

Summary of the TNI Competency Task Force Meeting  
Wednesday, April 22, 2020 1:00 pm Eastern

1. Welcome and Roll Call

The Interim Chair, Jerry Parr, opened this first meeting of the Task Force, and briefly described its genesis and purpose. Attendance is recorded in Attachment 1.

Participants were invited to introduce themselves and give a brief explanation of what they bring to the Task Force's purpose.

2. Opening Discussion

Jerry explained that this Task Force was created to explore and make a recommendation to TNI's Board of Directors about whether TNI should pursue establishing a new aspect of its training program that would meet defined criteria for qualifying individuals for key positions in environmental laboratories (such as quality manager or technical director), and also whether to the credentialing of individuals will be incorporated into that training.

For our purposes, credentialing would be some type of process by which an individual is determined to meet specified qualifications and fulfill defined requirements for a particular position (or category of similar positions) in the environmental laboratory. It would include the award of some type of documentation – a certificate or perhaps a digital badge – that identifies the individual and also authenticates or verifies their qualifications by ensuring a common level of training, experience, and capability appropriate for the position named. *NOTE: this is a draft definition created for use in the TNI glossary, composited from several definitions provided by Jerry, and subject to revision by the Task Force at the next meeting.*

The recommendations from this Task Force will both incorporate input from TNI's new Training Committee and feed into TNI's training activity, the Educational Delivery System. He envisions that the task force will meet monthly and hopefully complete its mission in about a year, at which time the Task Force is expected to disband.

3. Review of Draft Charter

A draft Charter in the standard TNI format was prepared by Jerry for consideration by the Task Force members, and is included in Attachment 2, below. Jerry walked through the sections of the draft and the following points were made in discussion:

Mission: credentialing is an aspirational objective, and needs to be more fully explored, while the training itself is widely accepted as a present need. Multiple resources were suggested as examples to be considered, ranging from crime scene technicians and fitness training instructors to ASQ's Certified Quality Auditors and Professional Engineers (P.E.). Lynn briefly explained what digital badges are and how they work.

Objectives: TNI definitely wants to support the laboratory QA community, and ongoing discussions of Technical Director qualifications in TNI's Expert Committees has highlighted the need for something more definitive than an examination of each candidate's education and work experience. One participant pointed out the necessity of distinguishing between simply attending a course and actually passing some test that demonstrates learning occurred. One additional objective was identified, to coordinate with TNI's Training Committee on developing the actual courses.

Decision-Making: After pointing out that consensus among participants will be important, Lynn was invited to craft additional language to that effect for this section.

Available Resources and Schedule: there were no comments on these sections of the Charter.

A revised draft Charter will be distributed with the minutes for review and comment prior to the May meeting.

3. Next Meeting

Participants agreed that fourth Wednesdays at 1 pm Eastern is a good time for all. The next teleconference meeting will be Wednesday, May 27, 2020, at 1:00 pm Eastern. An agenda and any documents will be distributed prior to the meeting.

Attachment 1

## Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Tech.	Yes
Paul	Banfer	paul.banfer@eisc.net	EISC	Yes
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes
Julia	Caprio	JKlensCaprio@Geosyntec.com	Geosyntec	Yes
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes
Bob	Di Rienzo	Bob.DiRienzo@ALSGlobal.com	ALS Global	Yes
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes
Kitty	Kong	Kitty.Kong@chevron.com	Chevron	Yes
Kimberly	Kostzer	kkostzer@coca-cola.com	Coca-Cola	Yes
Silky	Labie	elcatllc@centurylink.net	ELCAT	Yes
Harold	Longbaugh	Harold.Longbaugh@houston.tx.gov	City of Houston	Yes
Emily	Mellot	emmellott@pa.gov	Pennsylvania DEP	Yes
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	No
Mitzi	Miller	Mitzi.Miller@nv5.com	NV5	Yes
Jerry	Parr	jerry.parr@nelac-institute.org	The NELAC Institute	Yes
Sharon	Robinson	Sharon.Robinson@doh.nj.gov	New Jersey DOH	Yes
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	Yes
Alfredo	Sotomayor	<a href="mailto:ASotomayor@mmsd.com">ASotomayor@mmsd.com</a>	MMSD	Yes
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No
Curtis	Wood	curtis_wood@waters.com	ERA, A Waters Company	Yes
<b>Program Administrator:</b>				
Lynn	Bradley	The NELAC Institute	Lynn.bradley@nelac-institute.org	Yes

## Attachment 2

### Competency Task Force

#### Draft Charter

(Revised: 04-09-2020)

#### Mission

Explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers and others as appropriate. Note: Such documentation may involve credentialing and/or digital badges.

#### Objectives

- Define the types of professional positions to which this program would apply.
- Define the knowledge and skill sets each type of position should have.
- Explore how training courses and/or on-the-job experience contribute to this knowledge and skills.
- Consider establishing a curriculum for each group, and who would be qualified to do so.
- Research credentialing and digital badging to see if either would be a good fit for this program.
- Develop recommendations, including an implementation plan, to present to the TNI Board of Directors.

#### Decision Making (*specify default option from Decision Making SOP 1-102*)

- Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yea, Nay or Abstain.

#### Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

#### Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls until such time as the plan is developed.
- Within 12 months, provide a plan to the TNI Board of Directors for approval and implementation.
- Quarterly calls thereafter to monitor progress.
- Face to face meeting as needed at TNI meetings.

