

**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

APRIL 28, 2008

The Policy Committee of The NELAC Institute (TNI) met on April 28, 2008 at 11:30 AM (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 and of uncompleted ones generated during previous meetings is included in Attachment B. The meeting agenda is given in Attachment C.

MINUTES OF PREVIOUS MEETING AND STATUS OF ACTION ITEMS

Mr. Sotomayor asked committee members to review the minutes of the last meeting and to forward any changes to him by May 2, 2008. He will then forward the minutes for posting on the TNI Website.

Mr. Sotomayor noted that Mr. Jerry Parr had forwarded a version of the bylaws incorporating the committee's discussion at the March 31, 2008 meeting.

The committee did not have a quorum for the teleconference. The minutes reflect what was discussed by those in attendance, but the lack of quorum did not allow them to finalize any decisions.

PROGRAM AND COMMITTEE UPDATES

The following programs had representatives who reported updates:

- **Consensus Standards Development Program (CSDP):** The CSDP Board started discussion on how to establish a standard to cover air proficiency testing (PT) samples.
- **Technical Assistance:** The committee has been discussing the establishment of the "small laboratory advocate" position and how to recruit for it.
- **TNI Board of Directors:** At its April 9, 2008 meeting, the TNI Board endorsed the creation of a "Small Laboratory Advocate" position, started discussing contemplated changes to the Bylaws, and heard a brief discussion on the expanded role of the Policy Committee in conflict resolution.

STANDARD OPERATING PROCEDURES (SOPs) FOR REVIEW

Mr. Sotomayor moved this agenda item for discussion earlier in the meeting. He briefed committee member on the SOPs and Policies which were pending to be reviewed by the committee and those to be sent to the TNI Board of Directors for endorsement. He agreed to forward the respective documents to the committee and the TNI Board by their next meetings.

POSSIBLE CHANGES TO BYLAWS

Committee members considered bylaws changes suggested after the committee's last meeting. Members in attendance agreed or discussed that:

- The “clean-up” changes to the bylaws reflected the state of the Institute at the moment and made them easier to read.
- The selection process of candidates to the TNI Board should be part of the Nominating Committee's SOPs. The suggested language could clarify its intent, that all members, regardless of their declared affiliation, vote for all candidate directors, without regard to the member's or the candidate's group affiliation.
- A change in affiliation for a director should be addressed in SOPs related to the operations of the TNI Board and not the bylaws, understanding that the matter would have to be discussed with all committee members.
- Article V, Section 8 could specify that the TNI Secretary would be the custodian of the Bylaws.
- Considering whether accreditation bodies other than states could be appointed to the National Environmental Laboratory Accreditation Program (NELAP) Board would require more discussion.
- The Board of the Consensus Standards Development Program (CSDP) cannot be required to be “balanced” because its members are primarily the chairs of the CSDP Expert Committees. The Expert Committees are balanced themselves, but because the chairs are independently chosen by each committee, balance at the CSDP Board cannot be ensured or controlled and should not be made a pre-requisite for becoming an Expert Committee chair.
- Changing the notification deadline for amendments from 30 to 28 days in Article XII was more efficient.

EXPANDED ROLE OF POLICY COMMITTEE

At its last meeting, the TNI Board of Directors was given a very brief overview of the reasons why the Policy Committee was seeking expanding its functions to consider conflict resolution. The TNI Board did not receive the “recommendation” paper the Policy Committee had drafted. Mr. Sotomayor thought that the TNI Board would be receptive to considering a committee motion, but noted that some Directors had questions about how the Policy Committee would interact with other programs. Some Directors also had questions about establishing redundant systems. The TNI Board of Directors is expected to consider the topic in full at its next meeting.

Mr. Sotomayor discussed with members in attendance the changes suggested by Mr. Parr and Mr. Steven Stubbs to the draft proposal. Mr. Sotomayor felt that the current document could be supplemented by a section describing expectations about the process the Policy Committee would follow in dealing with conflict. Attendees agreed it would be useful to provide a set of desirable attributes and fundamental principles of the process to provide to the TNI Board. Mr. Sotomayor agreed to add that information to the draft in time for the committee to consider at its next meeting.

NEXT STEPS

Mr. Sotomayor will add a list of desirable attributes and fundamental principles to the process the committee would follow in conflict resolution. He will also forward to the committee SOPs and Policies waiting to be reviewed.

NOTE: The committee's scheduled meeting on May 12, 2008 was cancelled. The committee will meet again on May 19, 2008, at 11:30 AM (ET).

ADJOURNMENT

The meeting was adjourned at 1:00 PM (ET).

**COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
APRIL 28, 2008**

Member	Affiliation/Representing	Contact Information
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E : Alfredo.Sotomayor@Wisconsin.gov
	TNI Board	
Jerry Parr, Ex-Officio (Absent)	TNI Executive Director	T: 817-598-1155
	TNI	E: jerry.parr@nelac-institute.org
JoAnn Boyd	Southwest Research Institute	T : 210-522-2169 E : jboyd@swri.org
	Laboratory Accreditation System	
RaeAnn Haynes (Absent)	Oregon Department of Environmental Quality	T : 503-229-5983 x227 E : haynes.raeann@deq.state.or.us
	Proficiency Testing	
Silky Labie	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us
	Consensus Standards Development	
Carol Schrenkel	Lionville Laboratory Inc.	T : 610-280-3013 E : schrenkc@lionvillelab.com
	Technical Assistance	
Steve Stubbs (Absent)	Texas Commission on Environmental Quality	T : 512-239-3343 E : sstubbs@tceq.state.tx.us
	National Environmental Laboratory Accreditation	
Robert Wyeth (Absent)	Columbia Analytical Services	T : 716-860-9108 E : rwyeth@caslab.com
	Advocacy	

**TNI
POLICY COMMITTEE MEETING
APRIL 28, 2008**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 04/28/08	Mr. Sotomayor will forward to the Policy Committee a set of SOPs for endorsement	04/12/08
2. 04/28/08	Mr. Sotomayor will add a set of desirable attributes and fundamental principles to the paper on the expanded role of the Policy Committee	04/12/08

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07
3. 10/22/07	Mr. Parr will compile a graphic list of the Institute's logos and marks that would be covered by POL-103 for consideration by the TNI Board.	12/03/07
4. 10/22/07	The committee will complete drafts of a set of basic TNI administrative policies and SOPs.	04/04/08
1. 11/19/07	Mr. Sotomayor will forward examples of procedures describing appeal procedures for the committee to consider.	02/01/08
2. 03/03/08	The committee will discuss its annual report and work planning.	03/17/08
3. 03/17/08	Mr. Sotomayor will forward the NELAP SOPs of Standard Acceptance and Dispute Resolution to the TNI Board of Directors for endorsement.	04/02/08

The NELAC Institute (TNI)
Policy Committee

April 28, 2008

11:30 AM – 12:55 PM (ET)

AGENDA

- 11:30 Attendance
- 11:35 Minutes of Previous Meeting
- Status of Action Items
- 11:40: Program and Committee Updates
- 11:50 Changes to Bylaws
- 12:15 Expanded Role of Policy Committee
- 12:40 SOPs for Review
- 12:50 Next Steps
- 12:55 Adjournment