Summary of Policy Committee Meeting
March 18, 2010

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order at 1:00 PM CDT on March 18, 2010. Attendance is recorded in Attachment 1.

2. Program Updates

There were no significant program updates to be shared.

3. SOP 2-101: Procedures for Committee Operations

Jo Ann Boyd made a motion to accept this revised SOP. Susan Wyatt seconded. All members present voted in favor. Alfredo will send this SOP forward to be endorsed by the TNI Board.

4. SOP 5-101: Standards Interpretation

At the last meeting, Alfredo indicated that bob Wyeth and John Applewhite both had significant comments about this SOP. Action was postponed last time until they could join the call. Issues raised by Bob and John included:

- The SOP as drafted does not give a clear indication of who is in charge of this process.
- This SOP seems bureaucratic and cumbersome.
- The process is too lengthy
- The NELAP Board can choose to implement or not. The interpretation should stand whether or not the NELAP Board adopts it for implementation.

Alfredo explained that the purpose of this revised SOP is to make the process more streamlined than the current process. Jerry Parr pointed out that Section 10 of SOP 2-100 also addresses standards interpretation and gives the responsibility to the Expert committees. The NELAP Board cannot change an interpretation of an expert committee. The NELAP Board's responsibility is to decide whether or not to implement. An interpretation does not need the approval of the NELAP Board.

Alfredo will send the SOP back to the LASC with the following suggestions:

- Add more clarity about the mechanics of the process
- Provide a clear definition of the roles of key players, who is in charge

- Clarify that standards interpretations are independent of NELAP Board adoption. The NELAP Board should look at conflicts with state laws, issues with timing of implementation, difficulty with enforcement.
- Make sure SOP is consistent with Section 10 SOP 2-100.

5. Code of Ethics for TNI Members

Jerry and Alfredo presented draft Policy 1-107. Jerry indicated that this policy was needed because the current code of ethics applied only to TNI officials acting in an official TNI capacity. There is no code of ethics that applies to the general membership.

Comments on the draft policy included:

- There is a typo (word left out) in Section 1.0
- Add "all members……shall agree to meet …..in Section 2.0
- What is confidential information? 2.0 (d) Change to "information that is classified as confidential and/or protected"
- Sub-heading (b) is left out in Section 2.0
- Add "denial" before "suspension" in last sentence of 2.0
- Add "affected individual will be notified in writing" after denial, suspension sentence.
- Delete last sentence in 3.0
- Add "Code of Ethics provided during application process" Leave out reference to check box.

The policy will be revised and presented for discussion again at the next meeting.

6. Policy 1-106: Copyright

Alfredo and Jerry presented the draft policy on copyright. After discussion, committee members made the following suggestions for changes:

- Title of the SOP should be "Use and Ownership of TNI Developed Materials"
- In Section 2.0, "TNI-endorsed activity" could be read to include AB evaluation and lab assessments. This is not intended. Could change to say "as a part of a TNI committee and/or program activity".
- Change title of 3.0 to "Dissemination of TNI Developed Materials"

This SOP will be revised and circulated for additional discussion.

7. TNI Reorganization and Bylaws

Alfredo reported that the TNI board had adopted the reorganization plan. As a result changes are needed to the TNI bylaws. The first draft of these changes was presented for discussion. Questions and comments included:

- Is there an accreditation council for NEFAP? No, it is not envisioned at this point. The NEFAP ABs are part of the NEFAP Board of Directors. There may need to be a NEFAP accreditation council later. The key difference in the NELAP and NEFAP is that the NELAP ABs are government entities.
- It was the impression of some that each program would have an accreditation council and that NELAP would not be singled out. This could be added as a future organizational concept.

Alfredo will discuss the proposed organizational structure for NEFAP with Marlene Moore and report back on the rationale.

8. Guidance SOP and Complaint Resolution

There was no time left to consider these issues from the last meeting. Alfredo indicated that the complaint resolution grid started at the last meeting needs to be completed. It will be on the next agenda.

7. Next meeting

The next meeting will be April 6, 2010, at 12 Noon CDT. Potential agenda items include:

SOP for guidance documents
Complaint Resolution Grid and SOP
Discussion of revision to the Code of Ethics Policy and the Copyright SOP
Bylaws revisions

Regular meetings will be the first Tuesday and third Thursday of each month.

Table 1
Attendance

Name	Representing	Present
Alfredo Sotomayor	**TNI Board**	**X**
Bob Wyeth	**At Large, CSD Board**	**X**
Gary Dechant	**PT**	**Absent**
John Applewhite	**Technical Assistance**	**X**
Jo Ann Boyd	**LASC**	**X**
Silky Labie	**CSD**	**X**
Jerry Parr	**Ex Officio**	**X**

Steve Stubbs	**NELAP Board**	**X**
Susan Wyatt	**Advocacy**	**X**
Mei Beth Shepherd	**Associate**	**Absent**
John Moorman	**NEFAP**	**Absent**
Carol Batterton	**TNI, Staff**	**X**