

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
June 15, 2022

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on June 15, 2022, at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and no Associate members.

There was not a quorum to vote, but the Committee decided to meet to provide updates and gather information.

2. Nomination Committee Report

The Committee will be: Stephanie Atkins, Elizabeth Turner, Kevin Holbrooks - 3 members.

The following Committee members have an option for second term: Elizabeth

The following Committee members will rotate off: 0

The following Committee members off early: Halley, Suzie, Stephanie, Ryan
Jeff Buystedt would like to be a voting member again.

Ilona asked if the Committee want to keep the voting procedures the same. Ilona will look at governance documents to see if there is an issue with making the change. The Committee is interested in looking at this. Steps to take:

- Need to reach out to whole Committee. Send general notice to find out if there is support in changing NEFAP's procedures for voting in new members.
- Elizabeth will review the nominating committee sop and see what needs to be kept and what should be placed in the General SOP.

Ilona reminded people that the new voting procedure lets the Committee add people at any time.

Elizabeth will look at the balance of the committee as people come off and send that to Tracy.

3. AB Evaluation

Ilona provided a copy of the AB Application that was worked on by Maria Friedman (PT) and Tracy (NEFAP). Ilona made a few more updates and presented it to the Committee via Webex. There were no objections to the application.

The application is for both the NEFAP and PT Program. They just check what the application is for.

We will need volunteers who are willing to be evaluators. Ilona will be the lead evaluator, but there still needs to be another evaluator to help with the evaluation.

The SOP for the evaluations is being updated to accommodate virtual evaluations. There will be flexibility. The Committee will need to vote on it when it is done. It will need a Super Majority vote (2/3).

4. Subcommittee Updates

Training: Paul reported. Finished first 2 days of the Internal Audit PowerPoint slides. Now working on days 3 and 4. Poll questions have been developed for the first two parts of the training. Targeting October 2022 for the class. The Subcommittee needs to figure out who will do the recorded webcasts.

Marketing: Tracy got to talk to FL DEP. She was well aware of NEFAP and thinking about adding NEFAP requirements to her requirements. She needs to give it more thought. She took pictures and videos to add to LinkedIn.

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, July 20, 2022, at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Tracy adjourned the meeting at 2:10pm Eastern. (Motion – Katie, Second – Paul)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*) Absent	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*) Present	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2024) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.state.or.us
Kevin Holbrooks Present	JEA	FSMO	
Kim Watson Absent	Consultant	Other	
Katie Strothman Present	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) Absent – Recording will be used for minutes.	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Jeff Buystedt		
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		Kirstin.daigle@pacelabs.com

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
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	3/5/15 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.

	Action Item	Who	Expected Completion	Actual Completion
				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

	Action Item	Who	Expected Completion	Actual Completion
				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

	Action Item	Who	Expected Completion	Actual Completion
				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.	Elizabeth Kevin	2022 – 3 rd quarter	2/16/22: Justin is working on this for the next meeting. 5/18/22: Tracy is putting this SOP on hold. She would like Elizabeth and Kevin to update it as they go through the Nomination process this year. 7/20/22: Consider retiring this SOP and vote members in like other TNI Committees.
276	Update Policy 7-100.	Ilona	TBD	
284	Conduct email vote to finalize new Charter.	Justin	11-19-21	Done
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

	Item	Meeting Reference	Comments
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	