

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

1. Welcome, Roll Call and Announcements

Patsy welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of August 16 were accepted.

2. Review of NEFAP Nominating Committee Procedure SOP 5-103

This SOP was initially reviewed by Policy in March of 2018, and it has undergone considerable revision, above and beyond Policy's recommendations, since that time. Additionally, two concepts from other TNI committee operations SOPs were added – the acceptability of more than one person per organization on a committee and the possible extension of membership beyond two three-year terms, with good cause.

The following comments were noted:

- All plural nouns, especially FSMOs, should not have an apostrophe before the letter “s”.
- §3 – The NEFAP Voting and Election Process SOP 5-121 should be added to Related Documents.
- §4 – need a definition of “regulated industry” – suggest using “subject to federal or state environmental rules”.
- §5.4 – in the first paragraph, remove the final sentence, and check the remainder of the document for other references to “ex officio”. Replace the second added paragraph with the language from SOP 1-101 §7.1.3 about committee diversity.
- §5.4.1.2 – add a bullet to encompass other possibilities, such as captive labs.
- §5.4.1.3 – replace second use of “stakeholder groups” with “organizations”.
- §5.4.2 – not all groups have criteria. Remove the entire section since it is duplicative of §5.4.1 and the criteria were removed. Add in some other location information about whether NEFAP ABs are elected or appointed and that the individual representing the AB on the committee is determined by the AB itself and not by the committee. Recommend rearranging the document to discuss elected and appointed members separately, perhaps in §5.
- §5.4.2.3 – eliminate “ex officio” completely, and end the section after the word “measurement”.
- §5.7 – fix the grammar and paragraph spacing.
- §5.8 – add a space between “them” and “of the”, and delete the adjective “registered”.
- §6.1.1 – add “beyond second term” to the first sentence and change “TNI Board” to “TNI Board Chair”.

These changes were transmitted to the NEFAP Executive Committee on September 13, 2019. As the NEFAP election is presently underway, review of the revisions will be addressed after the Internal Audit checklist reviews are completed.

NOTE: this discussion of ex officio prompted the recognition that SOP 1-108 needs to be updated to remove language about non-voting ex officios and ratification of their nominations for the Board.

3. Review of CSDEC Internal Audit Checklist

Although the due date for updated internal audit checklists is September 10, Paul provided the CSDEC checklist early, since it was approved by the committee at its rescheduled August 29 meeting. The provided changes were discussed, and a few minor edits requested but the substantive changes were deemed acceptable. However, there were some differences between

the track-changes version and the redline/strikeout version prepared manually by Paul that needed to be clarified so that a definitive final version could be approved. The CSDEC checklist has only two items in the lower portion, while the expert committee checklists will have many more items from the Consensus Standards Development SOP 2-100, but once Policy approves the CSDEC checklist, the top portion of the expert committee checklists will be approved, as well.

One notable observation is that Item #20 in the revised version, from SOP 2-101 §3.1.1, "Participation in all expert meetings is open to all TNI Members, Affiliates, and interested members of the public who register with the Chair", reflects an updated understanding that non-members are able to participate in expert committee members upon request. This language has been in SOP 2-100, but all other TNI documents seemed to restrict committee participation to members only, so that has been the actual practice in most cases. However, further consideration by the Executive Director and CSDEC led to the updated understanding that members of the public may indeed participate in expert committee meetings upon request to the Chair.

The clean copy of the revised CSDEC checklist will be ready for approval at the September 20 meeting, and review will continue with the lower half of the expert committee checklist, which is primarily SOP 2-100. All other revised checklists will be available at that point, and committee efforts will be devoted exclusively to their review until all are complete, barring some emergency.

4. Future Meetings

The next meeting will be Friday, September 20, 2019, at 11 am Eastern. The agenda and documents will be send in advance of the meeting, as usual.

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. cdaigle@amrad.com	NEFAP Executive Committee	No
Virginia Hunsberger PA DEP vhunsberge@pa.gov	NELAP	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Paul Junio Northern Lake Service, Inc. paulj@nslab.com	CSD Executive Committee	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