

Summary of the TNI Competency Task Force Meeting
Wednesday, December 2, 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 October 28 meeting were not approved due to the lack of a quorum.

2. Affirmation of Edits to KSA Document from October Meeting

Jerry had provided an updated draft, based on discussion at the October meeting. The edits noted in the October minutes were verified and found acceptable.

3. Review of Remaining Competencies – Professional and Foundational

Discussion resumed with review of section 1.3 of the KSA document, Professional Competencies. These are skills and capabilities that an assessor would normally be expected to bring to a position, based on education and prior experience, and are not intended to be included in the assessor training package. Review of these, and then section 1.4, Foundational Competencies, is being performed to identify possible competencies that should be moved into the Generic Assessment Competencies, section 1.2.

Jerry noted that Ken had sent some edits to the introductory paragraph, and further discussion determined that incorporating Ken's comments into the introduction would work well with combining sections 1.3 and 1.4 into a section 1.3 (re-titled as Professional and Foundational Competencies), and then having "Professional" become section 1.3.1 and "Foundational" become section 1.3.2, and the subsections then being given four-digit identifiers. In addition, TNI will be adopting the use of "must" consistently, since we have learned that "shall" is not recognized as enforceable in courts, since it is variously defined as "may" or "should", so that terminology will be incorporated throughout this KSA document in this month's revision.

For the purpose of recording edits to the KSA document in these minutes, the previous numbering will be referenced.

§1.3 intro – add language that the named competencies consist of but are not limited to the following skills (examples named) for both professional and foundational competencies
§1.3 throughout (including §1.4) – bulleted items should be reworded so that parallel construction (single noun/adjective followed by modified verb for description) is consistently used throughout both sets of competencies (within the 4-digit subsections)

§1.3.2 organizational

- item g should use "lab" instead of CAB;
- item n should be deleted.

§1.3.3 behavioral/personal

- Item b needs "staff" added at the end
- item c should be one term;
- item d to be reframed as positive instead of negative/skeptical;
- item g should be reframed as organizational/individual cultures;
- item h needs to include reference to ethical code of conduct;
- item "i" is addressed in §1.4.4 and can be deleted here;
- item l can be omitted as it is included in item s;
- item x is same as k and can be deleted;
- item aa is questionable and possibly should be removed;
- item bb should incorporate the term "flexibility" as the new V2M1 will require AB approval of a change to the assessment plan itself.

§1.4 (to be renumbered as 1.3.2) – omit opening paragraph

§1.4.1 – basic math skills

- item d should be omitted as “finances” is vague and not basic math;
- item e should be omitted;
- item f needs addition of phrase “typically performed in lab assessment operations”;
- item g should be modified to read calculator or calculating software.

1.4.2 – communication

- item g should be omitted;
- items h and “i” should be combined with items a & b of §1.4.5, then placed in professional/organizational (§1.3.2).

§1.4.4 – delete entirely, as these are covered in §1.3.2/organizational

§1.4.5 – physical capabilities

- items a & b included with h&”i” of §1.4.2 and moved to §1.3.2, and to be reworded so as to be non-discriminatory;
- item c moved to behavioral/personal §1.3.3.

NOTES for both professional and foundational to be either reversed (to match proper sections) or else combined and moved into the intro of §1.3.

At that point, time was expired. Jerry will provide a revised draft with these revisions and distribute it for the January 6 meeting. Once these edits are affirmed, the task force will begin to tackle section 2.0, Technical Training Courses.

4. Next Meeting

The next teleconference meeting was rescheduled to be **Wednesday, January 6, 2021, at 1 pm Eastern.** An agenda and any necessary documents will be provided in advance of that meeting.

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

Attachment 1

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	No	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	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	No	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	No	12
Harold	Longbaugh	Harold.Longbaugh@houston.tx.gov	City of Houston	No	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	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	