

TNI Policy Committee
Meeting Summary
March 15, 2011

1. Attendance

The meeting was called to order by the Chair, Alfredo Sotomayor, at 2 pm EST. The following other members were in attendance: Jo Ann Boyd, Silky Labie, and John Moorman. Jerry Parr.

2. Open Meetings

The Policy Committee continued to discuss the latest version of the Open Meetings Policy.

Alfredo clarified that the TNI I Executive Committee would not need to be consulted to declare a portion of a meeting "closed" to discuss personnel or sensitive matters. The Executive Committee would approve requests for holding a completely closed session from a committee or TNI group that otherwise would hold open meetings. Very few meetings would fall into this category.

ANSI documentation was reviewed. The preference is that the TNI Executive Committee be the committee to approve meetings that have a selected invitation list.

3. Training SOP

Attendees had the following comments on the Educational Delivery System Training SOP.

Don't use the term "third party trainer" - use "trainer" instead.

Ilona reviewed the highlights in the Training SOP. She noted that the Finance Committee has reviewed the SOP.

Alfredo commented that it should be added that "Unsolicited proposals don't need to be reviewed."

Alfredo also asked if confidentiality needs to be in place 2 years. The committee decided to agree with this time frame.

Silky commented that the SOP was a well written and thorough document. JoAnn agreed.

Ilona will clean up the SOP and send out to the committee for e-mail approval.

4. Mutual Agreement

This will be sent back to the Accreditation Council. Alfredo's comments will be edited before sending.

The topic will be tabled until after the TNI Board call on April 13th. There are some issues with the terminology regarding reciprocity and mutual recognition.

5. Action Items

See Attachment A.

7. Next Meeting

The next meeting of the Policy Committee will be March 28th.

Action Items are included in Attachment A and Attachment B includes a listing of reminders.

The meeting was adjourned at 3:30 pm EST.

Attachment A

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
5	Review Complaint Resolution SOP with lawyer.	Jerry	TBD	
7	Distribute e-mail vote for approval of Quality Manual Template.	Alfredo	Friday, 3-4-11	Complete
8	Provide Alfredo with information on Programs people are involved in. Provide updated contact information.	All	3-15-11	
9	Update Open Meeting Policy and review with William.	Alfredo	3-15-11	
10	Comment on Complaint Resolution SOP.	All	3-15-11	
11	Send Mutual Agreement to AB Task Force.	Alfredo	4-5-11	
12	E-mail vote on Training SOP.	Ilona	4-10-11	
13				
14				

Attachment B

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments