TNI Information Technology Committee Meeting Summary
June 16, 2016

1. Roll Call

Participants	Present
Daystrom, William	X
Evans, Nick	---
Friedman, Maria	X
Hickman, Dan	
Kuhn, John (Chair)	X
Parr, Jerry	X
Shepherd, Mei Beth	X
Starr, Rip	
Varner, Pam	X
Ward, Keith (Vice Chair)	
Wlodarski, Jan	X
Howland, Ed	

2. Approval of May 2016 Minutes

Motion to Approve: Mei Beth Shepherd
Second: Maria Friedman
Approved: Unanimous

3. New Committee Applicant, Edward Howland

Motion to Approve: Mei Beth Shepherd
Second: Maria Friedman
Approved: Unanimous

4. Summer Conference Update

Update on the conference: The AC is meeting on Monday morning, followed by the LASEC. We talked about doing a separate meeting with the AC to talk about LAMS – maybe we can do this during lunch on Monday. Another thought is that maybe we should draft a policy requiring the ABs to enter data into LAMS and present that to the LAS as something they should think about. (They are supposed to be working on a series of policies for NELAP.) Maybe we should take all four items referenced in the 2003 Standard and turn them into a policy on the responsibility of a NELAP Accreditation Body. Jerry will draft the policy for our call in July so we can review and tweak and then submit to LAS.

Monday afternoon is the NGAB session and we've had some discussions about having them as a part of LAMS. We should have that discussion as well so we need to be on the NGAB meeting agenda too.

We may also want to talk to the ABs about getting their accreditation data into LAMS and find out what kinds of problems they were having (besides resources) that maybe the IT Committee could assist with.

5. Gen App Update

Mei Beth was very helpful in assisting William with troubleshooting and fixing errors. The main error that Mei Beth continued to get was "Gen App not saving" or "new FOAs not adding", and it turns out it was due to the way the matrix checkboxes worked. If you checked the checkbox itself, everything worked fine. However, if you clicked next to the checkbox, but not ON it, the matrix was highlighted, the checkbox was NOT checked, and adding FOAs did nothing. It's a quirk in the way that particular control works. If you know about it, there's no problem using it. Code has been added that will force the checkbox to be checked even if you click to the side of the checkbox and not directly on it.

6. LAMS & Method Compendium Update

We made an update to LAMS where we added an FOA expiration date field. This field is supported in the upload file, and there is a place on the screen for the expiration date to appear. There is also an FOA download file that ABs can use to download a copy of all their FOAs. Until a few days ago, the format of the download file almost, but not quite, matched the format of the upload file. Now the format matches. This will make it easier for changes to be made. Now they can download the file, make a change, and re-upload.

7. Website Update

The server migration has been completed. LAMS gave William the most trouble and is working now just as well as it was before. There have been no server outages on the new platform so far.

Registration for the Orange County Forum has opened. A backlog of Standard Interpretation Requests for voting that William didn't know was there has been cleared. The TNI membership system is undergoing a major upgrade. This has not been done since it was originally set up approximately 7 – 8 years ago. It should be completed tomorrow or Saturday. The functionality is the same, but may look a little different to users. For Jerry, the changes will be bigger and William will walk him through those and/or make him a cheat-sheet for the changes.

Regarding the PT data upload project: A meeting was held with PT providers and Maria. So far we've solicited information from the PTP for contacts at the provider to know who will be uploading data to us. We've gotten a pretty good response from them so far with this information. William will be setting up a password-protected file location where they can upload the PT data that has been requested so far, in a spreadsheet format that was given to them by the PTPEC. William will then manually anonymize and consolidate the data and send it to the PTPEC for this first round. After that, he will make a website to parse the upload files and handle the anonymization automatically so that he is no longer involved in manually processing it.

Also regarding the PT data uploads, Maria just wanted to give Jerry a heads-up that we need to sign a confidentiality statement and send a copy to each provider so they can be assured that their data will remain confidential. It should be William, or the IT Administrator, that will be signing the form. Maria will be forwarding it to Jerry for review and approval. It may be more appropriate for Jerry to sign the form instead of William, and perhaps we should even run it by our attorney for review. Maria will send the document to Jerry.

8. New Business & Open Topics

We are developing new and different kinds of documents, i.e., position statements, corporate governance guideline document, quality management plan, "Policies & SOPs" on the website, but we don't have a place on the website for these other kinds of documents. We need to think about what to do with these documents.

9. Next Meeting: July 21st, 3pm EST