

Policy Committee Meeting Summary

August 20, 2021

1. Roll Call and Minutes Review:

Silky Labie, Vice Chair, called the meeting to order at 11am Eastern on August 20, 2021 by teleconference. The meeting was attended by 4 Committee voting members (see Attachment A). There were not enough members to do committee business, but the Committee decided to go ahead and meet to review information that won't be approved until the next meeting.

Minutes will be approved at the next meeting.

2. Charters

The Committee did a basic review since no voting could be done at this meeting. The continued working on the Advocacy Charter starting at Section 7.

Jerry will be working on procedures for the Annual Report and decide between the terms "work plans" or "goal/objectives" for the next year. Jerry found some related documents in Dropbox. SOP 1-126 has been started, but needs to be worked on.

Section 8 -

Ilona noted that success measures listed are more actions than actual success measures. Jerry will work with Advocacy to further update this Charter and pulled it from further review by the Policy Committee.

Jerry will investigate whether the IT Committee needs to update their Charter.

The Committee started review of the CSDEC Charter. Ilona asked if it is correct that the CSDEC Chair is appointed by the Board. This is different than the other programs where the Chair is elected by the Committee members. Jerry is involved in all the Chair selections for the other programs, but the Committee members do vote in the Chair. This is not done in CSDEC.

SOP 1-101 (Operation of TNI Committees) - Appendix A - Need to update how the chair of the CSDEC is selected. It is not currently being done by the Board of Directors. This will be pointed out to the Board of Directors in September.

(Jerry Parr needed to leave the meeting at 11:59am Eastern.)

The Policy Committee is leaning towards making this consistent between all programs.

Objective 1 – The success measure is an action. Needs to be updated. Maybe the objective is to prepare standards in compliance with ANSI requirements. Success measure is passing ANSI audit.

Paul pulled the CSDEC Charter from further review by the Committee and will take it and rewrite success measures and modify objectives as needed.

3. Action Items

An Action Item Summary can be found in Dropbox.

4. New Business

None.

5. Next Meeting and Close

The next meeting will be determined by email. The next scheduled meeting is the Friday before Labor Day, so Ilona will check on Committee availability before this meeting is scheduled. *(Addition: The Committee will meet on September 3, 2021 at 11am Eastern.)*

The meeting was adjourned at 12:28 pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Absent (on leave)	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 Present	NELAP (AB)	PA DEP	vhunsberge@pa.gov
Mei Beth Shepherd Present	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Absent	PTPEC (Other)		eric.smith72@comcast.net
Paul Junio Present	CSDP (Lab)	Northern Lake Service, Inc.	paulj@nlslab.com
Jerry Parr (ex- officio) Present until 11:59am Eastern	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