

**TNI Policy Committee Meeting Summary
Friday, December 6, 2019**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of November 15 were accepted.

2. Review and Approval of Revised TNI Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure SOP 4-102

This SOP was previously reviewed by Policy Committee and comments returned in 2017. The revision is now complete and the document was also reviewed against SOP 5-104 and 7-101 to ensure consistency.

The format of the cover page needs to be updated to the new format that was implemented with the five year reviews. The following edits were recommended:

§6.0 – without realizing in advance that the appeal procedure applies only to recognitions and not to complaints, this section seems misleading even though that detail is mentioned in the definitions section. Participants agreed that changing the header to read “Appeal Process for Recognitions” will be helpful in this regard.

§8.3 – should refer to SOP 1-104, Control of Documents, rather than POL 1-104.

§9.0 – the reference should be to SOP 1-104 rather than POL 1-104.

Participants agreed to approve the document with these changes included, contingent on PTPEC acceptance of the edits. Paul moved and Eric seconded approval of the revised document with edits, and all voted in favor except that Mei Beth abstained. This document will not be offered to the Board for its endorsement until PTPEC indicates its acceptance of the edits.

3. Review and Approval of NEFAP EC Procedure for Addressing Conflicts of Interest SOP 5-107

With neither Calista nor Ilona present, Lynn noted that this new document is required by POL 1-101, Conflicts of Interest, and is essentially identical to the LASEC Conflict of Interest SOP 3-113.

Participants had the following comments:

§5.1 – a colon is needed after the word “stakeholders”.

§5.3 – the opening phrase of the first paragraph, “The Chair will ask individual committee members to” should be replaced with “Committee members shall declare”. Also, in the second parenthesis, both standards and FoPT tables should be included in the category of “operational documents”.

Participants agreed to approve the document with these changes included, contingent on NEFAP EC acceptance of the edits. Mei Beth moved and Virginia seconded approval of the revised document with edits. This document will not be offered to the Board for its endorsement until the NEFAP EC indicates its acceptance of the edits.

4. Review of TNI NEFAP Nominating Committee Procedure SOP 5-103

Review of this revision was partially completed, and will resume after §5.1 at the January 3, 2020, meeting.

Participants had the following comments:

§3.0 – there is no SOP 5-121. Did you intend to reference 5-102? Also, for SOP 1-101, remove the duplicate “TNI” at the end of the line.

§4.0 – remove the last sentence in the definitions of AB and FSMO. For ABs, there is no “parent stakeholder group” and the stakeholder category already is “FSMOs and labs”.

§5.1 – remove the word “quorum”, as there is no such thing as a quorum vote. A quorum is more than fifty percent; any variation from that needs to be defined as a voting rule. NOTE: NEFAP EC must revise its Voting SOP 5-102 to eliminate the “full quorum” terminology.

§5.4 – rephrase the first sentence to state “...ten and no more than...” and in the final sentence of the first paragraph, reword or rephrase “majority composition” to be clearly definitive. In the final paragraph of this section, replace the word “though” with “through”.

At this point, time was expired. Review will resume at the next meeting with §5.4.

5. Future Meetings

The next meeting will be Friday, January 3, 2020, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

The December 20 meeting date is cancelled.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary (other)	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large (other)	No
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO (lab)	No
Calista Daigle Dade Moeller, Inc. cdaigle@amrad.com	NEFAP Executive Committee (other)	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP (AB)	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large (other)	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee (lab)	Yes
Paul Junio Northern Lake Service, Inc. paulj@nslslab.com	CSD Executive Committee (lab)	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator, TNI lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator, TNI Ilona.taunton@nelac-institute.org		No
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No