

Policy Committee Meeting Summary

November 5, 2021

1. Roll Call and Minutes Review:

Patsy, Chair, called the meeting to order at 11am Eastern on November 5, 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.

2. Committee Membership

The group discussed options on how to ensure that there is a quorum at each meeting. The group decided to add a member from the administrative side of the committees in TNI. Jerry will talk to Advocacy about a candidate.

3. Charters

Update:

CSDP – ready to approve, but no quorum today.
NEFAP – will be ready for re-review next meeting.
PTPEC – in Policy folder for review.
Advocacy – Review today.
NELAP AC – Review today.
IT – Review today.
Training – Ready to review first meeting in December.
Policy – needed.

Advocacy

Available Resources: Change to virtual meeting instead teleconference.

Add the Annual Report Objective from the CDSP charter.

Composition of the Committee:
Preferably a Past Chair.

Objective 2:

Remove “a” and make programs plural. Actually strike “a national accreditation” and make TNI’s programs.

Objective 3:

Delete. Don’t need to add local to 3 because it is understood.

Objective 6: Delete - the new objective covers it.

Objective 7: Delete second and third bullets under success measures.

Jerry will take this back to advocacy for a final vote. It is ready for Board review after Policy votes on it.

NELAP Charter

Objective 2 - Update success measure.

Objective 3 - Update

Objective 4 - Remove. Add language being used in other SOPs.

Add language from CSDP Charter regarding annual reports. Send to Lynn.

IT Charter

Jerry will clean-up the format. Not consistent.

This will be reviewed at the next meeting given the time .

4. Action Items

An Action Item Summary can be found in Dropbox.

5. New Business

Is a procedure needed to ensure that new SOPs are reviewed by the relevant users? Jerry commented that the Program Administrators should be communicating this information to their committees since they attend Board calls where new and updated SOPs are announced. Program Administrators are supposed to ensure that policies and decisions as the relate to TNI are implemented.

6. Next Meeting and Close

The next meeting will be November 19, 2021 at 11am Eastern.

The meeting was adjourned at 12:25 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 Absent	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
JoAnn Boyd Absent	At Large (Lab)	Southwest Research Institute, San Antonio, TX	jboyd@swri.org
Elizabeth Turner Present	NEFAP (Lab)	Pace Laboratories	Elizabeth.turner@pacelabs.com
Virginia Hunsberger Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Absent	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