

**TNI Policy Committee Meeting Summary  
Friday, November 3, 2017**

**1. Welcome, Roll Call and Announcements**

In Patsy's planned absence, the meeting was called to order by Silky at 11:00 am Eastern. Attendance is recorded in Attachment 1. There were no comments on the October 20 minutes.

**2. Discussion of Upcoming Committee Self-Audits**

The end of this year is expected to be the first time that the internal audits required by TNI's Quality Management Plan will be undertaken. Policy Committee wanted to explore the process for accomplishing this effort.

TNI's IT Administrator, William Daystrom, is creating a database in which the committee self-audit results will reside. This effort has been slightly delayed by other priorities, but should be completed fairly soon.

Committees were asked, earlier this year, to review their respective checklists for accuracy and completeness, but the checklists need to be reviewed against the policies and SOPs that have been updated during the year since. We discussed whether each committee should re-review its checklist, or whether that will be a staff function, with no definite outcome, except that Policy Committee will review its checklist at the November 17 meeting.

**3. Continued Review of TNI Ethics and Governance POL 1-124**

Review of this updated policy resumed with §4.8. Comments from participants are noted below:

§4.8 – in the final sentence, change “company” to “organization”

§4.9 – remove the reference to committee meetings (as before, see 10/20/17 minutes.) In the final sentence, change “Board members” to “Directors”

§4.9a – capitalize Directors in 2<sup>nd</sup> sentence.

§4.9a, 1<sup>st</sup> bullet – hyphenate decision-making in 1<sup>st</sup> sentence; change 2<sup>nd</sup> sentence to read “Carefully read the material provided.”

§4.9a, 2<sup>nd</sup> bullet – Replace with “Read the minutes of prior meetings and other documents provided. Do not hesitate to suggest corrections, clarifications, and additions to any provided documents.”

§4.9a, 3<sup>rd</sup> bullet – delete entirely

§4.9a, 6<sup>th</sup> bullet – delete. While TNI values diversity, this bullet (as written) is not helpful

§4.9b – reword to read “This duty of loyalty requires that any conflict of interest, real or perceived, is always disclosed upon joining the Board or when they arise. All Directors should be aware of the types of transactions that may prohibit them from serving on the Board. This policy also provides for written disclosure of potential, anticipated, or actual conflicts. Directors are charged with the duty to act in the best interest of TNI. All members of the Board shall conduct Board matters in confidence.”

§4.10 – add a sentence reading “There may be state or federal laws and regulations that override TNI's confidential information claims” to the first paragraph. In the second paragraph, make the first sentence into two, ending after TNI and restarting with “The Director...” Replace “employees” with “staff” and in the final sentence, replace “will” with “shall”

§4.11 – highlight this section for Board discussion, particularly subsections b and (renumbered in sequence) c.

At this point, the meeting time expired. Review will resume with section V, Code of Ethics. A question was raised about whether this should be a separate document from the “Good Governance Principles” – perhaps a TNI position statement rather than a policy.

**43. Future Meetings**

The next teleconference of Policy Committee is scheduled for Friday, November 17, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting. The Board-requested changes to the COI Policy 1-101 need approval, CSDEC Style Guide SOP 2-103 (draft) is up for review, and then review of the TNI Governance and Ethics Policies, POL 1-124 will continue as time permits.

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

**Attachment A**

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

**Attachment B**

**Action Items – TNI Policy Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Comments/ Completion</b>
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
110	Combine POLs 1-102 and 1-107 into a single member Code of Ethics document	Bob	October?	Decision to retain these as separate overrides initial request
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
112	Review the Complaint SOP 1-106 to determine if current language is adequate to address an ethics violation per the revised Ethics and Governance Policy 1-124, or if some tweak of wording in the policy will bring it within the current complaint SOP language	Ilona Mei Beth	November 3?	Probably November 17 will be adequate.
113	Review Policy Cmte self-audit checklist	Full committee	November 17	

**Attachment C**

**Backburner / Reminders – TNI Policy Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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
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
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.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	<del>6/3/16</del>	Incorporated into POL 1-124 and undergoing Policy Committee review as of October 20, 2017
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 mandated for committee chairs and staff.) See also #11, above.	11/4/16	

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	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	
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
27	Develop COI procedures for TNI	9/1/17	Discussion while reviewing POL 1-101. As of 10/11/17, Board advises removing reference to those from POL 1-101, so no longer mandatory 11-8-17, Board desires that each executive committee create a COI SOP. These may not be completed in time for the self-audits, but will then become a "finding" with corrective action requiring completion
28	Create an umbrella Policy that encompasses the Code of Ethics document (approved by TNI Board 4/18/2010) and the "Good Governance" document that was also approved by the Board at the same time, title to be something like Principles for Good Governance and Ethical Practice." Reference the newer "principles document" from independentsector.org	9/15/17	Discussion while reviewing POL 1-101. Jerry updated POL 1-124 to accomplish this, and that revision is undergoing review as of 10/20/17.
29	Clean up any obsolete references to Membership Code of Ethics POL 1-107 once new policy combined with 1-102 is finalized	9/15/17	October 6, 2017 recommendation by Executive Director to retain POL 1-102 and 1-107 as independent documents accepted by Policy Committee
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
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