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SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
NOVEMBER 20, 2008

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The Board held a meeting via teleconference on Thursday November 20, 2008, at 1:00 pm EST. Chair Ken Jackson led the meeting.

Agenda item 1 – Review and approve September 11, 2008 meeting summary

The Board unanimously approved the September 11, 2008 meeting summary (Jeff Flowers motion/Paul Junio second).

Action items:

The Board revisited the issue of circulation of draft meeting minutes, and whether they should be provided to associate members who did not participate in a call or meeting. Currently each Chair is using their discretion on circulation of minutes. The original concern was that something will be taken out of context before minutes are final. It was suggested that it would be better to err on the side of openness. Chairs can put a disclaimer on meeting minutes until finalized. Ken will raise the issue with the Policy Committee since it affects more than just the CSDP.

The policy revision on interest categories will be handled with the TIA SOP proposal.

Cross walk documents are completed by committees that were preparing them. There was a request to provide them to the public – they can be posted in the CSDB area on the TNI website. Ken asked chairs to send them to him within the next couple weeks.

Agenda item 2 – SSAS Committee Update

Maria gave an update on recent activity. She provided an overview of the 3 modules developed by the committee – for audit sample providers, provider accreditors, and technical requirements other participants such as regulatory agencies and labs. The modules are on track to be released as WDS for Miami. Jerry is determining how the documents fit into the overall structure of TNI standards in terms of sector, volume and module.

The PT Board FoPT subcommittee is in the process of drafting a table for determining the acceptance criteria for the audit samples.

The infrastructure for implementing the standards as a program still needs to be developed, along with a common database for provider data, etc. It was suggested the SSAS committee should touch base with PT Board to determine their involvement.

The draft Charter for the committee was reviewed, and the Board discussed the issue of creating different interest categories for this committee. Marlene raised the concern of

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needing to make sure any changes to interest categories are consistent with TNI by laws (Section 5 article 11). Ken will raise the topic of interest categories and the need for flexibility with the TNI Board.

While the issue of interest categories is being sorted out, the Board decided to focus on approval of the committee mission, with approval of the charter at a later date. There is a need to formally confirm the committee, since they must vote on release of the WDSs prior to the Miami meeting. The Board reviewed the mission of the committee and suggested an amendment to it. The Board unanimously approved the revised mission (Bob motioned/Jeff second). The Board also unanimously approved the constitution of the committee (Bob motioned/Marlene second).

Agenda item 3 – Expert Committee LASC response process

The LASC review process has gone well and has provided many constructive comments. However, some issues raised by LASC on standards were not raised during the standards development process or have been responded to repeatedly. The LASC review would be more beneficial earlier in the process before final consensus voting has taken place. At this point LASC can comment on anything, but the consensus process has to be respected. Issuance of a TIA is a decision of the Expert Committee, not LASC. If the consensus standard is not accepted, the whole process implodes. PT will be voting on its final response to LASC within the week, and TIAs will have to be developed for 3 modules. During the next revision cycle, LASC review should be done earlier in the process. LASC does expect to be done with its review in time for Miami.

Agenda item 4 – SOP for Tentative Interim Amendments

Ken explained the draft revisions he provided for review on TIAs. The current procedures were not detailed enough for meaningful TIA development. Ken's draft is the original text with added details. One major change was to amend TNI BoD to CSDB, but BoD involvement in process was noted.

Board comments were as follows:
- Don't need as much detail in 5.5.1, since process is explained in following sections
- Delete content of 5.5.2 d) following "impact"
- Clarify what types of errors or omissions are intended by 5.5.2 a)
- Remove "endorsement" of the TNI BoD
- Conduct public comment period before committee votes so comments can be considered

Ken will update the draft and recirculate to the committee. The Board will vote via email over the next week.

Agenda item 5 – Preparations for Miami Forum

Keep for December meeting.

Agenda item 6 – Brief Expert Committee Reports

Keep for December meeting.

Agenda item 7 – Next CSDB Chair

Ken announced he will be retiring in Feb 2009. He asked the Board to consider possible successors, and whether any CSDB members would like to chair. It has worked well to have a chair that is not also an expert committee chair from a workload perspective, but the Board is not currently as busy.

Agenda item 8 – Other business

None discussed.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Jeff Flowers (Accreditation Body); Bob DiRienzo and Paul Junio (Quality Systems); Denise Rice (On-site Assessment); Marlene Moore (Field Activities); Maria Friedman (SSAS), Joann Boyd (At-Large), Kirstin McCracken (Proficiency Testing), Jane Wilson (Program Administrator)

Absent: None

Next Meeting is December 11, 2008.

2008 Meeting Schedule
1:00 pm ET to 2:30 pm ET

January 17 (Newport Beach)	July 10
February 7 (canceled)	August 14 (Washington DC)
March 13 – changed to March 20	September 11
April 10 (canceled)	October 9 (canceled)
May 8	November 13 – changed to Nov 20
June 12	December 11

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Completed?
1	3/20/2008	Work with Policy committee to address circulation of draft committee minutes	Ken	ongoing

Item No.	Date Proposed	Action	To be Completed By	Completed?
2	9/11/2008	Expert Committees (except FAC) provide comparison documents for LASC review	Expert Committees	done
3	9/11/2008	Forward proposed policy change to Policy Committee	Ken	Wait for TIA proposal
4	9/11/2008	Investigate mechanism for posting response to appeal as an interpretation	Ken	ongoing
5	9/11/2008	EC Chairs designate alternates for CSDB calls	EC Chairs	done
6	11/20/08	EC Chairs to forward cross walk docs to Ken for posting	EC Chairs	
7	11/20/08	Ken will raise issue of interest category limitations to TNI Board	Ken	
8	11/20/08	Ken will update TIA SOP revision and circulate for email vote	Ken	

-DRAFT-
TNI Consensus Standards Development Board Conference Call
11/20/08, 1:00 pm – 2:25 pm ET, Call-in: # 1-218-936-4700, 288414

AGENDA

1. Review and approve September 11, 2008 meeting summary
2. SSAS Committee Update
    a. Approve charter
    b. Progress report
3. Expert Committee LASC response process
4. SOP for Tentative Interim Amendments
5. Preparations for Miami Forum
6. Brief Expert Committee Reports
7. Next CSDB Chair
8. Other business