

Summary of the TNI Competency Task Force Meeting
Wednesday, October 28, 2020 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 September 24 meeting were approved unanimously.

2. Conference Update and Rescheduling of Future Meetings

Jerry explained that the winter conference will be fully virtual and has been rescheduled for the week of January 25-28, 2021. He is looking for speakers in several areas, and anyone who did not receive an email about this should please check the “News” section of the TNI website.

Since the November and December scheduled meeting dates fall very close to the winter holidays, and the January meeting date falls during conference week, participants agreed to reschedule and consolidate those meetings. **The new meeting dates are Wednesday, December 2, 2020, and Wednesday, January 6, 2021, both at 1 pm Eastern.** The “regular” meeting schedule will resume for the February 24, 2021 at 1 pm Eastern.

3. Affirmation of Edits to KSA Document from September Meeting

Jerry had provided a draft that included both the September edits and items from two documents from the Training Committee’s survey, as provided by Mitzi. Both of those documents were shared with Task Force members accompanying the September and October meeting reminders, but were not discussed in September due to time constraints. One of the documents provided detailed information that was included in sections 1.1.6 and 1.1.7 of the KSA document, but participants agreed that it was too much detail and should not be included.

Other changes recommended and discussed are identified and annotated below:

§1.1.3.e – “need not be” changed to read “would not need to be”, for clarity

§1.1.6.a – this was the section where the added details were determined to be overkill, after considerable discussion about how much the standard needs to be referenced or repeated in this KSA document. Discussion points included that the 2017 version of ISO 17025 contains essentially the same information as the version upon which the current 2009/2016 standards are based, but just restructured, so that the basic framework in the KSA document will hold, but if the details are added, then all of the section references would need to be updated. Also addressed was the non-mandatory status of TNI’s assessor training, noting that individual ABs may still choose to provide their own training, so long as training is acceptable to the AB

§1.2 – the sentence in the headers of §1.2.2 and 1.2.3 should be moved to the opening paragraph of §1.2. The actions are all necessary, but different ABs perform them in different ways, so that assessors may or may not be assigned to do them but the assessors definitely need to know that the actions exist and are performed somewhere within the AB organization

§1.2.3.b – move this item into §1.2.4

§1.2.4.g – change from “review PT results” to “review PT concerns”

At that point, the edits noted in the September minutes were verified and found acceptable. Time was expired after that exercise, so the next meeting will begin with consideration of whether any of the “professional” or “foundational” competencies need to be included in this KSA document.

Jerry prepared a revised draft based on the edits discussed, after the meeting, and it is being distributed with these minutes.

4. Next Meeting

The next teleconference meeting is being rescheduled to **Wednesday, December 2, 2020, at 1 pm Eastern** due to the Thanksgiving holiday. An agenda and any documents will be distributed prior to the meeting.

Following that meeting, the next will be **Wednesday, January 6, 2021, at 1 pm Eastern**. The “regular” meeting schedule will resume on **February 24, 2021, at 1 pm Eastern**.

Attachment 1

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?	
Aaren	Alger	aaren@alger-consulting.com	Alger Consulting & Tech.	Yes	1
Paul	Banfer	paul.banfer@eisc.net	EISC	No	2
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	3
Julia	Caprio	JKlensCaprio@Geosyntec.com	Geosyntec	Yes	4
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	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	Yes	8
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes	9
Kitty	Kong	Kitty.Kong@chevron.com	Chevron	No	10
Kimberly	Kostzer	kkostzer@coca-cola.com	Coca-Cola	No	11
Silky	Labie	elcatllc@centurylink.net	ELCAT	Yes	12
Harold	Longbaugh	Harold.Longbaugh@houston.tx.gov	City of Houston	Yes	13
Emily	Mellot	emmellott@pa.gov	Pennsylvania DEP	Yes	14
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	Yes	15
Mitzi	Miller	Mitzi.Miller@nv5.com	NV5	Yes	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	No	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	Yes	22
Program Administrator:					
Lynn	Bradley	The NELAC Institute	Lynn.bradley@nelac-institute.org	Yes	