No
	Mitzi Miller	<a href="mailto:mitzi.mqc@gmail.com">mitzi.mqc@gmail.com</a>		Mentor Session & Assmt Forum	Retired	Other	No
	Judy Morgan	<a href="mailto:Judy.Morgan@pacelabs.com">Judy.Morgan@pacelabs.com</a>		Assessment Forum	Pace Analytical	Lab/FSMO	No
	William Ray	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>			Wm Ray Consultants	Other	No
	Mohan Sabaratnam	<a href="mailto:msabaratnam@iasonline.org">msabaratnam@iasonline.org</a>			IAS	AB (non-gov.)	No
	Nick Straccione	<a href="mailto:nstraccione@emsl.com">nstraccione@emsl.com</a>		Mentor Session	EMSL	Lab	No
	Katie Strothman	<a href="mailto:katie@sanderslabs.net">katie@sanderslabs.net</a>			Sanders Labs	Lab	No
	Program Admin. Lynn Bradley	<a href="mailto:Lynn.bradley@nelac-institute.org">Lynn.bradley@nelac-institute.org</a>					Yes