

**Quality Management System Expert Committee (QMS)  
Meeting Summary  
San Antonio, TX**

**February 14, 2022**

1. Roll Call:

Debbie Bond, Chair, called the meeting to 1pm Eastern by teleconference on February 14, 2022. Attendance is recorded in Attachment A – there were 9 voting members present: There were 23 Associate members present: Carla McCord, Carol Barrick, Chris Gunning, Cindy Redmond, Debra Zeller, Dylan Lyon, Jessica Jensen, Joe Manzella, Karna Holquist, Kathleen Lloyd, Kelvin Yuen, Lisa Parks, Marlene Moore, Michelle Wade, Rachel Van Exel, Robert Waite, Stephanie Atkins, Tiffany Shaw, Tina Buttermore, Tom Widera, Ty Atkins, Zaneta Popovska and John Gumper.

2. San Antonio

Debbie reviewed the agenda from the meeting. Minutes will be distributed by email for further review.

Debbie reviewed information from the Technical Manager/Technical Expert meeting. They have now handed off this task to QMS.

3. Technical Manager / Technical Expert

Debbie sent everyone a copy of all the comments.

Debbie's initial thoughts on proceeding is to send the language and comments to the Expert Module Committees and see what they can do with it. Many of the comments centered around experience and education requirements.

Section 4.1.7.2 – Should work on this section start with the Language Workgroup or start in the full Committee?

Nicole commented that the Committee needs to decide the direction as a full group and then the Language Workgroup could take it on. Nicole commented that some of the email comments are different than what was heard in San Antonio.

We will be working on Option 3. Many commenters would like to see more risk options to for lab, but most do not think this will work for everyone. ABs are less supportive of this too.

Debbie plans to take all the comments and organize them with the section they belong to and then share it with the people that will work on those sections.

Marlene Moore –

Technical Expert is a term used in Volume 2. This will be confusing.

She is confused by the terms. A Technical Expert is not a Technical Manager. What are the functions? Ilona noted the Competency Task Force went through an exercise where they pulled out all the functions throughout Module 2 and this is part of why they have the recommendations they do. The functions are shared by multiple people in the lab.

Who is management? What does the Technical Expert do?

Earl agreed with Marlene's point. Need to define what is expected of the Technical Expert and then the management side can be done by someone or other people in the lab.

Earl asked why the ABs don't go with Option 1 or 2. Ilona commented about the AB at the meeting who stated that the public holds them accountable and that they should be the one to decide what risks should be taken. ABs think they are ultimately responsible for the risk.

Karna shared a story about a forensic lab – conviction for 10 years had to be thrown out because it turned out the technical manager had issues.

Kathi can show articles where qualified people also made bad decisions that have had serious effects.

John Gumper commented that ABs want to have some rules so they can widdle down the field a little. Thourugh assessments would take care of the problem also, but they prefer to fall back on some requirements.

Marlene thinks we need to have a larger group comment on this. San Antonio was not large enough.

Nicole wanted to make sure the language being proposed is focused on the Technical Expert role. How does the Technical expert interact with the management?

It may not be a bad idea to do more of a hand-off. Perhaps Jerry and Aaren can sit in on the next meeting. Next meeting March 14, 2022. Ilona will talk to Jerry.

#### 4. Membership

Debbie asked associate members to step off the call. Eight voting members remained on the call.

Debbie sent a ballot with 7 nominations of people interested in joining the committee.

Voting

A motion was made by Earl to add Zaneta Popovska to the Committee. The motion was seconded by Nicole and unanimously approved.

A motion was made by Earl to add Carla McCord to the Committee. The motion was seconded by Nicole and unanimously approved.

A motion was made by Kathi to have Debbie continue as Chair of the QMS Committee. The motion was seconded by Earl and unanimously approved.

A motion was made by Earl to have Kathi continue as Vice-Chair of the QMS Committee. The motion was seconded by Michael and unanimously approved.

Debbie will reach out to Zaneta and Carla to welcome them to the Committee.

*(Addition: Paul Junio approved their addition to the Committee by email on March 9, 2022.)*

#### 5. New Business

No new business.

#### 6. Next Meeting and Close

The next meeting will be April 14, 2022 by teleconference/Webex at 1pm Eastern.

Debbie adjourned the meeting at 2:30 Eastern.

## Attachment A

**Participants**  
**Quality Systems Expert Committee (QS)**

| Member   | Organization                                | Expiration | Representation      | Email  |
|--|---|------------|---------------------|--|
| Debbie Bond<br>(Chair)<br><b>Present</b>                   | Alabama Power                               | 2023*      | Lab                 | dbond@southernco.com   |
| Kathi Gumper<br>(Vice-Chair)<br><b>Present</b>             | ChemVal Consulting                          | 2024       | Other               | kgumper@chemval.com  |
| Nicole Cairns<br><br><b>Present</b>                        | NYSDOH                                      | 2024       | Lab                 | nicole.cairns@health.ny.gov  |
| Michael Demarais<br><br><b>Present</b>                     | SVL Analytical                              | 2023*      | Lab                 | michael@svl.net  |
| Tony Francis<br><br><b>Present</b>                         | SAW Environmental                           | 2023*      | Other               | tfrancis@sawenviro.com   |
| Lizbeth Garcia<br><br><b>Absent</b>                        | Oregon Dept. of<br>Environmental<br>Quality | 2022       | Accrediting<br>Body | LIZBETH.GARCIA@dhsaha.state.or.us  |
| Stephanie Atkins<br><br><b>Absent</b>                      | Pace Analytical                             | 2024*      | Lab                 | <a href="mailto:stephanie.atkins@pacelabs.com">stephanie.atkins@pacelabs.com</a>         |
| Nicholas Slawson<br><br><b>Absent</b>                      | A2LA  | 2023*      | Accrediting<br>Body | nslawson@a2la.org  |
| Earl Hansen<br><br><b>Present</b>                          | Retired                                     | 2024       | Other               | papaearl41@hotmail.com   |
| Jenna Majchrzak<br><br><b>Present</b>                      | NJ DEP                                      | 2024       | Accrediting<br>Body | Jenna.Majchrzak@dep.nj.gov   |
| William Ray<br><br><b>Absent</b>                           | William Ray<br>Consulting                   | 2023       | Other               | Bill_Ray@williamrayllc.com   |
| Amber Ross<br><br><b>Absent</b>                            | PA DEP/Bureau of<br>Laboratories            | 2022*      | AB                  | ambross@pa.gov   |
| Amy Schreader<br><br><b>Present</b>                        | UC Laboratory                               | 2024*      | Lab                 | amy@uclaboratory.net   |
| Alyssa Wingard<br><br><b>Absent</b>                        | NAVSEA LQAO                                 | 2024       | Other               | <a href="mailto:alyssa.wingard@navy.mil">alyssa.wingard@navy.mil</a>                     |
| Ashley Larssen<br><br><b>Present until 2pm<br/>Eastern</b> | KC Water                                    | 2024*      | Lab                 | ashley.larssen@kcmo.org  |
| Ilona Taunton<br>(Program Admin)<br><b>Present</b>         | The NELAC Institute                         | n/a        | (828)712-9242       | <a href="mailto:ilona.taunton@nelac-institute.org">ilona.taunton@nelac-institute.org</a> |