

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**April 19, 2023**

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on April 19, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present and 2 Associate members. Guest: Jerry Parr.

There was no quorum, so no official business or voting could not be conducted.

2. Sampling Conclave

Comments;

- Tracy – RSVP will push out a little later. Wait until Friday to finalize initial list. There are 8 confirmed presently.
- There are 21 presentations – We have 17 abstracts submitted and 4 that are on their way.
- Jerry and Ilona are working with William on setting up registration. Should be open within the next week.
- We have moderators for sessions: Paul, Justin, Tracy, Shannon Swantek, and Scott Hass

3. Marketing

The group has been working on the Conclave.

4. Training

Adam is working on the recording of the presentation. The class is just about done.

The first two sessions are pre-recorded and the second two are live. The first two are more informative and next two are more interactive.

It would be nice to have information about this class available for the Conclave. Dates will be available by then.

Paul Junio will be adding information about the NEFAP Standard to his presentation. Scott Hass will be giving him slides. Tracy and Ilona will get some pamphlets to Paul that he can put out.

#### 5. Comments for Quality Systems Expert Committee

Ilona will send Tracy the language for the Sampling section so it might help Tracy and Patrick write the final request to include information about NEFAP in the lab standard.

#### 6. Voting SOPs

TNI is finalizing one Voting SOP for all committees. Jerry sent a DRAFT to all Committee Chairs. This will be on next months agenda for review and comment.

Jerry doesn't like having alternates for the NEFAP EC. It is not like the NELAP AC where the state appoints alternates.

There is also a question of whether the NEFAP AC needs to have Veto procedures. Tracy would like to talk to Marlene before she decides to walk away from this option. She wants to understand why it was initially put into place.

#### 7. Nomination SOP

This SOP is being deleted and the General SOP was updated by Elizabeth to include any information that should stay in an SOP. Ilona will review the General SOP to see if anything else is needed so the Committee can vote on it next meeting.

#### 8. New Business

None.

#### 9. Action Items

Action items are maintained in the Action Summary Table - 2023.

#### 10. Next Meeting

The next meeting will be by teleconference on May 17, 2023 at 1pm Eastern.

Tracy adjourned the meeting at 1:49pm Eastern.

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Justin Brown (FSMO) (2023*) <b>Absent</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*)  <b>Absent</b>	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024)  <b>Present</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Present</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2024)  <b>Absent</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Patrick Selig (AB)  <b>Absent</b>	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsola.state.or.us">Ryan.pangelinan@dhsola.state.or.us</a>
Kevin Holbrooks  <b>Present</b>	JEA	FSMO	holbke@jea.com
Kim Watson  <b>Absent</b>	Consultant	Other	kwatson45@aol.com
Katie Strothman  <b>Present</b>	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com

Jeff Buystedt	X	jbuystedt@bendoregon.gov
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Joel Grice	X	

**Attachment B**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2020	
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	