

**TNI Policy Committee Meeting Summary
Friday, February 21, 2020**

1. Welcome, Roll Call and Announcements

In Patsy's absence, Silky welcomed everyone to the meeting. Attendance is recorded in Attachment 1. There were no comments or changes to the January 17 minutes.

2. Review of Draft Revisions to Internal Audit SOP 1-124 for Corrective Actions

The corrective action (CA) portion of this SOP was "reserved" when the document was initially approved. TNI's webmaster will add to the database three columns for CA, committee completion of CA and for verification that the CA is in place (as follow-up and for the next year's audit review).

The following comments were offered on the additional language added to the SOP:

- §4 – make CA plural in the definition
- §5-6 – no significant changes were made, but the document needs consistency in the use of hyphen for "self audit"
- §7 – this should be as discussed on January 17
- §7.1.4 – add that instructions should go to Chairs and Program Administrators (PAs) about identifying root causes, corrective actions and their verification, and how to address CAs that are beyond control of the committee itself. CAs should also be tracked within the committee to ensure completion
- §8 – add the TNI QMP to this section

Since there was not a quorum at this meeting, approval is delayed until the first March meeting. At that time, Ilona will also have draft instructions to Chairs and PAs for review.

3. Request from Jerry to Consider How Best to Balance TNI's Board Representation

While several Board members have recently changed stakeholder categories, for now the Board is still balanced even when counting the Ex-Officio members (all "other" category). A change in federal policy several years ago allows federally appointed Ex-Officio members to vote, and TNI does allow the Ex-Officio members on its Board to exercise voting privileges.

With a maximum of 18 Board members (which exist now) and up to 5 Ex Officio members (3 now), Jerry asked for a recommendation from Policy about whether Ex-Officio members should be counted for purposes of determining the balance of stakeholders on the Board. Since a quorum was not present, a final recommendation to the Board will be formulated at the March 6 meeting for consideration by the Board at its March 11 meeting. Either way, the issue should be documented in the Bylaws. Paul commented that there was nothing in the Bylaws that excludes Ex-Officio members from being considered as they relate to balance, so it seems that they should be included in considerations of balance.

A corollary issue, which probably should also be documented in the Bylaws, is that an existing Board member's change of stakeholder category needs to be documented beyond simply verifying that the Board's membership remains balanced and having Board members declined to accept that member's resignation. This change can be made at the same time as the Bylaws change about status, for balance purposes,) of Ex-Officio members.

4. Committee Member Application and Membership SOP 1-127 and Analyte Code SOP 1-109

Neither of these documents was available for review and since there was no quorum for approval anyway, they will be reviewed when available, at a future date.

5. Future Meetings

The next meeting will be Friday, March 6, 2020, at 11 am Eastern. The agenda and documents will be sent in advance of the meeting, as usual. Ilona will be taking over support for Policy Committee, starting with that meeting.

The March 20 meeting will not be held since neither the Chair nor the Vice Chair is available on that day. If any reviews are urgently needed, a different date will be determined at the March 6 meeting, and if not, the following meeting will take place on April 3.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary (other)	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large (other)	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO (lab)	Yes
Elizabeth Turner Pace Labs Elizabeth.turner@pacelabs.com	NEFAP Executive Committee (lab)	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP (AB)	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large (other)	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee (lab)	No
Paul Junio Northern Lake Service, Inc. paulj@nlslab.com	CSD Executive Committee (lab)	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No