

TNI Policy Committee Meeting Summary Friday, July 12, 2013

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. Attendance is recorded in Appendix A. Alfredo noted that the minutes from June 21 needed no corrections.

2. Updates from the July Board Meeting

POS-1204, Small Laboratory Quality Systems, was approved as recommended by the Policy Committee. The Board will request Advocacy Committee to create an implementation plan for the recommended action of “create a document based on the Small Laboratory Handbook that emphasizes quality systems but without references to the TNI Standard or TNI laboratory accreditation.”

- Participants discussed the several aspects of TNI’s Bylaws that now need review as requested by the Board. An earlier request was to consider whether additional stakeholder categories are needed, as TNI’s programmatic activities have expanded. Now, with new clarification from the federal government about “ex officio” federal representatives being able to vote on all matters except financial ones, there is strong sentiment among TNI’s Board, including all four “ex officio” federal members, that those federally appointed Board members be permitted to vote. This will definitely require a revision of TNI’s Bylaws. Discussion among the participants raised the following points:
- If “ex officio” members are able to vote on Board matters, their stakeholder category matters, since that could impact the overall composition or “balance” of the Board.
- While TNI may choose which federal agencies to invite to participate in its Board, the “ex officio” members are appointed without TNI being consulted by the agency or department which each individual represents. Perhaps we can create some way to vote to affirm the appointments, or to “legitimize the decision for TNI to accept such an appointee,” just as other Board members are voted upon after nomination?
- The Board had also mentioned inviting other departments or agencies to be represented on TNI’s Board, and participants discussed a few possible criteria (perhaps added to Bylaws) for such invitation – an agency that values accreditation, one that uses the standard, and one that has interest in accreditation of environmental laboratories and supports growing the program.

Jerry offered to send out the policy from the Office of Management and Budget, with a short summary. (NOTE: the policy will be attached to the email sending these minutes; summary may be sent separately.)

3. Review of Draft Guidance about Member Conduct

Alfredo had prepared draft document from portions of the NFPA-based longer document that Jerry provided previously, and this draft was circulated prior to the meeting. Alfredo and Sharon Mertens will present a training session at conference (Monday morning after break) about compliance with the TNI Committee Operations SOP and they hope to incorporate this guidance into the training. Alfredo noted that the draft training presentation will be shared with Policy Committee at its July 26 meeting.

Regarding the actual guidance, there were too few voting members to approve it, but generally it was considered acceptable as written. One edit that was overlooked will be restored and the document shared with the individual who filed and then withdrew the complaint about member conduct. Once comments are returned from that individual, further revisions will be made if deemed necessary, and the draft guidance will be on the agenda for approval at the July 26 Policy Committee meeting.

4. Action Items

See Attachment B.

5. Next Meeting

Because the scheduled date for the first meeting would have been Friday after a mid-week holiday (July 5,) the July meetings were rescheduled and the next meeting will be Friday, July 26, 2013, at 11 am Eastern. The priority item for that meeting will be the draft guidance about committee member conduct, since this item needs to be completed so that it can be incorporated into the training on the Committee Operations SOP, and then as time permits, addressing the Board's request to review the Bylaws for possible revisions to the stakeholder interest categories and the issue of ex officio members' voting rights. The NEFAP SIR SOP review will resume after conference.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:00 noon Eastern.

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI alfredo.sotomayor@Wisconsin.gov	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Patrick Brumfield Sigma-Aldrich RTC, Laramie, WY patrick.brumfield@sial.com	PT Executive Committee	No
Silky Labie Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd mbshep@sheptechserv.com		No
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	Yes
Bob Wyeth Pace Analytical Services, Inc., West Seneca, NY bob.wyeth@pacelabs.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	3/15/13	
39	Contact Board Chair for additional concerns about Bylaws and relay to Bob	Jerry	ASAP	
48	Review SOPs 1-101 and 2-101 for possible edits to assign responsibility to chairs for addressing committee member changes in stakeholder categories	Alfredo	6/5/13	
49	Prepare draft guidance concerning committee member conduct	Alfredo/Susan	6/5/13	Reviewed 7/12/13, adoption/approval anticipated for 7/26/13 so that training can be prepared for presentation at conference in San Antonio
50	Review Bylaws for possible changes to stakeholder interest categories now that TNI's activities have expanded beyond NELAP and development of lab accreditation standards	Alfredo and possibly full committee	?	
51	Continue review of NEFAP SIR SOP	Full committee to take up at future business meeting		
52	Add voting privileges for Ex Officio Board members to Bylaws revisions for consideration	Full committee	?	
53	Develop and distribute summary of OMB guidance about voting rights of federal employees who serve as Ex Officio members of non-profit boards	Jerry	7/25/13	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making...", some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	--- (placeholder, 4&5 were completed)		