

**TNI Policy Committee Meeting Summary
Friday, January 3, 2020**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of December 6 were accepted, with one edit that Ilona was absent that day.

Ilona advised that Calista has served her maximum time on NEFAP EC and is rotating off, to be replaced by Elizabeth Turner as the NEFAP representative.

2. Acceptance of Approved Edits to TNI Proficiency Testing Program Complaint, Appeal, and Dispute Resolution Procedure SOP 4-102 and NEFAP EC Procedure for Addressing Conflicts of Interest SOP 5-107

Ilona verified that the NEFAP EC Chair approved the edits to SOP 5-107 but that PTPEC has not yet reviewed and approved the edits to SOP 4-102.

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

Review of this document resumed with §5.4. The following additional comments were noted:

§5.4 – please rephrase the first sentence of the first complete paragraph to read “...no fewer than ten (10) and no more than eighteen ...” for clarity. In the fifth line of the third paragraph, change “though” to “through”

§5.4.1 – remove “...defined as follows” from the first line, and please put a note in §4 about the NEFAP stakeholder definitions being at variance from the default, under the definition of Accreditation Body. Also, it appears that §5.4.1.5 is a holdover from the now-deleted §5.4.2 and should be removed completely

§5 – change title to “Nominating Procedures”

§5.7 – change the second sentence to read “... approval by the EC ...”

§5.8 -- revise the fifth line (final sentence) to read “... extended for an additional three months.”

Clarify that this section refers to the nomination process, and change the third sentence (presently in the fourth line) so that it reads “... electronic ballot available to all individual ...”. Then, move the second and fourth sentences about the election timeframe to §6, since these refer to the election process

§6 – should probably reference the IT Committee’s Election Procedure SOP 1-121, and also add that SOP 1-121 to the Related Documents section §3

§6.1 – clarify and/or remove reference to §5.4.2.1 since that section was deleted.

4. Discussion of Internal Audits – What’s Next?

Ilona provided some reflections about differences in the way checklists were completed (many comments to almost no comments) and that some confusion existed about responsibility for underlying documents in the expert committee checklists. Some checklists had 2.5- and 5-year items also completed, but these will be ignored, as unnecessary and not relevant for this initial cycle of audits.

Participants discussed how to summarize the audits for a brief presentation at the upcoming Annual Meeting, and decided that it would be sufficient to note that they were completed and identify the most common non-compliance items, and then give a brief summary of how the corrective action process will go forward.

Jerry recommended that, because the ANSI audit's corrective actions are due imminently, the Annual Meeting presentation should minimize the amount of detail discussed about expert committees. All agreed at the outset of developing the internal audit process that the ANSI audit would serve as the 5-year external audit for the entire CSDP.

At the next Policy Committee call, a corrective action process will be defined and in advance of that, Ilona will ask the webmaster to add a column to the checklists so that the resolution (corrective action) can be included for follow-up purposes.

5. Future Meetings

The next meeting will be Friday, January 17, 2020, at 11 am Eastern. The agenda and documents will be sent in advance of the meeting, as usual.

The February 7 meeting date is cancelled due to the conference in Newport Beach. The following conference will be February 21.

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)	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO (lab)	Yes
Calista Daigle Dade Moeller, Inc. Elizabeth Turner Pace Labs Elizabeth.turner@pacelabs.com	NEFAP Executive Committee (other) (lab)	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@nlslab.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		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No