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**SUMMARY OF THE  
TNI  
POLICY COMMITTEE MEETING**

**SEPTEMBER 24, 2007**

The Policy Committee of The NELAC Institute (TNI) met on September 24, 2007 at 2:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members is given in Attachment A. A list of the action items generated during this meeting is included in Attachment B. The meeting agenda is given in Attachment C.

**ATTENDANCE, ANNOUNCEMENTS, AND STATUS OF ACTION ITEMS**

Mr. Sotomayor informed the committee that Ms. JoAnn Boyd would not be in attendance. The committee had completed the changes to Standard Operating Procedures (SOPs) 1 – 100 and 1 -101 that were discussed at the noted the Cambridge Laboratory Forum and had agreed on dates for teleconferences for the remainder of the year.

**FINAL REVIEW AND APPROVAL OF SOP ON SOPs**

Mr. Sotomayor reviewed the changes made to SOP 1 – 100 reflecting the discussions at the Cambridge Forum. The committee was comfortable with the changes made, but wanted more time to review the SOP for possible editorial changes. Mr. Robert Wyeth suggested that committee members could forward any editorial changes to Mr. Sotomayor and he could then determine their disposition, update the document if necessary. Mr. Sotomayor agreed, but wanted a final vote on the SOP by September 28<sup>th</sup>. There were no substantive changes suggested to the SOP by the committee.

Note: After the meeting, Mr. Sotomayor requested that committee members forward editorial changes by September 28, and cast a vote for the final SOP, reflecting any suggested editorial changes, by October 5<sup>th</sup>.

**FINAL REVIEW AND APPROVAL OF SOP ON COMMITTEE AND PROGRAM BOARD OPERATIONS**

The committee agreed on the same timeline for making editorial changes and approving this SOP as was agreed for SOP 1-100.

Highlights of the discussion of SOP 1 – 101 included:

- Documenting decision making rules should be part of the basic duties of committees and program boards.
- Subsection 7.2, “Becoming a Committee Member” should include provisions on filling a vacancy when a position becomes available before the end of an appointment cycle and what to do when the vacancy resulted in dominance. Some of the items in Subsection 7.3 could be moved to Subsection 7.2.

- Subsection 9.4 on “Terms of Appointment of Program Board Directors” should address the possibility of appointing a director from the same organization as that of a resigning director to complete the original director’s term.
- Subsection 10.1 should specify that the TNI Board of Directors would appoint the chair of a newly-instituted program board.
- Subcommittees should consist of at least three members.

#### **CREATING A TEMPLATE FOR SOPs AND ACCESS TO APPROVED SOPs AND POLICIES**

Mr. Sotomayor reiterated that once the SOP on SOPs became final, he wanted to create a template that could be used by committees and program boards to write their own SOPs. He noted that a document form, similar to that used for committee charters, would standardize formats and could overcome some of the natural reluctance to draft SOPs. After some discussion, Mr. Jerry Parr felt that the template or form document could be created by TNI staff.

Mr. Sotomayor wanted members to be able to access the policies recently approved by the TNI Board of Directors and any SOPs approved in the near future. Until the re-organizing of the TNI Website and a document management plan could be established by the TNI Secretary, all agreed that approved policies and SOPs could be temporarily located on the Policy Committee’s Webpage.

#### **REVIEW OF SOP ON DECISION MAKING RULES**

The committee did not have sufficient time to review this document in detail. However suggestions to this SOP were made as part of the discussion of the other two. Committee members felt that high and low stakes decisions should be defined, and that the definition and subsection dealing with “meta-decisions” required more detail. The committee will discuss this SOP in detail during its next teleconference.

#### **NEXT STEPS**

The committee will review SOPs 1 – 100 and 1 – 101 for editorial changes and forward them to Mr. Sotomayor as soon as possible to allow voting on them by September 28. Mr. Sotomayor will contact Mr. John Applewhite for posting the policies approved by the TNI Board on the Policy Committee’s Webpage

Note: After the meeting, Mr. Sotomayor requested that committee members forward editorial changes by September 28, and cast a vote for the final SOP, reflecting any suggested editorial changes, by October 5<sup>th</sup>.

#### **ADJOURNMENT**

The meeting was adjourned at 3:30 PM ET. The committee will meet again by teleconference on October 8, 2007.

COMMITTEE MEMBERS  
TNI  
POLICY COMMITTEE  
SEPTEMBER 24, 2007

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
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JoAnn Boyd (Absent)		T: 210-522-2169 E: <a href="mailto:jboyd@swri.org">jboyd@swri.org</a>

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Advocacy

**TNI  
POLICY COMMITTEE MEETING  
SEPTEMBER 24, 2007**

**ACTION ITEMS GENERATED AT THIS MEETING**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
1. 09/24/07	Mr. Sotomayor will update SOPs 1- 100 and 1 – 101 to reflect agreements reached today.	09/25/07
2. 09/24/07	Committee members will forward editorial changes to SOPs 1 -100 and 1 – 101.	09/28/07
3. 09/24/07	Committee members will vote on the final versions of SOPs 1 – 100 and 1 – 101.	10/05/07
4. 09/24/07	Mr. Sotomayor will forward approved policies and SOPs for posting on the Policy Committee’s Webpage.	10/12/07
5. 09/24/07	Mr. Parr will assign TNI staff to create a template or form document for SOPs based on SOP 1 – 100.	10/26/07

**UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS**

<b>Item No. Meeting Date</b>	<b>Action</b>	<b>Date to be Completed</b>
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07
3. 08/20/07	The committee will review the draft of the SOP on decision-making rules.	09/30/07

The NELAC Institute (TNI)  
Policy Committee

September 24, 2007  
2:00 – 3:25 PM (ET)

AGENDA

- 2:00 Attendance
- 2:05 Announcements
- Status of Action Items
- 2:10 Final Review and Approval of SOP on SOPs
- 2:20 Final Review and Approval of SOP on Committee and Program Board Operations
- 2:40 Creating a Template for SOPs  
Access to Approved SOPs and Policies
- 3:00 Review of SOP on Decision Making Rules
- 3:20 Next Steps
- 3:25 Adjournment