

Summary of Policy Committee Meeting
October 5, 2010

1. Roll Call

Carol Batterton called the meeting to order at 1:00 PM CDT on October 5, 2010. Alfredo Sotomayor, Committee Chair, joined the meeting later. 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

No program updates were presented.

3. Policy 1-108: Complaints

It was noted that the Policy on Complaints is referred to as Policy 1-106 in several places. The correct number is 1-108. Carol and Alfredo will make corrections. There were no additional comments or discussion on this draft policy. Alfredo made a few changes to this policy which will be discussed at the next meeting.

4. SOP 1-106: Complaint Resolution

The complaint resolution SOP was reviewed section by section. The committee made the following comments and suggestions:

- In definitions section, the words applicability, standing or relevance could be used in place of “validity”.
- If used the words “lacks relevance”, we could define as “does not meet the criteria for resolution under this SOP”.
- Section 5.4: delete the “an”
- Section 6.2: change “accreditation council” to “program”
- Section 6.3: note that the Consensus Standards Development process not covered by this complaint SOP.
- Section 7.1: all official complaints are submitted through the website. Delete the second sentence.
- Section 7.2.3: revise wording
- Section 8.0: revise to indicate that TNI staff will be responsible for all initial complaint evaluation.
- Section 8.1.2.2: revise to say that TNI staff will consult with Policy Committee when a complaint is rejected.
- Section 8.2: we need to talk about examples of complaints that do not fall under a program SOP. How should these be handled? What if the responsible committee is unable to make a decision? Should the Policy Committee step in?

- Need to talk about an appeals process. Can a program decision be appealed to the Policy Committee and handled under this SOP?

Carol and Alfredo will make these suggested changes and send out for comment.

5. Mutual Recognition SOP, PT SOPs

These SOPs will be reviewed in the next meeting. Alfredo will present a plan for for review and consideration.

6. Next steps

Revisions as suggested to the complaint SOP will made and circulated.

Alfredo will propose a plan to review the Mutual Recognition SOP and PT SOPs.

7. Next meeting

The next meeting will be October 19, 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 (Bob Wyeth)	CSD	X
Ilona Taunton	Ex Officio	X
Jerry Parr	Ex Officio	X
Steve Stubbs	NELAP Board	Absent
Susan Wyatt	Advocacy	X
Mei Beth Shepherd	Associate	X
John Moorman	NEFAP	Absent
Carol Batterton	TNI Staff	X