

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

1. Welcome and Roll Call

Aaren welcomed everyone to the meeting, which was rescheduled due to the Thanksgiving holiday. Attendance is recorded in Attachment 1. Changes were requested to the minutes from October 28; Aaren will send those to be approved at the next meeting.

2. Closing Out Technical Expert Activities

The Task Force has agreed that the final details of the Technical Expert (TE) concept will fall to the Quality Systems Expert Committee. There are still several issues that remain unresolved, and it is unclear that the Task Force will be able to settle them:

Technologies for a Chemistry TE

Technologies and analytes for a Micro TE with an associate's degree

Desired qualifications and education for TEs in asbestos and aquatic toxicology

How to address verification of any potential requirement for a degree from an "accredited institution"

Participants agreed that, at the time of hand-off, the current version should be shared for final comments with the Chemistry, Microbiology, and Quality Systems Expert Committees as well as the NELAP AC, and that the Asbestos and WET Expert Committees should be asked to develop similar language for TE qualifications in those areas of testing. Debbie will share Option 3 and the PowerPoint developed for the conference joint session with Quality Systems now, as an informal preview of things to come, but the formal hand-off should not take place until after the joint session, where additional helpful ideas may emerge.

3. Task Force Leadership Changes

Aaren explained that she has taken on a new role as Lead Evaluator for NELAP ABs and hopes to be elected as Chair of an Expert Committee, so would like to step down from the Task Force Chair role. She will continue working with Jerry through the joint session at conference, but plans to step down after conference concludes.

Jerry described the chair's functions – moderating calls and some presentations – and also explained that because of his interest level and the importance of moving forward with the training and possible credentialing activities, he will continue doing most of the document development work for this group. He also stated that the Task Force may be chartered as a permanent committee in the future, as additional roles (and their needed KSAs) are added to the training and credentialing activities of TNI.

Ken Brown expressed interest in the chair position, and promised to consider it further and get back to Jerry, Aaren and Lynn with his decision.

Also, we will be reaching out to all Task Force members to ask if they wish to continue working on this effort in the coming year. Several of the current volunteers are not participating, and the effort needs people who are willing to be active participants. Jerry also asked that the NELAP state representatives be asked if they (or their staff) would be willing to participate, next year.

4. Preparing for the Joint Session at Conference

In advance of this meeting, Jerry developed and distributed a draft of the presentation that he intends to use for the joint session. That session will take place on Thursday morning, January 20, 2022, at conference in San Antonio. He asked for feedback on the PowerPoint that was

distributed, and explained that he intends to “talk through” the presentation and then go back, to focus on individual slides for discussion during the session. A number of the slides were discussed during this meeting but specific edits were not determined.

For discussion purposes at the conference session, he also plans to hand out printed copies of a KSA document for a Quality Systems Manager (QM) that incorporates tentative plans for credentialing multiple aspects of the QM role. The current version of this handout was distributed to Task Force members on the day following this meeting, with a request for comments and suggestions for improving it.

5. New Business

One participant posed the question of whether assessors could or should be required to take “basic assessor training” when the QM and TE roles will not have mandatory training. During a brief discussion in the time remaining, the benefit of consistency among assessors, across the multiple ABs, was pointed out, and that would be beneficial to both labs and ABs. Jerry will add an additional slide on this issue for discussion during the joint session at conference.

4. Next Meeting

The next meeting of the Competency Task Force will be on **Wednesday, January 25, 2022, at 1 pm Eastern**. An agenda and any necessary documents will be sent in advance of the meeting.

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
Yumi	Creason	ycreason@pa.gov	Pennsylvania DEP	No	6
Kirstin	Daigle	<a href="mailto:Kirstin.daigle@pacelabs.com">Kirstin.daigle@pacelabs.com</a>	Pace Laboratories	No	7
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	8
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	Yes	9
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	No	10
Kitty	Kong	Kitty.Kong@chevron.com	Chevron	No	11
Kimberly	Kostzer	kkostzer@coca-cola.com	Coca-Cola	No	12
Silky	Labie	elcatllc@centurylink.net	ELCAT	No	13
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	14
Mike	Michaud	Mike.michaud@abilenetx.gov	City of Abilene	Yes	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
<b>Associate Members</b> (for TM/TD activities):					
Debbie	Bond	DBOND@southernco.com	Alabama Power	Yes	22
Michelle	Wade	mwade@a2lawpt.org	A2LA Workplace Training	Yes	23
<b>Program Administrator:</b>					
Lynn	Bradley	The NELAC Institute	Lynn.bradley@nelac-institute.org	Yes	