Summary of Policy Committee Meeting
October 19, 2010

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order at 1:00 PM
CDT on October 19, 2010. Attendance is recorded in Attachment 1. There were
no comments on the notes from previous meetings and they will be posted on the
TNI website.

2. Program updates

Alfredo reminded committee members that comments on the TNI strategic plan
are due by Oct. 22.

Alfredo also noted that William Daystrom had posted a draft form for guidance
on the policy page for comments. It is under the Documents and Presentations tab.
He asked members to check it out and send him comments.

JoAnn Boyd reported that she and Justin are setting up presentations on NEFAP
and the AB application process. They are trying to get the word out that NEFAP
is in business. They are also starting the process of reviewing SIRs.

Ilona reported that the QA manual template is out for review. An expedited
guidance review will be necessary for this once the technical reviews are
complete.

Carol reported that the NELAP accreditation council has discovered some aspects
of the PT standard that ABs may not be able to implement consistently. The AC
will be working with the PT committee to find a resolution for these issues.

3. SOP 1-106: Complaint Resolution

Alfredo noted that he and Carol had made revisions to the complaints SOP since
the last meeting. He shared the following thoughts and questions about the SOP:

- The SOP says a complaint can be filed only on the internet. Should there
  be an alternative process?
- Staff will evaluate the legitimacy of the complaint and determine
  acceptance. If not accepted, then complaint is reviewed by Policy
  Committee, and the Policy committee notifies the complainant.
- If a complaint cannot be addresses by this SOP or a program, what
  happens next? That is the end of the process. Complainant could re-write
  and re-submit compliant.

- Which complaints will be handled by Policy Committee? Those that do not fall into a program area, those that cross program boundaries, and matters related to Administration.
- What about a complaint about a complaint resolution process of a program? Policy committee does not want to override a program decision. Each program has to have its own appeals process.
- Are there minimum requirements for SOPs in programs? Not now, but there will be in the TNI QMP. Policy Committee should review the QMP to make sure the SOP requirements are in there.
- 8.1.2.2 Staff will inform the Policy Committee if complaint not accepted. There will be no appeal.
- 8.2.1 If "staff" determines…
- 8.2.2 Policy committee will address complaints not covered by a program SOP.
- Is a form necessary to document the investigation? If tracking corrective actions or trends may be helpful. Just leave out reference to the form for now. A form can be developed later if needed.

Alfredo will revise the SOP to reflect this discussion.

4. PT Executive committee SOPs

Alfredo presented the SOPs from the PT Executive Committee (EC) for consideration. Alfredo suggested that the committee focus on the voting SOP and Complaints SOP. He noted that Steve and Ilona had comments which are pasted below:

Complaints

Section 4 of complaints SOP: As written, the text suggests all parties must collaborate and agree on the summary. If one party cannot or will not, then no party would be able to submit a complaint.

Section 4 (d) Suggest the term 'facilitator' rather than investigator.

a.   The parties to the dispute can appeal the decision of the PT Executive Committee to another appropriate TNI body (e.g., NELAP Accreditation Council, Consensus Standard Development Program, Policy Committee, etc.). Wouldn't the next step be to involve the TNI Board as is the case for other program complaint resolution procedures?

 Records Management

a.   The NELAC Institute's PT Executive Committee will maintain the complaint data base

b.   The NELAP Accreditation Council will maintain a file of the resolved complaints. This is not consistent with other programs. NEFAP was asked to change their language here.

Voting SOP

Section 1. Question: Do subcommittees under the PT Executive Committee need to follow these same voting procedures? Yes.

2.2 See 3.2.4 – As written, the definition does not address recusals. Recusals should be defined.

2.5 . Should this address general business (simple majority) votes?

2.0 Should the definitions include recusals? Yes.

Does failed vote need to be defined? Should eliminate this definition.

3.2.1 As written, this section appears to exclude changes to fields of proficiency testing. PT Sample Acceptance Criteria = FoPT tables.

3.2.3   Full Quorum Vote (or Formal Vote)

At a subsequent meeting, the motion is presented to the TNI PT Executive Committee for final comment and full quorum vote. This needs to be updated. They are now handling this similarly to the AC. They do not vote to vote on the motion at the next meeting.

Add Program Administrator to those receiving votes.

3.2.4 What types of conflicts might lead to recusal? There have been votes regarding PTPA's that PT Providers on the committee have stepped out on because of a conflict of interest.

If conflict of interest means having (or having the appearance of having) a material interest in a matter, the makeup of the committee may, in and of itself, lead to conflicts on any matter up for a vote. None of these types of conflicts or potential conflicts appear to be addressed in the SOP.

Need to reference TNI Conflict of Interest Policy.

3.2.5 Absentee voting is not allowed except by TNI PT Executive Committee members themselves. Alternate members may not be designated. The PT Executive Committee doesn't use alternate members. Drop this sentence.

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5. Mutual Recognition Policy

   Alfredo will ask Susan Wyatt and Steve Stubbs to review this policy at the next meeting. There will be brief discussion and then electronic vote.

6. Next steps

   Prepare for discussion of Mutual Recognition Policy
   Continue discussion on PT Executive Committee SOPs
   The AB Evaluation SOP will take priority when it is approved by the NELAP AC and LAS EC

7. Next meeting

   The next meeting will be November 2, 2010, at 1:00 pm CDT.

   Regular meetings will be the first Tuesday and third Thursday of each month.

Table 1
Attendance

Name	Representing	Present
Alfredo Sotomayor	TNI Board	X
Gary Dechant	PT and TAC	X
Jo Ann Boyd	LASC	X
Silky Labie	CSD	Absent
Ilona Taunton	Ex Officio	X
Jerry Parr	Ex Officio	Absent
Steve Stubbs	NELAP Board	Absent
Susan Wyatt	Advocacy	Absent
Mei Beth Shepherd	Associate	Absent
John Moorman	NEFAP	X
Carol Batterton	TNI Staff	X
Bob Wyeth	At large	Absent