

TNI Policy Committee Meeting Summary
Friday October 16, 2015

1. Welcome, Roll Call and Announcements

The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1.

2. Follow-Up on Complaint #23 – TNI Board Decision

Alfredo reported back to the committee that he also discussed the investigative group's and the Policy Committee's recommendations with the TNI NELAP Recognition Committee (TNRC, the NGAB recognition group) and afterwards, determined to slightly modify the Policy Committee's recommendations in two ways. First, that the NGAB workgroup should disband either after its additional tasks are completed, or after the recognitions are announced, OR when the workgroup provides a recommendation to the Board about the placement of the NGAB recognition effort within the TNI organizational structure. Second, that the Policy Committee's initial recommendation for an eventual dotted line relationship between the TNRC and LASEC be replaced with having the NGAB workgroup and TNRC making the recommendation for where that activity should reside within the TNI organizational structure.

With those two modifications, the Board approved our recommendations as forwarded with the investigative group's report, and thanked the investigative group for its efforts. Alfredo will prepare and send a response to the complainant, transmitting those decisions as the response to Complaint #23.

3. Continued Discussion of Internal Audit Portion of QMP

Alfredo explained that our last meeting clarified the concept of internal audits. The current framework is summarized below:

1. All programs perform a self-audit annually, to include committee rosters and balance, charters, and record-keeping;
2. Internal audits will be performed by a TNI staff or volunteer who is not involved in that particular program, and typically will occur on a 5-year cycle. Programs to be audited will be selected annually by the Executive Director, such that all are accomplished within the 5-year period, but with flexibility to select programs that may need attention (based on risk to the organization) to be audited earlier in the cycle rather than a rigidly defined schedule in the QMP;
3. External audits will continue to be conducted as required, by ANSI for the CSDP and financial audits as well as possible federal audits for a grant recipient. The cycle for these may include a pre-audit as preparation, but that will typically be separate from and not a substitute for the planned internal audits.
4. Management systems reviews should continue to be conducted separately from the internal audits.

Ilona noted that the self-audits should include issues such as posting of minutes and particularly appropriate documentation and archiving of documentation associated with standards development, but that these should also be addressed in the internal audit cycle. Jerry noted that, for membership records, those are entirely automated such that there is literally nothing to audit, and that topic can be removed from the internal audit table.

Discussion then moved to consideration of “core items” that should be reviewed for each program and committee. The checklists originally provided were divided into two sections, one “core” for the type of committee (SOPs and QMP) and the other specific to each individual committee according to its procedures and policies, and its alignment with the current TNI Strategic Plan (typically reflected in the Charter.)

Participants agreed that the “core” section of these checklists needs to be reviewed to ensure that it provides a comprehensive checklist for evaluating committee operations, such that there is a “master checklist” applicable to all committees, which could serve for both the self-audit and the internal audit. The internal audits would include all additional committee operations as addressed in the relevant SOPs for that committee and its program. Participants agreed that Policy Committee will not write the checklists but rather will review the “core” checklist to verify its benefit and utility for TNI, prior to imposing it on the committee structure.

A small subcommittee that worked on these checklists previously will be reconvened to update the checklists already drafted and complete checklists for additional committees. The Bylaws will be examined for both self-audit items and “any audit” items, so that requirements can be assigned to the appropriate checklists. The general SOPs (SOP-1’s) and QMP have already been reviewed. A prototype for the self-audit checklist should be available by the November 6 meeting, and Policy can test it by applying it to our own committee. After that exercise, the prototype can be provided to all other committees for input.

Then the next step for Policy Committee would be to finalize and document decisions about the internal audits – what form of review will that be and who will be responsible for the review and who for the corrective actions. Participants agreed to handle the NELAP AC last, since that likely will be somewhat different than other committees.

3. Next Meeting

Policy Committee will meet again on November 6, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will continue discussions about the Internal Audit process for the draft final TNI Quality Management Plan.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rwyeth@yahoo.com	CSD Executive Committee	No
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	Will continue to participate until QMP review is completed, at Chair's invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	
83	Take Committee comments on Pol 3-100 back to NELAP AC, for revision	Lynn -- verbal transmission	September 2015	Sept. 2015
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals
86	Provide NGAB write-up for the QMP appendix	Alfredo	By time Internal Audit development is complete	
87	Transmit findings of Complaint #23 investigative team to Board	Alfredo (initial draft from Lynn)	NLT 10/12/15 for October Board meeting	Board approved Policy Committee's recommendations at its October 12, 2015 meeting
88	Prepare prototype for the self-audit checklist – “core” checklist	Ilona w/ subcommittee as needed	For 11/6/15 Policy Cmte meeting	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making..." some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
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	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)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA