

Policy Committee Meeting Summary

October 1, 2021

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on October 1, 2021 by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The August 20th and September 3rd minutes could not be approved at the last meeting because there was not a quorum, so these minutes were reviewed today. The September 17th minutes were also reviewed. A motion was made by Paul to approve the August 20, 2021, September 3, 2021 and September 17, 2021 minutes as written. The motion was seconded by Silky and there was no further discussion. The motion was unanimously approved.

2. SOP Update

Jerry noted that SOP 2-100 (Procedures Governing Standards Development) was never sent to the TNI Board of Directors. He will do this for the October 2021 meeting. *(Addition: After further research, Jerry found that this had been sent to the Board. No further action required.)*

3. Charters

LASEC returned their Charter for final review. The following edits/changes were made:

- Added Effective to date. Eliminated Year on Heading.
- Pull changes in 4.3 from Charter - helping PT Expert.
- 75% of interpretations vs majority.
- Add new Success measure: Timing of SIR completion meets the requirements in SOP 3-105.
- Fix alignment.
- Change “teleconference” to “virtual” and “in person” instead of “face-to-face”.
- Change to Associate members are allowed.

The Committee will vote on these changes and if LASEC is OK with them, the Committee will not need to revote to approve the Charter.

A motion was made by Paul to approve the Charter as amended above. Mei Beth seconded the motion and there was no discussion. The motion was unanimously approved.

Jerry and Paul expect to have the Advocacy and CSDEC Charters ready for review at the next meeting. Ilona noted that the Training Committee Charter will also be ready for review.

4. SOP 1-110 (Educational Delivery System)

The Committee continued the review starting in Section 5.1:

- Edits were made to the Training Coordinator and Training Committee lists of responsibilities.
- Review of training should be comprehensive instead of thorough.
- Section 5.2.1: “as defined in the term “Training Course” in Section 4.”
- Section 5.3: Comprehensive instead of thorough.
- Section 5.3.2: Note these are External Training Providers. Ilona and Jerry will work on language in this section so that confidentiality procedures are not repeated and all procedures for review are clear. This will be done before the Training Committee starts its review of this SOP next week. If the TNI logo is requested, the material must be reviewed for technical content.
- Section 5.3.2.1: Delete fluff - description.

Review of this SOP will be continued at the next meeting.

5. Action Items

An Action Item Summary can be found in Dropbox. Jerry made a few updates earlier in the week.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be October 15, 2021 at 11am Eastern.

The meeting was adjourned at 12:30 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Present	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair Present	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd Absent	Lab and FSMO (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner Absent	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Present	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio Present	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) Present	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) Absent	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton Present	Program Administrator	TNI	Ilona.taunton@nelac- institute.org