

**TNI Policy Committee Meeting Summary
Friday, May 4, 2018**

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. Jerry provided a brief introduction to Power DMS for participants, and screen-sharing of his work was displayed using a one-time Join Me link. All committee members have been provided with P-DMS login information and a brief user guide tailored to the committee's needs.

2. Review of Revised Draft Board Attendance Policy 1-126

Jerry provided a revised draft policy that included the possibility that a non-Board member could be invited to participate in a Board meeting for a particular topic, or to present an issue to the Board (with advance arrangements.) One other word-smithing change was offered, as well. Bob moved and JoAnn seconded that the document as revised be approved, and the vote was unanimous. NOTE: POL 1-126 was presented to the Board at its May 9 meeting, and returned to Policy for a few minor revisions. The revised version may be able to accomplish review and approval through P-DMS without taking up time at the May 18 meeting.

3. Review and Approval of Development and Approval of TNI SOPs and Policies SOP 1-116

The revisions to this SOP included the following:

§4 – add definition of quorum

§5.3 – add a new sentence addressing policies and SOPs originating in Policy Committee

§5.6 – change “last review” to “review”

Appendix A – revised to accommodate Power DMS activity

Bob moved and Silky seconded that the revised document be approved. The vote was unanimously in favor.

4. Updates to Match New Glossary Definitions

The TNI Glossary will shortly be published on the TNI website. While this is a “living document”, its development right now has addressed all terms in use. All TNI documents will need to be reviewed to ensure consistent definitions, but for now, there are several identified documents that need updates.

The Position Statement SOP 1-118 needs its definition of position statement updated to match precisely the definition in the glossary. Silky moved and Bob seconded to approve the document with this revision; approval was unanimous.

The Advocacy Documents SOP 1-122 needs definition updates. These editorial changes were made, and the revised document will be the one presented to the TNI Board for endorsement.

The NELAP Dispute Resolution SOP 3-104 (and other NELAP documents, most likely) needs the definition of NELAP revised to match the glossary (the same as the Bylaws), and the “NELAP Board” needs to be replaced with “NELAP AC” throughout. These changes were made as editorial, and will be presented to LASEC and the NELAP AC as accomplished. Other changes will be made when the NELAP documents come up for five-year review, as the Council's schedule permits.

5. Future Meeting

The next meeting will occur on Friday, May 18, 2018. An agenda and documents will be sent in advance of the meeting.

PLEASE NOTE: The Action Items formerly included in Attachment B and the “reminders” in Attachment C have been addressed to the extent possible, and the remaining few items moved to the tracking spreadsheet. These Attachments will no longer be part of the minutes after this document.

Attachment A

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

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
111	Check with ANAB about registering marks/logos	Hona	October 6	?
118				
119				
120				

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
11 *	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies (SOP 1-116 in development)
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just “TNI training” (e.g., NELAP Evaluation SOP 3-102)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues NEED FOR COMMITTEES TO SPECIFY DECISION RULES WAS ADDRESSED IN UPDATED COMMITTEE CHARTERS
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version (see also #25, below)	5/9/16	Internal audit database will NOT be publicly available.
18 ±	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
19	Ensure that “ASAP” gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	
20 ±	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be	11/4/16	

	mandated for committee chairs and staff.) See also #11, above.		
23	Review various tracking formats used by committee work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available (2-101 completed March 2018)	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits (see also #16, above)	2/3/17	Ilona?
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103
30 ±	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open —as a freestanding document or a policy?
32	Consider whether and how to monitor/audit specific tasks/responsibilities assigned to elected officers and TNI staff members.	1/5/18	Related to discussion of internal audit checklist for Policy
33	Need sexual harassment policy	1/25/18	From Staff Meeting in Albuquerque