

Summary of Mentoring Subcommittee Meeting
July 23, 2020

1. Call to order

Jacob Oaxaca called the meeting to order at 11:00 am CDT on July 23, 2020. Attendance is recorded in Attachment 1.

2. Minutes

Minutes of the June 25, 2020 meeting were reviewed. Robin Cook moved approval. Elizabeth Turner seconded. All present voted in favor.

3. Mentoring vs. Consulting

Jerry Parr reviewed the research he had done on the question that came up after the last meeting regarding the difference between mentoring and consulting and the possible conflict of interest. We do not want mentoring to compete with consultants. Jerry noted that a consultant is hired to do a specific job and usually to produce a product, whereas a mentor is more of an advisor. Mentors don't do the work, they just make suggestions and give advice. It was also noted that consultants charge for their time and are always available, but mentors work on their own time. Jacob indicated that part of our job in this effort will be to shape the labs' expectations about the role of the mentor. A mentor is not a free consultant.

Jacob suggested that the committee write a conflict of interest statement or some other document that clearly outlines the role and responsibility of the mentor. That statement could also state that any information gathered by the mentor would not be shared with a regulatory agency. Jerry stated that the American Society of Crime Laboratory Directors may have some documents we could borrow from. We could possibly use a memorandum of understanding between the lab and mentor to outline expectations for both. This document could also include an indemnification section. Shannon Swantek and Jerry Parr will work on this for the next meeting.

4. Questionnaire

Jerry reported that he had revised the questionnaire as we had discussed at the last meeting. He proposed that we focus the questionnaire and the mentoring effort on helping labs develop a quality management system as opposed to a focus on receiving accreditation. That approach might work better for labs outside of the TNI realm, but it would also give them the tools they need to get accredited if they ever wanted to. It was suggested that the questionnaire be posted on the TNI website and that regional associations and TNI ABs be notified that the questionnaire was available.

5. Next Steps

- Develop the overall structure of the program
- Set expectations (guidelines) for labs and mentors
- Survey for pool of mentors (develop application for mentors)
- Develop a way to organize and match lists of labs and mentors

6. Next meeting

The next meeting will be August 27 at 11:00 am Central time.

Attachment 1

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