

Policy Committee Meeting Summary

December 3, 2021

1. Roll Call and Minutes Review:

Patsy, Chair, called the meeting to order at 11am Eastern on December 3, 2021, by teleconference. The meeting was attended by 6 Committee voting members (see Attachment A).

The minutes from the November 19th meeting were reviewed on Webex. A motion was made by Silky to approve the November 19, 2021 minutes as written. The motion was seconded by Paul and there was no further discussion. The motion was unanimously approved.

2. Membership

Paul commented that Advocacy has not discussed adding a member to the Policy Committee. He will follow up with Steve Arms (Chair, Advocacy) and Jerry.

3. Charters

Training

Training updated their Charter based on Policy's recommendations. They essentially accepted Policy's review and they made a few more edits.

A motion was made by Paul to accept the TNI Training Charter as sent by the Training Committee. Eric seconded the motion and it was unanimously approved.

IT

Mei Beth and Jerry completed the review of the IT Charter.

Objective 4 –

The following were added to the objective:

- A system is maintained for committee applications.
- A system is maintained for internal audits.
- Forms are developed as needed.
- NEMC needs are supported.

The second success measure was recommended for an update:

- TNI elections are held with results posted by **X # of days after election is completed.**

A motion was made by Elizabeth to accept the IT Charter as updated and posted by Jerry Parr with the changes noted above. Silky seconded the motion and it was unanimously approved.

Nominating

Jerry prepared this Charter based on the previous 2017 Charter.

Objective 1 was changed to: Ensure a slate of candidates are **available for election.**
Delete “elected” in the success measure.

A motion was made by Paul to accept the Nominating Charter as updated and posted by Jerry Parr with the changes noted above. Eric seconded the motion and it was unanimously approved.

Finance

Jerry prepared this Charter based on the previous Charter.

There was a question about whether Jerry is an ex-officio member. Jerry is listed as ex-officio for Policy. The language will be left as “active member”.

A motion was made by Paul to accept the Finance Charter as updated and posted by Jerry Parr. Silky seconded the motion and it was unanimously approved.

4. SOP 1-110 – Educational Delivery System

The Committee restarted their review at Section 5.5.

Section 5.5.2: Change reference to 5.4 not 4.8 anymore.

Section 5.6.3 - Remove “in anyway”.

Section 5.7.2.2 – Remove “training providers” and use “an individual/group” instead.

The “SOP Approved Changes” section will be updated when the SOP is complete.

Attachment D –

Correct section numbers due to SOP text update.

- Number – Should be Section 5.5.3.
- Category – Should be Section 5.4.
- Website Listing Categories – Should be Section 5.4.

- Webinar Codes – Should be Section 5.4.

Example of Certificate Templates –

Suzanne added these to the SOP thinking it would be good to include this information in the SOP. Ilona will look at this again and see if text needs to be added to the SOP to explain how these are used.

References should be reviewed before the SOP is finalized to make sure they are current and in the correct section.

This SOP will come back to Policy after the Training Committee finishes their review and Ilona works on the Certificate Templates.

5. Action Items

An Action Item Summary can be found in Dropbox.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be December 17, 2021, at 11am Eastern. The Committee originally thought to cancel the meeting on December 17, 2021, but people were able to make this time and Silky was willing lead it.

The meeting was adjourned at 12:24 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	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 Present	PTPEC (Other)	Pace Laboratories	eric.smith@pacelabs.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	Program Administrator	TNI	Ilona.taunton@nelac- institute.org