

## **Policy Committee Meeting Summary**

**November 19, 2021**

### 1. Roll Call and Minutes Review:

Patsy, Chair, called the meeting to order at 11am Eastern on November 19, 2021, by teleconference. The meeting was attended by 7 Committee voting members (see Attachment A).

The minutes for the 10/1/21, 10/15/21 and 11/5/21 meetings were reviewed on Webex. A motion was made by Paul to approve the 10/1/21, 10/15/21 and 11/5/21 minutes with two changes: 10/15/21 – Under CSDP – “Charter” instead of “Agenda” and 11/5/21 – Under New Business – should be “They”. The motion was seconded by Silky and there was no further discussion. The motion was unanimously approved.

### 2. Committee Membership

Jerry still plans to talk to Advocacy about a candidate. Advocacy does not meet until the first week of December.

### 3. Charters

#### NEFAP

NEFAP reviewed Policies recommendations/changes and accepted all except for the suggestion to add more detail to the metrics. They did not think this was appropriate in the Charter and the Committee agreed. NEFAP has another document to track metrics. Policy made one editorial change in Objective 1 Success Measure – “As stated” instead of “found”.

The approval date was corrected to November 18, 2021.

A motion was made to approve the NEFAP Charter as submitted with today’s Agenda with the editorial changes above. The motion was seconded by Mei Beth and unanimously approved.

#### PTPEC

Be sure to include date when final.

Objective 1:

TNI needs a policy on confidentiality of data and information (added to Action Items table). A policy will be developed.

Eliminate note. This would be best in an SOP and not a Charter.

Success Measure – 2<sup>nd</sup> bullet – Change to “fewer” instead of “less”.

Success Measure – 4<sup>th</sup> bullet – reworded to: Participation of laboratories is trended by proficiency testing program, by state, overall to establish a baseline for further tracking of program/state/overall involvement in the TNI PT program.

Objective 2: Delete SOP reference. Too much detail.

Clean up Success Measures to make sure they are not action items.

Add a Success Measure: Recognized PTPAs are awarded Certificates.

Objective 3:

Bullet 1 and 2: Remove “are”.

Remove “the current” also.

Separate bullet 2 into two bullets.

Last bullet is too detailed. Put a period after “performance of analytes”.

Objective 4:

Remove last success measure. Covered above and not appropriate in this section.

Objective 5:

Remove: involvement

Reword Success Measures to generalize and make clearer.

Objective 6: OK

Remove Program Administrator

This review will be sent back to the PTPEC for review and update.

A motion was made to accept the review of the PTPEC Charter and send it back for further update. The motion was seconded by Silky and unanimously approved.

Policy Charter

Jerry provided a DRAFT for the Committee to review based on the 2017 version of the Committee’s Charter. The changes were mainly editorial, and the Success Measure related to the annual report was added. The Committee made a few more editorial changes.

A motion was made by Paul to approve the 2021 Policy Committee Charter. The motion was seconded by Elizabeth and unanimously approved.

#### Charter Update

Jerry will create the Finance and Nominating Charters for review at the next meeting. IT still needs final formatting updates and Policy needs to vote to approve it. Training is finalizing their Charter today and it will be ready for final Policy approval next meeting.

#### 4. Action Items

An Action Item Summary can be found in Dropbox.

#### 5. New Business

None.

#### 6. Next Meeting and Close

The next meeting will be December 3, 2021, at 11am Eastern. There will be no meeting on December 17, 2021. *(Addition: Silky was able to chair the meeting, so the Committee did decide to meet on December 17<sup>th</sup>.)*

The meeting was adjourned at 12:25 pm Eastern.

**Attachment A**

**Participants  
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair <b>Present</b>	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair <b>Present</b>	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd <b>Absent</b>	At Large (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner <b>Present</b>	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger <b>Present</b>	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd <b>Present until 11:34am Eastern</b>	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith <b>Present</b>	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.com
Paul Junio <b>Present</b>	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslab.com
Jerry Parr (ex- officio) <b>Present</b>	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) <b>Absent</b>	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton <b>Present</b>	Program Administrator	TNI	Ilona.taunton@nelac- institute.org