

**TNI Policy Committee Meeting Summary
Friday, February 3, 2017**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11:00 am Eastern. Attendance is recorded in Attachment 1.

2. Status of the Charter Template and Policy Committee Charter

Patsy explained that the TNI Board of Directors approved both the template and the Policy Committee Charter at its January 8, 2017 meeting. They asked that Patsy send the charter template and a work plan template to each committee chair, which she did on January 20. That message was later forwarded to the Program Administrators, and a follow-up message sent advising a due date of the end of May 2017 and a note that the completed charters should be sent to Policy Committee for review prior to transmission to the Board. (This latter message was sent February 8.)

3. Draft Internal Audit Checklists

Ilona reported that eleven draft checklists were sent out, with a February 2 return date, and three have been returned thus far. The CSDEC plans to submit reviewed checklists for the expert committees later in February, and PTPEC and NEFAP and the administrative committees should be received by the end of February. At that point, Policy will be able to review and finalize the checklists, probably by early May.

Ilona also explained that she discussed the database for compiling internal audit results with the TNI Webmaster, William Daystrom, in Houston, giving him plenty of advance notice to construct the database in time for use in late fall when the actual audits will be conducted. Checklists and the database will need to be updated when SOPs and policies are updated or created. Participants discussed whether this should be on an as-occurs basis or just once per year, in advance of the actual internal audits being performed.

Patsy asked that the committee plan to conduct a detailed review of the draft Policy checklist at the next Policy Committee meeting.

6. Future Meetings

Policy Committee will meet again on February 24, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

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

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Responses from committees requested for February 2017	Hoping for responses by March
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
102	Provide draft template for charters. [See item 8, Attachment C, for additional item about additional stakeholder categories.]	Patsy	Prior to December 2 meeting	Completed and approved by Board January 11, 2017.
103	Provide draft spreadsheet for tracking reviews of SOPs and policies and communications with the originating committees	Patsy	Prior to December 2 meeting	done
104	Draft template for committee annual reports and work plans	Lynn	Send to Patsy, Ilona and Jerry prior to January 6 meeting	distributed to committee chairs with charter template

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	
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	Address with revision of Charter format
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization.	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just “TNI training” (e.g., NELAP Evaluation SOP 3-102)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version	5/9/16	Internal audit database will NOT be publicly available.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	
18	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
19	Ensure that “ASAP” gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	

20	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be mandated for committee chairs and staff.) See also #11, above.	11/4/16	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	
22	Review SOP 4-102 (and likely others) once the CSDEC glossary is finalized	12/2/16	
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-audits?
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits	2/3/17	