

Summary of Policy Committee Meeting
June 1, 2010

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order at 1:00 PM CDT on June 1, 2010. Attendance is recorded in Attachment 1.

If there are no comments this week, Alfredo will forward the minutes of May 20 for posting on the TNI website.

2. Program Updates

Jerry Parr reported that the final draft of the summer conference brochure is out for comment and much information is now available online. Alfredo suggested that the SOP on guidance and the complaint resolution SOP be unveiled at the summer meeting.

Silky Labie reported that the CSDB has not met since the last Policy meeting.

JoAnn Boyd reported that the LASC subcommittee for the quality Manual template will meet this week.

Gary Dechant reported that the PT Board will not meet until next week.

Steve Stubbs reported for the NELAP Board has not met since the last Policy meeting.

3. NEFAP SOP 10-105 Evaluation Procedure

Alfredo introduced NEFAP SOP 10-105 for evaluation of accreditation bodies. Questions and comments about this SOP included:

- How is an extension to a timeline requested? Some of the timelines appear to be really short.
- There is no QA officer role in this SOP. That is different from NELAP.
- This SOP will require TNI resources. What is the budget for this program?
- It would be helpful for the TNI Board to see all of the NEFAP SOPs at once to get an idea of the fiscal impact.
- We should have a core program/governance description of NEFAP.
- How does the ILAC signatory exclusion work?
- Section 8.0 requirements for records to reside with the Executive Director needs to be changed to conform to the TNI SOP for records retention.
- This SOP needs to provide for how a standards interpretation during an evaluation will be handled.

- Is annual review of an AB too frequent?

Alfredo will contact John Moorman to get responses to these questions. Jerry will work with Ilona and Marlene to develop a governance document. These SOPs will be introduced at the Next TNI Board meeting, but action will be deferred to the Planning meeting.

4. SOP 1-105: Process for Creating Guidance

Alfredo indicated that he needed to do more work on the guidance SOP before it was ready for discussion again. He will have it ready for the next meeting.

5. Complaint Resolution

Alfredo presented the complaint resolution grid for discussion beginning at item #21. Comments were as follows:

21. This is also addressed under number #4 and #5. Agree.
22. Is “recommend” action more appropriate than “demand”? It is situation specific. Depends on who is being complained about and who has authority to act.
23. Depends
24. Depends. The TNI Board should only get involved if the issue places the organization at risk or there is financial risk. It is the responsibility of the complainant to escalate an issue if they don’t like the decision. There should be an appeals process, but complaints should be resolved at the lowest level. Complaint resolution can recommend an action, demand an action, or just comment, depending on the nature of the complaint.
25. No. it is unlikely that the body investigating the complaint will have authority to take action.
26. Yes.
27. Yes.
28. Yes.
29. Yes. Any complaints that come through this process should be tracked.
30. No.

Alfredo indicated that he would be summarizing the discussion so far on the elements needed in a complaint resolution SOP and he would then like to provide the summary to the committee chairs to see if there were other ideas. The SOP will also need to include a process to file a complaint (email, writing, etc). It could be through the website similar to SIR.

6. Next steps

Alfredo will make revisions to the guidance SOP and send out for review. Alfredo will clean up the complaint grid and provide a summary for Policy members to take back to their committees for review.

Alfredo will communicate to NEFAP about the questions on their SOPS
Jerry will communicate to Ilona and Marlene about developing a governance document for NEFAP.

7. Next meeting

The next meeting will be June 17, 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	X
Jo Ann Boyd	LASC	X
Silky Labie	CSD	X
Jerry Parr	Ex Officio	X
Steve Stubbs	NELAP Board	X
Susan Wyatt	Advocacy	Absent
Mei Beth Shepherd	Associate	X
John Moorman	NEFAP	X
Carol Batterton	TNI Staff	X
Vacant	TAC	