

**Summary of the NELAP Accreditation Council Meeting
Tuesday, October 7, 2024 1:30 pm Eastern**

1. Welcome and Introductions

Kristin welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The agenda is included in Attachment 2. The agenda was approved by unanimous consent, and the minutes of September 3 were approved unanimously after a motion by Millie, seconded by Taryn.

2. Vote on Renewal Recommendation for Florida

With no discussion requested, Cathy moved and Millie seconded that the evaluation team’s recommendation to renew the recognition of Florida as a NELAP AB be approved. The vote is tallied below, and the renewal is approved:

State AB	Vote	State AB	Vote
FL	Abstain	NY	Yes
IL	Yes	OK	Yes
KS	Yes (email, Oct. 9)	OR	Yes
LA	Yes	PA	Yes
MN	Yes	TX	Yes
NH	Yes	UT	Yes
NJ	Yes (email, Oct. 7)	VA	Yes

3. Open and Informal Discussion of AB Issues

Cathy asked if the group was willing to resume discussion of some form of an assessor roundtable. The discussion ranged from how often and who to include to whether defined issues should be chosen or the conversation be free-flowing. Specific thoughts are documented below.

- There is a need for assessors to perform consistently and some form of on-going “training” would be valuable, learning from one another.
- Some sort of “bulletin board” discussion might be useful, either as supplement to or replacement for virtual meetings. One idea was an “open link” at a fixed date/time, where people could just connect (not moderated).
- The Council should gather some initial topics for discussion before beginning the series.
- Frequency should be quarterly, using Teams with a discussion moderator but no notes taken and no summary reported.
- Instead of presenting initial questions, begin with how best to do peer mentoring.
- Much discussion revolved around whether or not to include third party assessors (TPAs):
 - TPAs might misinterpret discussion consensus as directive from NELAP.
 - Setting ground rules and repeating them at each meeting should avoid this.
 - Establish the forum culture as discussion and networking, not interpreting and applying the standard.
 - Beware of third party assessor organizations (TPAOs) using the gathering to “poach” assessors from other TPAOs.
 - As groups get larger, fewer people are inclined to speak up.

- For state assessors, we could use the Council meetings as the forum (once per quarter), but this could not be “secret” from TPAs due to TNI’s commitment to transparency.
- Should the NGABs (recognized to accredit to the TNI Standard) be included, or just NELAP assessors?
- When including TPAs and TPAOs, we don’t know how many assessors there actually are.
- While the concept is great, there is potential for mis-use when personal views are shared.

There was general consensus that, however this happens (if it does), it should be casual and informal. Participants agreed to return to this topic in November, after thinking more about it. Kristin thanked Cathy for bringing the topic up.

4. New Business

One participant asked if the NELAP states were willing to share their numbers of assessor numbers, and whether they felt that an adequate number were available. The following answers were provided.

State	Number of Assessors	Other Comments
FL	3 staff assessors but primarily uses TPAs and TPAOs for routine assessments and scope expansions	AB staff assessors perform follow-up assessments and complaint assessments. New assessor being trained now.
IL	3 assessors (1 vacancy being filled); TPAs for radiochem	
KS	2 assessors; TPAs/TPAOs	
LA	3 assessors (1 vacancy being filled); 6 TPAs/TPAOs	
MN	3 assessors; 20 TPAs	
NH	2 assessors; 2 TPAs for asbestos and radiochem	
NJ	(absent)	
NY	7 assessors plus 2 managers who sometimes assess	
OK	2 assessors (2 vacancies being filled); 3 technical experts qualified as assessors	
OR	6 assessors (1 vacancy being filled); TPAOs rarely used (radiochem only)	Addition of cannabis as FOA brought adequate staffing
PA	8 assessors (2 vacancies being filled)	Understaffed
TX	7 assessors plus 2 part-timers; uses TPAOs for out-of-state labs	If FOAs are added, will need 2 more assessors; would like to eliminate TPAOs
UT	3 assessors	
VA	7 assessors	

There was no other new business, and the meeting adjourned.

