ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM
ELTAC MEETING
Wednesday, March 23, 2016 – 9:00 a.m.
1001 I Street
Sacramento, CA 95814

Meeting Agenda

TIME	AGENDA ITEM	PRESENTER(S)
9:00am	Item #1 - Call to Order	Katelyn McCarthy
9:05am	Item #2 - Public Comments on Items not on Agenda	Open
9:10am	Item #3 - Welcome 1. DDW Executive Staff Remarks 2. DELAPO Remarks 3. Introductions of Committee Members *Objective: Make introductions and welcome all to first meeting.*	All members
9:30am	Item #4 - Procedural Review 1. Establish Ground Rules 2. Review By-Laws to clarify ELTAC's role 3. Discuss development of mission statement 4. Review Bagley Keene 5. Review Robert's Rules 6. Roles and Responsibilities 7. Reporting procedures *Objective: Establish and understand operating procedures for meetings.*	Christine Sotelo; Catherine Ewing

10:00am	Item #5 - Laboratory Accreditation Standard – How can we improve California's lab accreditation standard? *Objective: Open discussion amongst committee members regarding recommendation 2 of the Expert Review Panel Report.*	Gita Kapahi, Director of Office of Public Participation; ELTAC members
12:00pm	Out to Lunch	
1:30pm	Item #5 cont. - Lab Accreditation Standard Cont. *Objective: Preliminary discussion regarding formally advising ELAP after next meeting (consensus or vote)*	ELTAC Members
3:00pm	Item #6 - Field of Testing Lists *Objective: Present ELAP's new FOT lists to committee members for review before public release.*	Christine Sotelo
3:30pm	Item #7 - Future ELTAC Planning 1. Alignment with Work Plan 2. Discuss advisory plan 3. Potential meeting dates and agenda items *Objective: Plan for future meetings.*	Christine Sotelo; All members
4:00pm	Item #8 - Chairperson Nomination process *Objective: Review the voting procedure and accept nominations.*	Christine Sotelo
4:15pm	Item # 9 - Close 1. Review action items	Christine Sotelo
4:30pm	Adjourn	