

Policy Committee Meeting Summary

June 2, 2023

1. Roll Call and Minutes Review:

Patsy Root, Chair, called the meeting to order at 11am Eastern on June 2, 2023, by teleconference. The meeting was attended by 5 Committee voting members (see Attachment A).

The May 5th and May 19th minutes were reviewed for approval. A motion was made by Paul Junio to approve the May 5, 2023 and May 19, 2023 minutes as written. The motion was seconded by William and unanimously approved.

2. SOP 1-102 (Voting Rules for TNI Committees) Vote

This SOP will be further reviewed next meeting to address the SIR voting options. *(Addition: See addition under New Business. This SOP was completed by email.)*

3. SOP 2-101 – Expert Committee Operations

The changes being recommended to this SOP are editorial so the revision number will be 4.1 instead of 5. As Chair of the CSDP EC, Paul noted that this does not need to go back to the CSDP EC for further vote before the Policy Committee can approve it.

A motion was made by Paul and seconded by William to approve this SOP as reviewed during the May 19, 2023 meeting. The motion was unanimously approved. Jerry will prepare the SOP for the next TNI Board meeting.

4. SOP 1-101- Operation of TNI Committees

This SOP was reviewed to ensure that changes made to the subcommittee and workgroup language in SOP 2-101 (Expert Committee Operations) do not affect any of the language in this SOP.

Changes included:

- Added section 8.3.10 to be consistent with SOP 2-101.
- Removed Task Groups from title of section 12.0.
- Removed SOPs 3-101 and 5-102 from Section 13.
- Added Credentials Committee to Appendix A.

- Removed SIR subcommittee authority for LASEC and removed exceptions for NELAP AC and NEFAP EC from Appendix A.

5. SOP 3-105 – Standard Interpretation Process

This SOP was last looked at during the May 5th meeting. Editorial changes were made by LASEC, but the flow chart is still under revision. Review will be delayed until the next meeting when the flow chart is complete.

6. SOP 3-114:

This SOP was reviewed and no changes were made.

A motion was made by Paul and seconded by Silky to approve this SOP. The motion was unanimously approved. Jerry will prepare the SOP for the next TNI Board meeting. It does not need to go to any other committees before finalization.

7. Advocacy Charter:

Changes made to the Charter were reviewed. Ambassador language was updated and the mentorship program was eliminated.

Add: “through quarterly meeting updates” to Success measures bullet. Patsy was concerned that the language did not make it clear how it was going to be evaluated.

A motion was made by Paul and seconded by Silky to approve the Charter and recommend it to the TNI Board. The motion was unanimously approved. Jerry will prepare the Charter for the next TNI Board meeting.

8. Action Items

The Action Item Summary table is available in Dropbox.

9. New Business

None.

(Addition: SOP 1-126 (Roles and Responsibilities of TNI Ambassadors) and the LASEC Charter needed to be sent out for email vote because the Committee could not vote due to lack of quorum during the meetings they were reviewed. SOP 1-102 (Voting Rules for TNI Committees) was worked on after the June 2nd meeting and voted on by email (Jerry, 6-7-23: For those of you on last week’s call, we had one unresolved issue relative to the

AC voting on SIRs related to “not voting at this time.” It was unclear as to whether or not this was a voting option, or an export field from a data base. After researching, we found it is a voting option so a new definition was added for this term. No other changes were made.)

A motion was made by Paul and seconded by Mei Beth on June 7, 2023 to approve SOP 1-126 as reviewed on April 12, 2023, the LASEC Charter as reviewed on March 24, 2023 and SOP 1-102 as described in an email sent June 7, 2023 by Jerry.

Vote:

Patsy – For (6/7/23)

Mei Beth – For (6/7/23)

Paul – For (6/7/23)

Elizabeth – For (6/7/23)

William – For (6/7/23)

Silky – For (6/8/23)

The motion passed. Jerry will prepare the information for the June Board meeting.)

10. Next Meeting and Close

The next meeting will be June 16, 2023, at 11am Eastern. The Committee decided that there will be no Policy meetings in August due to the conference and schedules.

The meeting was adjourned at 11:52pm Eastern.

Attachment A

**Participants
TNI Policy Committee**

Members	Represent	Affiliation	Contact Information
Patsy Root, Chair Present	TNI Secretary (Other)	IDEXX	Patsy-Root@idexx.com
Silky Labie, Vice Chair Present	At Large (Other)	Env. Lab. Consulting & Technology, LLC	elcatlc@centurylink.net
Elizabeth Turner Absent	NEFAP (Lab)	Pace	elizabeth.turner@pacelabs.com
Mei Beth Shepherd Absent	At Large (Other)	Shepherd Technical Services	mbshep@sheptechserv.com
Eric Smith Absent	PTPEC (Other)	Pace	eric.smith@pacelabs.com
Paul Junio Present	CSDP (Lab)	Pace	paul.junio@pacelabs.com
William Lipps Present	Advocacy (Other)	Shimadzu	wclipps@shimadzu.com
Annamarie Beach Present	NELAP AC (AB)	Pennsylvania	anbeach@pa.gov
Jerry Parr (ex- officio) Present	Executive Director	TNI	Jerry.parr@nelac-institute.org
Alfredo Sotomayor (ex-officio) Absent	TNI BoD, Chair	Milwaukee Metropolitan Sewer District	asotomayor@mmsd.com
Ilona Taunton Present	Program Administrator	TNI	Ilona.taunton@nelac- institute.org