

Policy Committee Meeting Summary

September 3, 2021

1. Roll Call and Minutes Review:

Silky Labie, Vice Chair, called the meeting to order at 11am Eastern on September 3, 2021 by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The July minutes were reviewed. A motion was made by Paul to approve the July 9, 2021 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

A motion was made by Paul to approve the July 16, 2021 minutes as written. The motion was seconded by Elizabeth and a vote was taken. For – 4 Against – 0 Abstain – 1 (Mei Beth - wasn't there). The motion was approved.

2. Catch-up on Voting

There were not enough Committee members on the last two calls to do any Committee business so voting still needs to be done for the review of SOP 6-101 (SSAS Table Management) and the review of charters.

SOP 6-101

Silky presented the SOP with track changes so everyone could review the work done.

Need to change NELAC to TNI in number 7 in table in Appendix C.

Mei Beth made a motion to accept the changes/comments as noted in the SOP and send it back to the SSAS Expert Committee. The motion was seconded by Paul and unanimously approved.

Charters -

Advocacy -

Jerry will rewrite the Charter, so no vote was needed.

LASEC -

This Charter was reviewed previously, but needed Committee concurrence on requested changes.

A motion was made by Paul to approve the comments/requested changes to the LASEC Charter and send the review back to LASEC. The motion was seconded by Elizabeth and unanimously approved.

3. Charter Review

IT

Jerry will look at the IT Charter to see if it needs to change. He reviewed it during the meeting and does not think any changes are needed. Mei Beth will still look at it too.

NEFAP

The NEFAP Charter was reviewed and comments were made in the document using Track Changes.

Composition:

Change AB to NEFAP AB.

Distinguish that NEFAP ABs do not rotate membership. Reference SOP for details. (5-103 – NEFAP Nominating Committee).

Objective 1-

Remove “Establish and”

Consider including actual metrics in these bullets instead of general statements.

Bullet 3 - too general

Objective 2 – editorial changes

Objective 3

Change bullet 1 to “public use”.

Measure - marketing tools in more than one media.

Change development to Existence of and cross out “to actively promote the program”.

Available Resources - Change teleconference to virtual meetings. Conference call and screen sharing services. This should be done with all charters.

The comments will be sent back to NEFAP.

A motion to accept the recommendations above and send the Charter back to NEFAP was made by Paul. The motion was seconded by Mei Beth and unanimously approved.

4. SOP 1-110: Educational Delivery System

This SOP has been updated and a track changes version was shared on Webex. Comments and changes were placed into the SOP.

Section 2 - Put generically termed training courses in parentheses.

Section 4 -

Definitions need to be put in a table format.

Put types of courses under 4.2 (Definition of Training Course)

Pull details of how CEUs are calculated and reference the CEU SOP instead.

Add a definition for Training Category.

Section 5.4 –

Include the rules for fees either here or likely below. Review info about royalties.

Go ahead and include expense code for Conference Learning because there will be instances where there will be an expense.

Remove FSMO or spell out first use of acronym.

Minor editorial changes to Category descriptions.

Will start with Section 5.5 at next meeting.

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 September 16, 2021 at 11am Eastern.

The meeting was adjourned at 12:32 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 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 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 until 12:13	Program Administrator	TNI	Ilona.taunton@nelac- institute.org