

**TNI Policy Committee Meeting Summary**  
**Friday, June 15, 2018**

**1. Welcome, Roll Call and Announcements**

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1.

NOTE: In follow-up to the June 1 meeting, Jerry noted that the definition of Certified Reference Material from ISO Guide 30 is in fact relevant because that definition appears in the TNI standard. This issue will need to be revisited in a near-future meeting.

**2. Need for a Sexual Harassment Policy**

The need for a policy addressing this issue was discussed at the TNI staff meeting in Albuquerque, back in January 2018. Other issues have been more pressing since then, but now that we have resumed the five year reviews, there may be enough time for the committee to begin addressing this issue. Patsy initially shared a rough concept draft with staff, that was not shared with the committee but we thought it might be a starting point. Lynn asked participants to consider what the scope of this policy should be – whether limited to traditional male/female interactions, or if it should also address LGBTQ aspects. There seemed to be no objection to including the broadest concept, within the scope of TNI's eventual policy.

After some discussion about potential sources of additional documents that might be relevant as a starting point for drafting such a policy, Jerry quickly identified several possible options and offered to undertake a more thorough search and perhaps create a rough draft for Policy's future review. No deadline was set, but the committee will revisit the issue at its July meeting.

**3. Internal Audits**

Although the initial plan for implementing this aspect of TNI's Quality Management Plan called for performing internal audits of committee operations in early 2018, this activity was delayed due to TNI's webmaster needing to deal with other TNI priorities before completing the internal audit database.

Ilona stated that she just this week received the link to the internal audit database, but has not had an opportunity to explore it fully. The previously developed checklists will be revisited in light of Policy's tracking spreadsheet to see whether minor updates might be needed, and then hopefully the process can be completed in the fall so that results will be available for discussion at the January 2019 conference in Milwaukee. We may have a sidebar conversation in New Orleans about this topic, if space and time are available.

At the July 20 meeting, Ilona will review the database and checklists with Policy Committee.

**4. Five Year Reviews**

The committee reviewed the remaining four policies needing periodic review. One SOP remains to be reviewed, likely at the July meeting. Three policies received minor editorial changes, as noted below. As the fourth was discussed (Training POL 1-116), Ilona realized that the substantial expansion of TNI's educational delivery system warrants a substantial rewrite; she will return the updated policy for review when it is completed. Editorial changes to POL 1-116 were saved in PowerDMS as draft, but will not be itemized here, as they are likely to be overwritten in the updated version.

Open Meetings POL 1-110 – This needs format updating to correct the program to “Administration.” Since the new Board Attendance POL 1-126 references this document and is effectively subordinate to it, there is no need to add 1-126 as a reference. The review date will be noted in the “approved changes” box.

TNI Travel POL 1-112 – The program was updated to “Administration” and the Travel Procedures SOP 1-119 added as a reference. In the third paragraph of §I, everything but the first sentence is deleted, since this information is in the related SOP. The version number was increased to 1.2 and the review and effective dates changed accordingly.

Code of Ethics POL 1-125 – this policy addresses governance of TNI, whereas the TNI Code of Ethics document is intended for all members. Only minor edits are needed: the program is changed to “Administration”; in the first paragraph under §III, Governance, the word “oversight” is replaced with “overseeing” to maintain parallel construction; a superfluous “and” after the second bullet in the first set of bullets is deleted; “Form 990” becomes “IRS Form 990” for clarity; and the “approved changes” box was added with these edits and the date made noted.

The Board will be advised of these changes, but they are all deemed editorial only.

## **5. Future Meetings**

Policy Committee will NOT meet on Friday, July 6. The next meeting will occur on Friday, July 20, 2018. An agenda and documents will be sent in advance of the meeting.

Due to conference in New Orleans, the committee will not meet on August 3 but will meet again on August 17. There is no Policy Committee session scheduled during conference.

**Attachment A**

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