

**TNI Policy Committee Meeting Summary  
Friday, October 20, 2017**

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

In Patsy's planned absence, the meeting was called to order by Silky at 11:00 am Eastern. Attendance is recorded in Attachment 1. There were no comments on the October 6 minutes.

**2. Review of TNI Ethics and Governance POL 1-124**

Ilona forwarded her previous comments on the ethics appendix that was included in the draft Quality Management Plan but dropped from the final version, for consideration in this policy. Jerry noted that this document is for the entire TNI organization, whereas POL 1-102 and POL 1-107 apply only to individual members. Comments from participants are noted below:

- General – ensure consistent numbering throughout the document. As presented, different sections seem to use different numbering systems. The statement about applicability in §V should be moved to the front of the document (in the Purpose and Applicability section.) Number the pages within the document, and be careful to spell out all acronyms upon first use.
- §I – replace “ground rules” with “governance and ethical practices.” The cited reverence seems to have been updated from the documents that were previously adopted by the TNI Board and included in the draft QMP but later removed from that document.
- §II – the term “guidelines” should become “policy.” This section should be revised to read “This policy, together with the TNI Articles of Incorporation and Bylaws, provide the framework under which TNI's business affairs will be managed under the direction and oversight of the Board of Directors. Upon commencing service with TNI, each Director shall be provided a copy of this policy.
- §III – the cited reference should include a title for the relevant document(s), along with the specific URL if possible.
- §IV – all of this material was in the draft QMP and participants believe that it was fully reviewed then. The material was approved as a stand-alone document by TNI's Board of Directors on May 27, 2010, a fact that should be noted in the “approved changes” table in the last section of the policy. Numbering for this section needs to be revised to match the standard policy format. References following (indented here) refer to the current uncorrected numbering system.
  - §IV-2 – remove reference to “face-to-face” meetings and refer only to “monthly meetings” in subsection a. Remove the hyphen in subsection b. Rephrase subsection c to delete the hyphen, so that it reads “...integrity of the organization, including the ...”
  - §IV-3 – move header to left to match others. Rephrase the first sentence to replace “possess” with “exhibit” and the second sentence to read “Directors must be able to effectively carry out....” Include SOP 1-108 (Nominations SOP) in the references in §III.
  - §IV-4 – Change subsection title to “Board Meeting Agenda.” Delete the introductory phrase, “Prior to each Board meeting.” Eliminate reference to “meetings of committees” and rephrase to read “Each Director is urged to suggest subjects for the agenda. Directors are free to raise subjects that are not on the agenda. Information and data that are important to the Boards' understanding of the business to be conducted must be distributed in writing to the Directors prior to the meeting. Directors should review these materials in advance of the meeting.”
  - §IV-5 – add policies 1-101, 1-102, and 1-107 to the references section. Rephrase this section to read “All Directors must comply with both the letter and the spirit of all

provisions of TNI's Ethics and Conflict of Interest Policies and the Code of Ethics in Section 5 of this policy. The Board will not permit any waiver of the Ethics Policy for any Director. If an actual or potential conflict of interest arises for a Director, the Director shall promptly inform the Chair and the Executive Director. If a significant conflict exists and cannot be resolved or there is an infraction of the Ethics Policies or the Code of Ethics, the Director should resign or may be expelled according to Article III Section 7 of the By-Laws." A discussion about how to handle a complaint about a Director resulted in a commitment that Ilona and Mei Beth will look at the Complaint SOP 1-106 to see if current language is adequate for handling a complaint about a Director, or if some rephrasing of this wording will make such infraction fit within the complaint SOP.

Commented [SL1]: 1-107 and 1-101 respectively

At this point, the committee meeting had already run late. Review will resume with subsection 6 of the Good Governance Principles section of the document (currently §IV.)

### 3. Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, November 3, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting. The Board-requested changes to the COI Policy 1-101 need approval, CSDEC Style Guide SOP 2-103 (draft) is up for review, and a planning discussion for the up-coming committee self-audits is needed. Review of the TNI Governance and Ethics Policies, POL 1-124 will continue as time permits.

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

**Attachment A**

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

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
107	Look for COI procedure	Lynn	9/15/17	None found
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
110	Combine POLs 1-102 and 1-107 into a single member Code of Ethics document	Bob	October?	Decision to retain these as separate overrides initial request
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
112	Review the Complaint SOP 1-106 to determine if current language is adequate to address an ethics violation per the revised Ethics and Governance Policy 1-124, or if some tweak of wording in the policy will bring it within the current complaint SOP language	Ilona Mei Beth	November 3?	Probably November 17 will be adequate.

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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 (see also #25, below)	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	Incorporated into POL 1-124 and undergoing Policy Committee review as of October 20, 2017
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	

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? Fall/winter 2017-2018
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 (see also #16, above)	2/3/17	
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103
27	Develop COI procedures for TNI	<del>9/1/17</del>	Discussion while reviewing POL 1-101. As of 10/11/17, Board advises removing reference to those from POL 1-101, so no longer mandatory.
28	Create an umbrella Policy that encompasses the Code of Ethics document (approved by TNI Board 4/18/2010) and the "Good Governance" document that was also approved by the Board at the same time, title to be something like Principles for Good Governance and Ethical Practice." Reference the newer "principles document" from independentsector.org	9/15/17	Discussion while reviewing POL 1-101. Jerry updated POL 1-124 to accomplish this, and that revision is undergoing review as of 10/20/17.
29	Clean up any obsolete references to Membership Code of Ethics POL 1-107 once new policy combined with 1-102 is finalized	<del>9/15/17</del>	October 6, 2017 recommendation by Executive Director to retain POL 1-102 and 1-107 as independent documents accepted by Policy Committee
30	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121