Policy Committee
Meeting Summary

October 30, 2020

1. Roll Call:

   Patsy Root, Chair, called the meeting to order at 10:10am Eastern on October 30, 2020 by teleconference. The meeting was attended by 5 Committee members (see Attachment A).

   The September 18, 2020 meeting minutes were reviewed. A motion was made by Paul to approve the September 18, 2020 minutes as written. The motion was seconded by Silky and unanimously approved.

   The October 2, 2020 meeting was canceled because there not enough members present for a quorum.

2. SOP 1-102: Decision-Making Rules for TNI Committees

   Jerry updated SOP 1-102 and submitted it for Policy review. The update was to address concerns about how abstentions are being handled in TNI.

   Review:

   - Add period to definition of abstention.

   - Paul noted the definition matches SOPs 4-105 (PTPEC) and 5-102 (NEFAP), but it does not match SOP 3-101 (NELAP). These are all voting SOPs. Paul is not sure that SOP 3-101 can change. Does it follow Robert's Rules of Order work? Paul does not think so. Need to define "majority".

   - Patsy thinks abstentions don't get counted as votes. A vote of 7 (for)-6 (against) -2 (abstain) would not pass. It would need to be 8 – for. Paul agreed. When looking at the NELAP voting SOP, though an abstention is not a "no" vote, it has the same effect.

   - Paul requested that the SOP be tabled until Jerry can be on a call to review this SOP.

3. SOP 4-105: PT Program Executive Committee Voting Process

   This SOP was re-submitted for review after changes were made.

   - Section 4:

- o The definition for abstention matches the glossary. It does not meet the NELAP definition.
- o "Super Majority Vote" and "Simple Majority Vote" are new terms and haven't been used before. Paul likes these definitions because they are clearly written. He thinks TNI should move in this direction. Patsy is not sure two terms are really needed. If you don't have a quorum, you can't vote. The Super Majority Vote is based on committee membership number. For Simple Majority Vote, only 50% of the committee needs to vote. For example, a committee with 15 members needs at least 8 people at the meeting in order to be able to vote. If there are 8 people, a vote of 5 – For and 3 – Against would pass. A 4 – For, 1 – Against and 3 – Abstain would pass if approval is 50% or more For votes.
- Section 5:
  - o Questioned why SIRs would not be a Majority Vote. It relates to the Standard. Reconsider.
  - o Section 5.1: Change to "Each PTPEC member".
  - o Section 5.4: Not clear what a majority of "For" votes is. The Policy Committee will send a question to PTPEC about what passes in order to understand how they are implementing this section: What if the vote is 4-4-1 or 4-3-2, does it pass?
- Section 6:
  - o Add text to header: Super Majority votes are required on matters concerning PTPA recognition and any FoPT table changes. Are there any other items when a Super Majority vote is required?
  - o Section 6.1 – change to "Each committee member".
  - o Section 6.3.2.2 – Questioned whether PTPEC has an official ballot. Where are these?
  - o Section 6.3.2.3 – Confirmed that all the votes have been cast. If 2/3 do not vote, it is invalid. Recommend that language be modified to: The vote is not considered valid unless a Super Majority has been met within the designated two-week period and the issue must be presented again for a motion for vote at a future committee meeting.
  - o Section 6.3.2.4 – Recommend deleting Section 6.3.2.4. This duplicates the definition.
  - o Section 6.3.3 – OK
- Section 7: POL 1-104.
- Section 8: OK
- Section 9: Needs both POL 1-101 and POL 1-104

Mei Beth thinks the Committee needs further discussion to resolve the voting issues discussed today. Each committee should not be making their own rules. Ilona should wait to send this SOP back to PTPEC until this discussion is completed.

4. Action Items

An Action Item Summary can be found in Attachment C.

5. New Business

   None.

6. Next Meeting and Close

   The next meeting will be held by teleconference on November 6, 2020 at 11:00am EDT.

   The meeting was adjourned at 11:21 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 – 10:30am**	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd **Present**	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith **Absent**	PTPEC (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio **Present**	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex-officio) **Absent**	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 – until 10:40 - record**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org

