Summary of the TNI Competency Task Force Meeting
Wednesday, May 27, 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 April 22 were approved by acclamation, as there was not a quorum present.

2.   Discussion of Existing IAF Document

Bob DiRienzo had provided a copy of the International Accreditation Forum's document, *Generic Competence for AB Assessors: Application to ISO/IEC 17011,* after the April meeting, and he was invited to give a brief introduction about its contents. He noted that it is a generic document, but does set forth minimum competency requirements for assessors and does include some specifics. The document's two Annexes provide a hierarchy of competencies, including some specific knowledge, skills and competencies needed by assessors, and an informative annex identifying professional and foundational competencies.

Participants discussed how this document could be useful, not only for assessor competencies, but to provide a template for use with other types of positions that the Task Force might address.

Lynn noted that the Laboratory Accreditation Body Expert Committee, in its revision of the AB operations module, V2M1 (combining previous modules V2M1 & V2M3) is presently discussing whether and how to specify assessor training requirements in the standard, and explained that the decision will likely be made within the next month or two. Several participants remarked about the current wide variation in assessors working in NELAP.

3.   Review of Draft Charter

The revised draft Charter received no comments since the April meeting, but a few more edits were agreed upon during discussion. The final draft was distributed after the meeting (see Attachment 2) and Jerry requested an email vote to approve it by June 5, so that the Task Force-approved Charter can be presented to the TNI Board of Directors at its June meeting.

3.   Identification of Types of Professional Positions to be Addressed

A brief brainstorming session provided the following list of possible positions that would benefit from having documented competency requirements and/or training qualifications. The first three are considered the obvious ones, the reasons for the formation of this task force, but a number of other positions were also named. The rest are in rough priority order, per the discussion. NOTE: this is an initial list and may be modified as the work proceeds.

- ✓ Assessors
- ✓ Technical Managers
- ✓ Quality Managers
- ✓ Analysts (other than positions where state certification programs are applicable, primarily for drinking and wastewater)
- ✓ Samplers
- ✓ Customer Service Representative, Project or Account Manager (handles tenders and contracts)
- ✓ Document Management Specialist (normal in government labs but rare in private sector)
- ✓ Sample Receiving Staff (a critical part of the process, with no specific training available, but might be a documentation competency since some analysts receive their own samples)

- ✓ Third Party Data Validators (this position has no "anchor" in the TNI Standard, however, so a low priority)
- ✓ Laboratory Management (a low priority)

Jerry proposed that the June meeting begin identifying needed competencies for assessors, and using the IAF document as a resource for this task.

4. Next Meeting

The next teleconference meeting will be <u>Wednesday, June 24, 2020, at 1:00 pm Eastern.</u> An agenda and any documents will be distributed prior to the meeting.

Attachment 1

Competency Task Force Roster

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

Attachment 2

Mission

Explore and make recommendations regarding programs to document competencies for Quality Managers, Technical Managers, Assessors, Samplers and others as appropriate. Note: Such documentation may involve credentialing and/or digital badges.

Objectives

- Define the types of professional positions to which this program would apply.
- Define the knowledge, skills and abilities (KSAs) each type of position should have.
- Explore how training courses and/or on-the-job experience contribute to this knowledge and skills.
- Establish generic competencies for each group.
- Research credentialing to see if it is a viable option for this program.
- Develop recommendations, including an implementation plan, to present to the TNI Board of Directors.
- Coordinate with TNI Training Committee in developing courses.

Decision Making *(specify default option from Decision Making SOP 1-102)*

- The Task Force will strive to attain consensus in its decisions, and ensure that all member input is considered. Decisions will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum. Voting options are: Yea, Nay or Abstain. The Chair may declare a different decision rule for any specific item or issue.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support

Anticipated Schedule:

- Teleconferences: regular monthly schedule of calls until such time as the plan is developed. Initial schedule is fourth Wednesdays at 1 pm Eastern.

- Within 12 months, provide a plan to the TNI Board of Directors for approval and implementation.
- Quarterly calls thereafter to monitor progress.
- Face to face meeting as needed at TNI meetings.