

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**April 20, 2022**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on April 20, 2022, at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associate members: Marlene Moore, Carl Kircher and Scott Haas.

2. Committee Membership

Tracy and Justin have tried to contact Halley, but apparently she has a new job and cannot be reached. They have also not been able to reach Suzie. Justin will reach out to Alfredo, TNI Board Chair, before removing them from the Committee roster. Ilona noted that Kim Watson may not know her term has started on the Committee. Justin thought he had reached out to her but will do this to confirm.

Justin noted that Jeff Buystedt would like to continue to work on the Committee as a voting member but was missed during the last vote. He would like to consider him with the next round of nominations.

Justin will be stepping down as Chair of the Committee. Tracy has volunteered to step in as Chair if there is no one else interested in doing this. There were no volunteers. The Committee will need a Vice Chair. Paul Bergeron volunteered to step in as Vice Chair as long as his management approves it. Paul noted that everyone needs to become involved so the load of work gets more distributed. Tracy hopes to spread the load through groups that can work on specific tasks. Justin will remain a member of the Committee.

Tracy commented that she will be careful as an AB to address any conflicts of interest as they come up. Ilona noted that is where it is beneficial to have a Vice Chair. Patrick was fine with Tracy stepping into the Chair role.

A motion was made by Katie to have Tracy step into the Chair role of the NEFAP EC and to have Paul step into the Vice-Chair role. The motion was seconded by Elizabeth and there was no further discussion. The motion was unanimously approved.

Justin thanked Tracy for all of her support over the years. Justin, Tracy and Ilona will meet in the next month.

### 3. Membership Nomination

The process starts with a NEFAP EC member stepping in to Chair the Nomination Committee and then selecting two other members for the Committee. Tracy is a great resource since she has Chaired this Committee in the past.

Elizabeth volunteered to Chair the Nomination Committee this year. Justin will prepare information on the balance of the Committee and will send Elizabeth a copy of the SOP. Kevin Holbrooks volunteered to help on the Committee.

### 4. Subcommittee Reports

Marketing Subcommittee: Tracy reported. The Committee has not met for a while but will be meeting again next Tuesday. The Subcommittee is now posting information on LinkedIn. They are still making progress on talking to states.

The website has still not been updated by William. It was suggested to talk to Jerry. Marlene thinks it may have gotten lost. Tracy needs it updated to have a spot to direct people to. The Subcommittee is developing their material, but it doesn't help if it can't be posted.

Training Subcommittee: Paul and Adam have completed a DRAFT that they have sent to Marlene for input. The Subcommittee is still hoping to be able to offer the class in Spring.

### 5. New Business

Ilona noted that a metrics report is due to the Board. Justin will work on this by email.

### 6. Action Items

Action items can be viewed in Attachment B. Not reviewed.

### 7. Next Meeting

The next meeting will be on Wednesday, May 18, 2022 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Justin adjourned the meeting at 2pm Eastern. (Motion – Paul, Second – Katie)

## Attachment A

## TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair <b>Present</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Absent</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*)  <b>Present</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*)  <b>Present</b>	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024)  <b>Absent</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>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) <b>Absent</b>	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsosha.state.or.us">Ryan.pangelinan@dhsosha.state.or.us</a>
Kevin Holbrooks  <b>Present</b>	JEA	FSMO	
Kim Watson  <b>Absent</b>	Consultant	Other	
Katie Strothman  <b>Present</b>	Sanders	Lab-FSMO	
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	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas	X	shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher	X – joined about 1:45pm	Carl.Kircher@flhealth.gov
Kirstin Daigle		Kirstin.daigle@pacelabs.com

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
39	Give Alternate name to Ilona.	All	Ongoing	Ongoing Continue to give to Ilona.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	Kirstin	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.  6/19/19 – John will send his presentation to Kirstin and this will be discussed in July and possibly shared in Jacksonville.
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.	Kirstin	<del>3/5/15</del> TBD	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER 6/19/19: Schedule time to look at these documents.
164	Review White Paper.	Kirstin/Tracy	4/30/15 TBD	12/11/15: Justin will review it and send it to Kim working on for something in 2017.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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. Kirstin will reach out to Kim. 6/19/19: Kirstin will reach out to Justin to get a copy.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
207	Call Zaneta and Michelle about need and process for testimonials.	Shawn/Tracy	TBD	Shawn
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Kirstin	TBD	Kirstin will look at Jerry's version and the old presentation. See #124
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Shawn	TBD	
223	Update Strategic Plan document for review by committee.	Shawn	10/17/17 9/19 Meeting	6/19/19: Shawn and Justin expect to have a strawman in August.
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress 10/15/19: Scott – How do we make the Standard more value added. Scott will

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				present status next meeting. Kirstin will add a review of 2014 Standard to December meeting.
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress 10/15/19: FAC is waiting for this before they decide how it will fold into the new Standard. Paul will be asking the NEFAP EC to review a spreadsheet on their next call to address Scope – they are coming at it from a different direction. They are moving forward without the input, but would rather have this. Kirstin noted that there has been feedback that we were getting too detailed. Focus during November call. Kirstin will recirculate it before next call.
246	Review possible impact/opportunity of the America’s Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	June 2020	Kevin – most effective dates are 2020/2021. EPA has to decide how to make it happen. Ilona will send

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				reminder to Norman.

262	Present Status of New Standard in November. See action item 227.	Scott	11/20/19	
263	Present Scope ideas from the Task Force. Kirstin will distribute current version of Scope document before the next meeting. See action item 244.	Paul, Kirstin	11/19/19	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Justin	2022	2/16/22: Justin is working on this for the next meeting.
276	Update Policy 7-100.	Ilona	TBD	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21. Complete
284	Conduct email vote to finalize new Charter.	Justin	11-19-21	
286	Develop 2022 Nomination Committee and add membership to the Committee.	Elizabeth	TBD	Elizabeth will Chair the Nomination Committee



**Attachment C**

**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	