Attachment C: Policy Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
1	Email policy/SOP	POL 1-121 or SOP 1-114	Jerry/William	Jerry	4/5/19			Jerry to draft document
2	update SOPs 1-100 and 1-116		Jerry/lynn		10/4/19			revise file naming requirements to accommodate PowerDMS
3	Review PTPEC Complaint SOP	SOP 4-102	Eric		12/6/19	12/6/19	PTPEC resubmitted revised version on 4/13/20.	Revisions need to be reviewed and approved by Policy Committee.
4	Review NEFAP COI	SOP 5-107			12/6/19	12/6/19	pending presentation to Board, likely in March	NEFAP EC agrees with minor edits 1/3/20
5	Review NEFAP Nominating SOP	SOP 5-103	Ilona		12/6/19	1/3/20		comments returned to NEFAP EC 1/12/20
6	Discuss CA process for Internal Audits		Ilona		1/17/20	1/17/20	Ilona to request database modifications. Done.	agreed upon revisions will be added to SOP 1-124
7	Review IT SOP 1-109 revisions		MeiBeth/Jerry		4/3/20		Policy to send new edits to SOP for review.	4/3/20:Reviewed through Section 5. 4/17/20: Review completed and final edits to SOP sent to MeiBeth on 4/17/20.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
8	Review Revised IA SOP	SOP 1-124	Ilona		2/21/20	3/6/20		Updated SOP approved. Waiting for database to be updated before Appendix A can be finalized with new screen shots. Once complete - send to BoD.
9	Review Application and Membership SOP.	SOP 1-125	Ilona		3/6/20	4/17/20		Scheduled for final review on 4/17/20. 4/17/20: SOP approved. Send to Jerry for Board review.
10	Review IA memo.		Ilona		3/6/20	3/6/20		No changes requested. Needs to be sent as soon as database updates are complete. Sent out to Chairs and PAs on 4/6/20.
11	"LAMS", "Method compendium" and "Method Repository" need to be added to glossary.	SOP 1-109	Paul		4/3/20	4/3/20	Paul to handle request in CSDP.	
12	Update SOP 1-101	SOP 1-101	Paul		5/1/20	8/7/20		SOP 1-101 needs to be updated to reflect changes in TNI procedures. Review started on 5/1/20. Further reviewed on 6/19/20. SOP final approval on 8/7/20.
13	Review PTPEC revised SOP.	4-102			5/1/20	5/1/20		Approved by Policy. TNI Board had no comments. Post as final.

#	Task	Ref							Status
14	Review PTPEC revised SOP.	4-105				5/1/20			Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting. Jerry found issue in SOP: There is no such thing as a full quorum, and he was also concerned that VETO may not be relevant to PT. The SOP was sent back for PTPEC to reconsider. 6/18/20: PTPEC resubmitted an update. 10/30/20: Reviewed and will be sent back to PTPEC after Policy makes decision on voting processes for TNI.
15	Review PTPEC revised SOP.	4-107				5/1/20			Waiting for update from the PTPEC.
16	Review PTPEC new SOP.	4-108				5/1/20	5/1/20		Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.
17	Write TNI Content Management SOP or Policy.		Jerry Parr						Need mentioned during CSDP SOP Subcommittee meeting.
18	Review and update Policy SOP to address protection of FoPT tables and other documents against unauthorized changes.	SOP 1-104							Taken from Policy Committee minutes 8/16/19.
19	Operations of TNI Board of Directors – SOP	Discuss regarding need.							

	needs to be drafted (SOP-1-101 refers to this document.)	Does bylaws need to be referenced instead.						
20	Review of CSDP revised SOP.	2-100			5-15-20	6-5-20	Final SOP sent to Bob Wyeth and posted on DMS.	6-5-20: The review was completed by Policy on 6-5-20. Paul will work with CSDP to update the SOP this week so Policy can do a final review of the changes. 6-12-20: SOP completed and approved by Policy. The SOP went through additional reviews in response to ANSI review (7/31/20) The final version approved was SOP 6-100 Rev 3.3 on 8-21-20. Paul to provide follow-up on need for abstention procedures. 9-4-20: SOP 1-102 will be updated to include procedures.
21	Review of NEFAP revised SOP.	5-104	Ilona	Elizabeth	9-4-20			9-4-20: Review other program procedures and see if a consistent approach is possible. 9-18-20: Review completed and sent back to NEFAP EC for update.
22	Review of new SSAS SOP.	6-100	Ilona	Sheri Heldstab	8-21-20	9-4-20		8-21-20: Reviewed through section 5.6.6. 9-4-20: Review completed and SOP approved.
23	Glossary							
24	Review of new SOP.	3-114						Implementation Guidance SOP.

#	Description	SOP						
25	Review of revised SOP.	3-105						SIR Management SOP – Hold on review as per Lynn Bradley on 8/27/20. Further updating is needed. 10/22/20: Received updated version to review.
26	Review of revised SOP.	2-101			6-12-20	6-19-20	Final SOP sent to Bob Wyeth and posted on DMS.	Expert Committees 6-12-20: Ended review on Section 10.1. 6-19-20: Completed and finalized SOP. Placed on DMS.
27	Revise SOP.	1-101			6-19-20	8-7-20		Review complete. Formatting needs to be updated.
28	Review of revised SOP.	3-103	Lynn Bradley		8-7-20	8-7-20		Recommendations sent to LASEC.
29	Review Training Committee Charter		Ilona Taunton	Calista Daigle	8-21-20	8-21-20		The charter was approved with minor recommendations.
30	Review of revised SOP.	3-102	Lynn Bradley					Evaluation of ABs SOP. Updated for remote evaluations.
31	Review Internal Audit Checklists		Ilona Taunton	All Committees				
32	Update SOP to expand voting rules section.	SOP 1-102	Jerry Parr		10/30/20			10/30/20: Review started, but stopped. Need Jerry's input.
33	Confirm Strategic Plan has been published and request updated Charters.	Committee Charters	Jerry Parr					Discussed 9/4/20.