Summary of the TNI Competency Task Force Meeting
Wednesday, January 7, 2021   1:00 pm Eastern

1.   Welcome and Roll Call

The Interim Chair, Jerry Parr, welcomed everyone to the meeting. Attendance is recorded in Attachment 1. The minutes of the October 28 and December 2, 2020, meetings were approved by acclamation.

2.   Affirmation of Edits to KSA Document from December Meeting

Jerry had updated the draft KSA document before the minutes were written, and some of the agreed-upon edits were missed. He promised to provide evidence of the revisions that were made, and incorporate all revisions including this January meeting into a new draft. A table verifying the revisions from December is included with distribution of these minutes as is the updated draft from the January discussion.

3.   Technical Training

After discussion, participants agreed that it would be better to provide less specific course content requirements in order to allow for adaptation to emerging technologies as they arise, thus providing a sense of the desired content but referring to the list of technologies in the Laboratory Accreditation Management Systems (LAMS) database as the ultimate source of technologies to be included. Also, the discussion pointed out that many of the sections in each module are identical (Section 2 of the KSA draft), so that it might be more effective to show the course content in a tabular fashion, with items such as method selection, method validation, demonstration of capability, calibration, etc., on one axis and the discipline modules on the other. Jerry agreed to prepare such a chart and use it rather than the detailed listing initially shown in the KSA draft. These revisions are included in the draft KSA document distributed with these minutes.

In discussion of section 2, which actually occurred after the section 3 discussion, several points were raised.
   •   Acknowledgement is needed that assessors should not address non-accredited methods (this will go into §1.2.4 instead)
   •   Add language about assuring that a lab's methods are implemented properly
   •   4th paragraph
        o   Combine the two sentences into a single sentence
        o   In d, remove the term "practices"
        o   In h, rephrase to read "traceability in the evaluation…"
        o   In "i", rephrase to encompass "regulatory program requirements"

For section 4, about refresher training, the wording should match the language of the standard, which is currently being updated, to say that refresher training is required for all assessors when the standard is updated but may be provided by the accreditation body at other times as desired

4.   Next Meeting

The Task Force will not meet during conference. A session titled New TNI Initiatives, scheduled for Wednesday morning, January 27, will include a presentation by Jerry about the Competency Task Force.

The "regular" fourth Wednesday meeting schedule will resume on **February 24, 2021, at 1 pm Eastern**, as conference is the fourth week of January.

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?	
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Tech.	No	1
Paul	Banfer	paul.banfer@eisc.net	EISC	Yes	2
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	3
Julia	Caprio	JKlensCaprio@Geosyntec.com	Geosyntec	No	4
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	No	5
Bob	Di Rienzo	Bob.DiRienzo@ALSGlobal.com	ALS Global	No	6
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	7
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	No	8
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	No	9
Kitty	Kong	Kitty.Kong@chevron.com	Chevron	Yes	10
Kimberly	Kostzer	kkostzer@coca-cola.com	Coca-Cola	No	11
Silky	Labie	elcatllc@centurylink.net	ELCAT	No	12
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	13
Emily	Mellot	emmellott@pa.gov	Pennsylvania DEP	No	14
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	No	15
Mitzi	Miller	Mitzi.Miller@nv5.com	NV5	No	16
Jerry	Parr	jerry.parr@nelac-institute.org	The NELAC Institute	Yes	17
Sharon	Robinson	Sharon.Robinson@doh.nj.gov	New Jersey DOH	No	18
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	Yes	19
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	20
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No	21
Curtis	Wood	curtis_wood@waters.com	ERA, A Waters Company	No	22
Program Administrator:					
Lynn	Bradley	The NELAC Institute	Lynn.bradley@nelac-institute.org	Yes	