

**TNI Policy Committee Meeting Summary
Friday, May 17, 2019**

1. Welcome, Roll Call and Announcements

In the absence of the Chair, Vice Chair Silky Labie welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of May 3 were declared acceptable.

2. Further Discussion of Non-discrimination Policy 1-128

This policy was again discussed at the TNI Board meeting, with the report of Policy Committee's recommendation that it become one of the numerous policies and procedures referenced in TNI's Code of Conduct, rather than being directly incorporated into that document. Further comments from the Board were a request that religion also be incorporated into the reasons for which discrimination and harassment would not be tolerated, the suggestion that reference to purchasing and contracting should be omitted from this policy since there are other documents governing those activities, and a request to add something about what action should be taken to report an incident thought to be discrimination or harassment.

These three requests were acceptable to the committee and the changes agreed upon. However, because a quorum was not present, approval of the document will be postponed until the next committee meeting, June 14.

3. Review and Approval of NELAP Voting SOP 3-101 (Five Year Review)

This SOP was revised and approved by the NELAP Accreditation Council on May 6, and brought to Policy for approval of the revisions. The major change was to eliminate the term "two-thirds quorum" and replace that with a simple voting rule for "matters of accreditation" as defined in the SOP.

Policy Committee recommended the following modifications to the revised SOP:

§3 – in the 3rd bullet, remove the phrase "quorums and"

§4 – add a definition for "abstain" from the Glossary. [NOTE: the Glossary only contains Abstention, but not the verb abstain.] Also, in the definition of "matters of laboratory accreditation", use the term "handling SIRs" instead of just "SIRs"

§5.3 – reflect to revise the accepted usage that an abstention is considered a non-vote, that is, not counted in the vote total in any way. It may not be considered a "no" vote, in accordance with Robert's Rules

§6.2 – reorder sentences in this section to better accommodate the Glossary's definition of abstention (remove text about an abstention being a "no" vote), but okay to keep the requirement for two-thirds of membership to vote "yes" for matters of laboratory accreditation

§6.3.3 – remove Quorum from the section header, so that it is just "Voting Process"

§6.3.8 – in the 1st paragraph, eliminate "such as" in the final sentence

§8 – change the review time to 5 years for consistency with Policy Committee recommendation.

Lynn will take these changes back to the NELAP AC for consideration.

4. Future Meetings

The next meeting will be Friday, June 14, 2019, at 11 am Eastern. This is rescheduled from the previous week due to the Chair being unavailable. The agenda and documents will be send in advance of the meeting, as usual.

The June 21 and July 19 meetings will occur as planned. The July 5 meeting will be cancelled due to the Independence Day holiday.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Calista Daigle Dade Moeller, Inc. cdaigle@amrad.com	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Paul Junio Northern Lake Service, Inc. paulj@nlslab.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No