

Summary of Mentoring Subcommittee Meeting
June 25, 2020

1. Call to order

Steve Arms called the meeting to order at 11:00 am CDT on June 25, 2020. Attendance is recorded in Attachment 1. Steve announced that Jacob would likely be back for the next call.

2. Minutes

Minutes of the May 28, 2020 meeting were reviewed. Mike Michaud moved approval. Harold Longbaugh seconded. All present voted in favor. Jerry Parr noted that William Daystrom had set up a page on the TNI website for the Mentoring Subcommittee to post documents and meeting minutes.

3. Questionnaire

Steve introduced the mentoring needs assessment questionnaire that Michael and Susie had worked on and thanked them for their efforts in putting this together. Members shared the following comments and suggestions on each section.

Part 1: Laboratory Information

- We should remove the laboratory's name and location from the front of the form and move to the end.
- Delete the section on past/current accreditations and certifications.
- We should also consider adding a confidentiality statement at the end also to say that it is not our intent to share any information on this form with regulatory authorities.
- Members agreed that the focus of the questionnaire was non-accredited and accredited labs.

Part 2: Questions

- Change the heading to "General Questions"
- Revise wording so that question don't start out "Does the laboratory have....." This might send the wrong signal. Suggested wording " If accredited, was it difficult to...." or similar.
- Add the word "current" to the appropriate questions.
- Add the question "Has the lab performed a gap analysis or internal audit to the TNI standard?"
- Suggested question "Have you reviewed documents within the last 1-2 years?"
- Suggested question "Does the laboratory have a process to create and retain clear records for employee capability and for data generated?"

Part 3: Questions for labs currently or previously certified or accredited

- Add "Detailed" before "Questions" in heading.
- Change format of section to check box. Check all boxes that you need help with.
- We should consider using survey monkey to collect information.
- Consider re-formatting to follow sections of the TNI standard.

- Delete question about the Safety SOP.

Additional suggestions:

- When this survey is posted or sent out, we will need to have introductory material. Language from the charter and Jacob's presentation would be good to use.
- Also, do we need a questionnaire for potential mentors to learn who is available for what types of skills? It was agreed that potential mentors could be both TNI and non-TNI members. Mentees will have to be members.
- Michael and Susie will take the first cut at re-formatting as discussed today. Jerry help with survey monkey. Note: Mary Johnson followed up after the meeting and volunteered to help with survey monkey also.
- We need to determine how to identify which labs will get the survey.
- We need to take some time to outline process before we get into the lab surveys.

4. Next meeting

The next meeting will be July 23 at 11:00 am Central time.

Attachment 1

Name	Affiliation	Present/absent
Jacob Oaxaca	CA State Water Resources Control Bd.	Absent
Hunter Adams	City of Wichita Falls, TX	Present
Steve Arms	The NELAC Institute	Present
Susie Arredondo	San Elijo Joint Powers Authority	Absent
Debbie Bond	Alabama Power General Test Lab	Present
Yiping Cao	Source Molecular Corporation	Absent
Michael Casalena	VA DCLS	Present
Cathie Catusus	Lake County FL	Absent
Dylan Christensen		Present
Robin Cook	City of Daytona Beach	Present
Mary Johnson	Rock River Water Reclamation District	Present
Kim Kostzer	Coca-Cola	Absent
Debbie Lacroix	MarCom LLC Environmental	Present
Harold Longbaugh	City of Houston	Present
Mike Michaud	City of Abilene	Present
Marlene Moore	Advanced Systems	Present
Linda O'Donnell	Philadelphia Water Department	Present
Trinity O'Neal	Austin Water	Absent
Jerry Parr	The NELAC Institute	Present
Agustin Pierri	Weck Labs	Present
Jerri Rossi	ddms	Present
Scott Russell	Rio Alto Water District	Present
Shannon Swantek	Enlightened Quality	Present
Elizabeth Turner	Pace Labs	Present
Janielle Ward	Pace Labs	Present
Michael Watts	Garver USA	Absent
Teresa Williams	USGS	Absent
Carol Batterton	TNI staff	Present