5. Next Meeting

The next teleconference meeting of the NELAP AC is scheduled for **Monday, November 4, 2024, at 1:30 pm Eastern**. An agenda and documents will be provided in advance.

Attachment 1

STATE	REPRESENTATIVE	PRESENT
FL	Carl Kircher T: 904-791-1574 E: carl.kircher@flhealth.gov	Yes
	Alternate: Vanessa Soto E: Vanessa.sotocontreras@flhealth.gov	No
IL	Millie Rose T: 217-557-0220 E: mildred.rose@illinois.gov	Yes
KS	Carissa Robertson Carissa.Robertson@ks.gov (785) 291-3162	No
	Alternate: Paul Harrison paul.harrison@ks.gov (785) 296-1656	No
	For information purposes: Amy Suggitt Amy.Suggitt@ks.gov	No
	For information purposes: Matthew Jones Matthew.jones@ks.gov	No
LA DEQ	Tramecha Rankins E: tramecha.rankins@la.gov 225-219-3247	Yes
	Paul Bergeron E: paul.bergeron@la.gov	Yes
MN	Windsor Molnar Windsor.Molnar@state.mn.us 651-201-3702	No
	Alternate: Lynn Boysen E: lynn.boysen@state.mn.us	Yes
	For Information only: Stephanie Drier T: 651-201-5326 E: stephanie.drier@state.mn.us	No
NH	Brian Lamarsh (603) 271-2998 F: (603) 271-5171 Brian.M.Lamarsh@des.nh.gov	Yes
	Alternate: Bill Hall T: (603) 271-2998 E: george.hall@des.nh.gov	No

NJ	Michele Potter T: (609) 984-3870 F: (609) 777-1774 E: michele.potter@dep.nj.gov	No
	Alternate : Rachel Ellis E: rachel.ellis@dep.nj.gov	No
NY	Amy Steuerwald 518-473-0748 E: amy.steuerwald@health.ny.gov	Yes
	Alternate: Gretchen Welfinger Gretchen.Welfinger@health.ny.gov	Yes
	For Information only: Derek Symula derek.symula@health.ny.gov	No
OK	Taryn Hurley Taryn.hurley@deq.ok.gov (405) 702-1006	Yes
	Alternate: Ryan Lerch Ryan.Lerch@deq.ok.gov (405) 702-1020	No
OR	Steve Jetter T: 503-505-2672 E: steven.jetter@oha.oregon.gov	Yes
	Alternate: Lizbeth Garcia 971 865 0443 E: Lizbeth.garcia@dhsoha.state.or.us	No
	Included for information purposes: Ryan Pangelinan E: Ryan.pangelinan@dhsoha.state.or.us	No
PA	Annmarie Beach E: anbeach@pa.gov T: 717-346-8212	Yes
TX	Jody Koehler (512) 239-1990 Jody.Koehler@tceq.texas.gov	Yes
	Steve Gibson (512) 239-1316 Steve.Gibson@tceq.texas.gov	No
UT	Kristin Brown T: (801) 965-2540 F: (801) 965-2544 E: kristinbrown@utah.gov	Yes
VA	Cathy Westerman T: 804-648-4480 ext.391 E: cathy.westerman@dgs.virginia.gov	Yes

	Alternate: Shane Wyatt shane.wyatt@dgs.virginia.gov	No
NELAP AC PA and EC	Lynn Bradley T: 540-885-5736 E: lynn.bradley@nelac-institute.org	Yes
EPA Liaison	Michella Karapondo Karapondo.michella@epa.gov	No
CA	Christine Sotelo Christine.Sotelo@waterboards.ca.gov	No
	Christopher Hand Christopher.Hand@Waterboards.ca.gov	Yes
NV	Jasmine Curiel jcuriel@ndep.nv.gov	No
WV	Justin Carpenter justin.d.carpenter@wv.gov	No

Attachment 2 – Agenda for October 7, 2024, Meeting

- Welcome and Roll Call
- Approval of Agenda
- Approval of Minutes (September minutes attached)
- Vote on Renewal Recommendation for Florida (details sent September 10, ask if you need a re-send)
- Open and Informal Discussion of AB Issues (as raised by participants)
- New Business, if any
- Adjourn