

Policy Committee Meeting Summary

November 6, 2020

1. Roll Call:

Patsy Root, Chair, called the meeting to order at 11am Eastern on November 6, 2020 by teleconference. The meeting was attended by 7 Committee members (see Attachment A).

The October 30, 2020 meeting minutes were reviewed. A motion was made by Paul to approve the October 30, 2020 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

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

The Committee started to review this SOP during the last meeting, but found they needed Jerry to clarify parts of the SOP. The SOP was tabled until today's meeting.

The Committee looked back at PTPEC SOP 4-105 (PT Program Executive Committee Voting Process) and agreed they like the Simple Majority and Super Majority language.

Eric and Ilona clarified that for Super Majority it looks at the entire membership. The Simple Majority depends on the people present at the meeting.

Jerry provided an example: 8 committee members total – 6 people on call. Quorum reached. A vote of 4-For and 2-Against, passes.

A clarification for Simple Majority Vote needs to be made to address email vote.

In order to discuss items when a quorum is not reached, there needs to be a provision for email vote in the SOP. There needs to be an exception for email voting. Such votes increase the total number of votes cast.

Someone who is not present at a call cannot be counted toward quorum.

Change definition of Simple Majority Vote to: A vote where a minimum of 50% of the current committee members at a meeting membership voted; an exception is allowed for email voting. Such votes may increase the total number of votes cast.

Send SOP 4-105 back to PTPEC with the notes from last week and the new recommended definition for Simple Majority Vote. The PTPEC should also review email voting in the SOP to make sure it is clear and reflects the intent of the new definition.

The Committee then looked back at SOP 1-102. Could this SOP replace all the program SOPs? This should be a goal in working on this SOP. This will promote consistency.

- Section 4 – Definitions
 - o Change abstention definition to match 4-105.
 - o Change Simple Majority definition to match 4-105
 - o Delete Majority definition.
 - o Add Super Majority definition from 4-105. Change to “committee” and eliminate “current”.
 - o Quorum – replace group with committee.
 - o Meta-Decision – change group to committee.
 - o Paul will verify that definitions are the same as the glossary. Eric noted that a number of the definitions refer to “group” instead of “committee”. This will need to be changed in the glossary.
- Title - Title should be changed to “Voting Rules for TNI Committees”.
- Section 1 – OK
- Section 2 – Replace “decision” with “vote”. This SOP applies to Subcommittees too.
- Section 3 – Skip and come back.
- Section 5 –
 - o Remove first paragraph of 5. Leave last 3 points only.

Eric suggested starting with PTPEC’s SOP and then add to it. The original SOP 1-102 was written at a time where all the background information was needed. It may be easier to add then delete language. Mei Beth suggested reading through SOP 1-102 and highlight what we would want to keep. This was done.

- o Last two paragraphs of 5 should go to Section 2. It helps to set the stage.
- o Need to leave in information about Veto voting because the NELAP AC does this. NEFAP has it too.
- o Should also consider adding in information about designated back-ups that can vote in NELAP AC and NEFAP EC.

Eric volunteered to continue updating SOP 1-102 based on SOP 4-105 and the discussion today. Paul, Jerry and Ilona also volunteered to help if needed. Making progress on the SOP outside of meeting time will help speed up this update.

3. Action Items

An Action Item Summary can be found in Attachment B.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be held by teleconference on November 20, 2020 at 11:00am EST.
The December meetings will be on 12/4 and 12/18/20.

The meeting was adjourned at 12:26 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 Present	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 (Lab)	ALS	Eric.smith@alsglobal.com
Paul Junio Present	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nslslab.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

Attachment B: 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.

14	Review PTPEC revised SOP.	4-105			5/1/20	11/6/20		<p>Approved by Policy. Sent to Board, but wrong SOP was attached to Agenda. Will be resent for June meeting.</p> <p>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.</p> <p>The SOP was sent back for PTPEC to reconsider.</p> <p>6/18/20: PTPEC resubmitted an update.</p> <p>10/30/20: Reviewed and will be sent back to PTPEC after Policy makes decision on voting processes for TNI.</p> <p>11/6/20 – Comments finalized and sent to Eric Smith for update.</p>
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	SOP 1-104						Taken from Policy Committee minutes 8/16/19.

	unauthorized changes.							
19	Operations of TNI Board of Directors – SOP needs to be drafted (SOP-1-101 refers to this document.)	Discuss regarding need. 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.
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. 11/14/20: Hold SOP for another change.
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. 11/6/20: Reviewed.
33	Confirm Strategic Plan has been published and	Committee Charters	Jerry Parr			11/9/20		Discussed 9/4/20. Jerry confirmed it is on TNI Board site.

