

Summary of Mentoring Subcommittee Meeting
April 20, 2020

1. Welcome from Chair

Jacob Oaxaca, Chair of the Mentoring Subcommittee, welcomed members to the subcommittee and reviewed his experiences with the pilot mentor program for California ELAP. He indicated that it was a rewarding experience and he has seen the benefits of mentoring firsthand. Steve Arms, chair of the Advocacy Committee, explained that this subcommittee is under the Advocacy Committee and is an element of TNI's recently adopted strategic plan. Steve will be participating and assisting the subcommittee as needed. Jacob also introduced Jerry Parr, TNI Executive Director, who indicated he will also be participating in the calls. Carol Batterton will be assisting as the TNI staff Program Administrator.

2. Roll call

Members introduced themselves and Jacob noted the extensive experience of the members. Jacob noted we have the "A team" on this subcommittee. Attendance is recorded in Attachment 1.

3. Charter

Jacob introduced the draft charter and Carol suggested that the members begin by reviewing each section for clarity and specificity. Questions and comments on the subcommittee's overall scope included:

- Will this subcommittee ever oversee the mentoring program, and will the subcommittee develop or vet the mentors? Jerry Parr answered yes, it is possible.
- Can Jacob share the results from the 8 labs that California ELAP mentored? Yes, Jacob can do that at a future meeting. Jacob explained that ACIL supplied the mentors and CA ELAP facilitated the pairing of mentors with labs. Jacob has a presentation with an overview of labs mentored and the process. The presentation can be found at the following link: https://www.nemc.us/meeting/2019/load_abstract.php?id=188

Comments and suggestions on the draft charter are listed below.

Mission statement:

- What do the words "additional benefits" mean in the draft? Should we define these benefits more?
- Will this mentoring program serve only those labs seeking TNI accreditation or any lab wanting to implement a Quality Management System based on the TNI standard?

After discussing these questions and comments, members agreed on a revision of the Mission Statement to say:

Explore and make recommendations on developing a financially sustainable laboratory mentoring plan that provides assistance to laboratories seeking to implement and maintain a quality management system based on the TNI standard.

Objectives:

- We may not be able to find enough people to offer one-on-one mentoring. We have to consider other options. An FAQ page would be helpful as well as the other options listed in the draft charter.
- Is there a limit to the size of lab that can be mentored? Small lab is hard to define, so we should delete "small".
- We should recognize that every lab is coming from a different place and make recommendations to accommodate this.

After discussing these questions and comments, members agreed on a revision of the Objectives to say:

- Explore approaches such as one on one, conference calls, webinars, electronic bulletin boards, and FAQs that can be used for a TNI mentoring program for laboratories.
- Develop and make recommendations for a mentoring plan for laboratories.
- Explore ways to use the TNI Ambassadors to help implement.
- Explore ways to make the program financially sustainable.
- Provide monthly reports to the Advocacy Committee on progress.

There were not any suggestions for modifying the remaining sections of the draft charter. Jacob noted that the schedule called for monthly meetings with an anticipated completion date in 12 months.

4. Next meeting

The next meeting will be May 28 at 11:00 am Central time. The agenda will include reviewing and approving revisions to the charter and getting started.

Attachment 1

Name	Affiliation	Present/absent
Jacob Oaxaca	CA State Water Resources Control Bd.	Present
Hunter Adams	City of Wichita Falls, TX	Present
Steve Arms	The NELAC Institute	Present
Susie Arredondo	San Elijo Joint Powers Authority	Present
Debbie Bond	Alabama Power General Test Lab	Present
Michael Casalena	VA DCLS	Present
Cathie Catusas	Lake County FL	Present
Robin Cook	City of Daytona Beach	Present
Chris Garza	Solomon Corporation	Present
Mary Johnson	Rock River Water Reclamation District	Present
Debbie Lacroix	MarCom LLC Environmental	Present
Harold Longbaugh	City of Houston	Present
Marlene Moore	Advanced Systems	Absent
Linda O'Donnell	Philadelphia Water Department	Present
Trinity O'Neal	Austin Water	Present
Jerry Parr	The NELAC Institute	Present
Jerri Rossi	ddms	Present
Scott Russell	Rio Alto Water District	Absent
Shannon Swantek	Enlightened Quality	Absent
Janielle Ward	Pace	Present
Carol Batterton	TNI staff	Present