

**TNI Policy Committee Meeting Summary
Friday March 21, 2014**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Alfredo at 11 am Eastern. He noted that minutes of the February 21, 2014, meeting were distributed, and any comments should be provided within a week. Attendance is recorded in Attachment 1.

2. Update on CSD EC Standards Development SOP 2-100

Alfredo noted that the two additional definitions requested for this SOP were agreed upon by the CSD PEC, and would have been added as an editorial change prior to submitting for Board approval. The LAS PEC will incorporate those definitions into its Standards Review SOP 3-106 as those revisions move forward.

ANSI will be auditing TNI's consensus standards development process this year, and during a preliminary conference call, the audit team indicated that additional changes will be needed to SOP 2-100. For that reason, the Standards Development SOP will remain "provisional" (not be submitted for Board approval) until the further revisions are made, as corrective actions for the audit warrant.

3. Review of Literature at TNI Meetings POL 1-123

This document apparently was overlooked when the list of documents for Policy Committee review was created last year, but a vendor's inquiry brought it to Jerry's attention. Discussion of the policy, previously approved by the Conference Planning Committee, recommended an editorial clarification to distinguish between informational and marketing materials. With that change, Silky moved and Mei Beth seconded approval of the Policy; approval was unanimous. It will be presented to the TNI Board at the April 9 meeting.

4. Review of NEFAP Accreditation Process Policy 5-100

This policy dates to 2008, and rather than review it as written, since the program has evolved considerably in the past six years, participants wondered whether it is still needed, or if the more general procedures contained in this short policy are now superseded by more detailed information in various NEFAP SOPs. The policy itself is more procedural than policy, so that, if items remain to be addressed and cannot be fitted into an existing SOP, perhaps they might be better addressed in an SOP than a policy.

Lynn agreed to draft some language for Alfredo to use in communicating that conclusion back to the NEFAP Executive Committee.

5. NEFAP Nominating SOP 5-103

This SOP has been recently revised by the NEFAP Executive Committee and submitted for review. NEFAP EC has sought to combine elements of both the TNI Board and the NELAP Accreditation Council's (AC's) membership processes, while simultaneously incorporating election by the full TNI membership (which the Board has,) stakeholder balance (which the AC is not required to have) and un-elected "alternates" (which for the AC are appointed by the NELAP

state Accreditation Body.) Participants also noted that the composition of the NEFAP EC is only addressed in this SOP.

The following comments were agreed upon:

§1 – the second sentence, “These procedures apply to the NEFAP Executive Committee,” should be deleted. The first sentence defines the purpose.

§2 – the NEFAP Executive Committee General Operating Procedures SOP 5-101 defers to this Nominating Committee SOP to define stakeholder groups for NEFAP.

§3 & 4 – no comments.

§5 – see subsection comments below.

§5.4 – the Nominating Committee Procedure SOP is an awkward place to define the NEFAP Executive Committee membership structure; this would be better placed in SOP 5-101.

The last sentence, about ex-officio members, is not a nominating function but about the NEFAP EC membership structure. Regardless of which document it resides in, the TNI Bylaws have now been changed such that ex officio members can vote, so that aspect requires reconsideration by the NEFAP program, whether to keep the non-voting status or permit voting by ex officio members.

§5.4.1 – the definition of stakeholders of the NEFAP would be better placed in SOP 5-101 than in this Nominating Committee SOP.

§5.4.1.1 – if the intent is that all NEFAP ABs sit on the Executive Committee, any not-yet-recognized AB ought not qualify as an AB. Please omit the last sentence of this section.

§5.4.2 – balanced representation is not a “goal” but a requirement. The criteria set forth in 5.4.2.1 and 5.4.2.2 (minimum and maximum numbers of stakeholder representatives) might be better worded as saying that the requirement is a minimum of 3 stakeholders of each category.

§5.4.2.3 – the federal or state ex officio members could be unlimited if a liaison role but if a voting role (as the TNI Board now), would need numerical limits. (Discussion of this section not completed due to time.)

Meeting time expired at this point. Review will resume at the April 4 Policy Committee meeting, with continuing discussion of 5.4.2.

Lynn quickly asked to “file-by-title” that this SOP actually says nothing about the actual operations or composition of the Nominating Committee itself. The Chair accepted this remark for future discussion.

6. Next Steps

Finalizing the review of NEFAP SIR SOP 5-106 awaits John’s feedback on the rationale for the dispute resolution process; John was unable to attend today’s meeting.

Alfredo to send request for review of POL 5-100 to NEFAP EC.

Continue review of SOP 5-103.

Amend the Committee Operations SOP 1-101 to address bringing in committee chairs who have not been on the committee for a year (as has happened twice, recently.)

7. Next Meeting

Policy Committee will meet again on Friday April 4, 2014, at 11 am Eastern. Teleconference information and an agenda 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
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		Yes
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
Mei Beth Shepherd mbshep@sheptechserv.com		Yes
Susan Wyatt, Vice Chair Minnesota DOH, St. Paul, MN susan.wyatt@state.mn.us	NELAP AC	No
Bob Wyeth Retired rfwyeth@yahoo.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	Pending with AC – initial discussions occurred October 7
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	Wrapped up at 2/21/14 meeting
58	Prepare formal comments on SOP 3-102 for return to NELAP AC	Lynn/Alfredo	3/7/14	
59	Prepare formal comments on SOP 5-106 for return to NEFAP EC, after John returns results of research into rationale for deferring SIR appeals to CSD PEC	John, then Lynn/Alfredo	April 2014	
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	
61				
62				

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	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
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	