

Policy Committee Meeting Summary

October 15, 2021

1. Roll Call and Minutes Review:

Silky Labie, Vice-Chair, called the meeting to order at 11am Eastern on October 15, 2021 by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A).

There were not enough members on the call to do any Committee business. The minutes will be reviewed and voted on at the next meeting. The Committee would like to add an agenda item at the next meeting to discuss membership to see if there is something that can be done differently to make sure there are enough members to vote on each call.

2. Internal Audit Checklist

The group discussed options on how to update the Policy portion of the Internal Audit Checklist for all the Committees. Ilona will take a look at the checklist and make a first attempt to update it. This should be put on the 2nd November meeting agenda.

3. Charters

Training Committee

Changes recommended:

2. Success Measure

Use “continued” instead of “increase”.

3. Success Measures

Bullet 1: “Training tracks” instead of “Target groups”.

Change Objective to Develop various training tracks

Add a fourth bullet: Courses are developed and held.

Success Measures 4, 5, 6, -OK

7. Success Measure: Change to: Increase use of previously developed training materials.

Success Measures 8, 9 - OK

10. Success Measure: Change first bullet to “periodically” instead of “regularly”.

11. Add additional objective concerning Annual Reports that is being placed in all other Charters.

Available Resources:

Delete Teleconference

Change “currently webex” to “such as webex” instead.

Schedule:

“In person” instead of “face-to-face”

Training will be able to look at this on November 5th and send an update back to the Policy Committee.

CSDP EC

Paul raised a question about referring to an SOP that doesn't already exist, so he changed the language in #5 compared to what was in the LASEC charter. This new language needs to go into all Charters:

Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measures:

Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Title needs Program added to it. This also needs to be changed throughout the document. It is CSDP EC and not CSDEC.

Mission:

Editorial corrections were made. The subject area should be module/volume.

Changed to:

Mission:

To guide the Consensus Standards Development process in the development and maintenance of standards. The CSDP EC, through representation from expert committees for each Module/Volume of the TNI Standards, ensures necessary, relevant, and timely development and/or changes to the Standards.

It is the role of the CSDP EC to:

- Receive and respond to stakeholder requests for improvement and/or development of the Standards;

- Ensure that changes are made in a timely and implementable fashion by working with Stakeholders, other TNI executive committees, and the Accreditation Council;
- Ensure that conflicts do not exist within the various Volumes and Modules of the Standards; and
- Ensure that Standards Development is done in conformance with ANSI requirements.

Objectives 1: Editorial changes – capitalize Standards and correct use of volume and module. Change bullet 4 to read:

- Providing a forum for interaction to ensure coordination and minimize conflict between Volumes and/or Modules, and to promote free exchange of information and ideas.

Add “are assisted” in first bullet under Success Measures.

Objective 2:

Change success measure to:

All Standards are developed in compliance with TNI policies and procedures. CSDP EC reviews all final Volumes and Modules of the Standards to ensure consistency and uniformity among the Standards.

Objective 3:

Change “application” to “implementation”.

Make success measure an action item. Use term “developed”.

Objective 4:

Change Success Measures into items that can be measured instead of action items:

Each Expert Committee solicited feedback from stakeholders and interested parties through activities such as website postings, public meetings, Webinars, and committee meetings.

Objective 5: OK

Available Resources – Change “Teleconference services” to “Virtual meetings”.

Paul will take this back to the CSDP EC and work on an update.

4. Action Items

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

5. New Business

None.

6. Next Meeting and Close

The next meeting will be November 5, 2021 at 11am Eastern.

The meeting was adjourned at 12:31 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Absent	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 Absent	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