Policy Committee
Meeting Summary

December 4, 2020

1. Roll Call:

    Patsy Root, Chair, called the meeting to order at 11:05am Eastern on December 4, 2020 by teleconference. The meeting was attended by 5 Committee members (see Attachment A) and 1 guest: Lynn Bradley.

    The November 20th meeting minutes were reviewed. A motion was made by Paul to approve the November 20, 2020 minutes as written. The motion was seconded by Silky and unanimously approved.

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

    The Committee continued work on SOP 1-102 and started as Section 6.5.

    Section 6.5 was updated to:

    Decisions made on the following topics shall be approved if a majority of votes cast are in favor of the motion:

    - Approval of minutes;
    - Adoption or change of agendas;
    - Adoption or change of charters;
    - SOPs, except those related to Accreditation Body (AB), Non-Governmental AB (NGAB), or Proficiency Test Provider Accreditor (PTPA) recognition
    - Other general Committee business.

    6.5.1 Eligibility

    Each Committee member present shall cast one vote on any matter of general business submitted for a vote. The Committee may vote on matters of general business during any committee meeting.

    6.5.2 Types of Votes

    A committee member may vote "for", "against", or "abstain".

    6.5.3 Conflict of Interest

    A person shall abstain from voting if there is a conflict of interest.

6.5.4   Simple Majority Voting Requirements

Committee members present at the meeting must make a motion and second. For a motion to be adopted a quorum is required; a majority of "for" votes is required.

Sections 6.6 through 6.6.1 were updated to:

6.6   Decisions made on the following topics shall be approved if a super majority (two thirds) of votes cast are in favor of the motion:

- Approval of new members*;
- Approval of new and revised Standards modules;
- Approval of all steps in the Standard Interpretation Requests (SIRs) process;
- All AB, NGAB, and PTPA recognition;
- FoPT Tables;
- SOPs related to AB, NGAB, and PTPA recognition

*NOTE: If there are more applicants than available member positions; a two-step voting process can be used. Step one would be a vote to create a final slate of applicants. Step two would be the membership vote to approve the slate of applicants resulting from Step one.

6.6.1   Eligibility

Each committee member present shall cast one vote, or an abstention, on any matter submitted for a vote.

The Committee will continue review of Section 6.6 and the table Paul added for discussion.

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 December 18, 2020 at 11:00am EST.

The meeting was adjourned at 12:34 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 **Absent**	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@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

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		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. 11/6/20 – Comments finalized and sent to Eric Smith for update.
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.

#	Task	SOP						Comments
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. 11/20/20: Reviewed.
33	Confirm Strategic Plan has been	Committee Charters	Jerry Parr			11/9/20		Discussed 9/4/20.

#	Task	Document						Comments
	published and request updated Charters.							Jerry confirmed it is on TNI Board site. 11/20/20: Confirm Jerry has added NEFAP strategic Plan to published version.
34	Send memo to Chairs and PAs to work on updated Charters.	Committee Charters	Ilona	Ilona	11/17/20			DRAFT sent with 11/20/20 Agenda. DRAFT to be update for review on 12/4/20.
35	Send memo to Chairs, PAs and William on Internal Audit Schedule.		Ilona	Ilona	11/17/20	11/20/20		DRAFT sent with 11/20/20 Agenda Letter finalized and will be sent to Chairs and Program Administrators.
36	Review of revised SOP.	SOP 7-100-Rev3		Ilona	11/8/20	11/20/20		SOP updated with remote/virtual procedures. High Priority. Approved on 11/20/20.
37	Review of revised SOP	SOP 7-100 Rev 4	Jerry	Ilona				