

Summary of Mentoring Subcommittee Meeting
May 28, 2020

1. Call to order

Steve arms called the meeting to order at 11:00 am CDT on May 28, 2020. Attendance is recorded in Attachment 1.

2. Minutes

Minutes of the April 28, 2020 meeting were reviewed. Harold Longbaugh moved approval. Michael Casalena seconded. All present voted in favor. Jerry Parr will ask William Daystrom to set up a page on the TNI website for the Mentoring Subcommittee to post documents and meeting minutes.

3. Charter

Revisions to the draft charter suggested at the last meeting were reviewed. For consistency with other TNI committee charters the membership list will be removed from the charter and sent to the Board for approval. Linda O'Donnell moved approval of the charter and Kim Kostzer seconded. All present voted in favor.

4. Review of the California Mentoring presentation

Jerry reviewed the presentation on the California mentoring program. He noted that the CA Water Resources Board adopted the TNI standard into its new rules with an implementation date of August 2020. Labs will have 3 years to get into compliance. Significant points noted in the presentation included:

- Goals
 - Connect labs to the resources they need
 - Deepen understanding of the help our labs need
 - Implement quality management system in CA
- Takeaways
 - There are a wide range of abilities and starting points
 - Small labs can implement the TNI Standard without hiring new staff
 - Having the right tools and resources is critical for success
 - Attitude plays a big role
- Labs helping labs
 - Mentorship is an incredibly powerful tool
 - The TNI community possesses the knowledge and experience to make this transition easier for other labs

5. Pros and Cons of Various Approaches

Jerry noted that there are at least 600 labs in California that have not implemented a Quality Management System (QMS). How can we meet the needs of these labs and others who are struggling to become accredited or who are in states who have adopted the TNI standard into their regulations. Comments and suggestions included:

- A gap analysis would be helpful
- Help with creating worksheets
- Having a person to reach out to, a contact person to call on the phone
- Some labs need a dedicated mentor, one on one
- Access to electronic information will work for some labs
- Periodic 1-2-hour meetings on dedicated topics
- A more visual approach might be helpful to some, e. g. pictures, examples
- A needs assessment or evaluation will help to show where a lab is, perhaps a survey, questionnaire, or self-audit
- A survey would be a good way to get labs to think about their situation. It needs to be simple; 10 questions should be enough to figure out where they need help. Maybe a survey for water and one for wastewater
- A two-tiered questionnaire; first one simple, second one more directed at a specific program
- Ideas for questions
 - Do you have a procedure for internal audits or?
 - Do you have a quality manual?
 - Would you be interested in having an experienced lab to mentor your facility?
- We should reach out to TNI membership to see how many people want to volunteer to be mentors

Michael and Susie volunteered to develop a questionnaire for discussion at the next meeting.

Jerry clarified that the role of TNI will be to provide program support, facilitation, organization, and technology. He agreed that mentoring should only be available to TNI members which will help cover the cost to some extent.

6. Next meeting

The next meeting will be June 25 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	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	Source Molecular Corporation	Present
Michael Casalena	VA DCLS	Present
Cathie Catusus	Lake County FL	Absent
Dylan Christensen		Absent
Robin Cook	City of Daytona Beach	Absent
Chris Garza	Solomon Corporation	Absent
Mary Johnson	Rock River Water Reclamation District	Present
Kim Kostzer	Coca-cola	Present
Debbie Lacroix	MarCom LLC Environmental	Present
Harold Longbaugh	City of Houston	Present
Marlene Moore	Advanced Systems	Present
Linda O'Donnell	Philadelphia Water Department	Present
Trinity O'Neal	Austin Water	Present
Jerry Parr	The NELAC Institute	Present
Agustin Pierri	Weck Labs	Present
Jerri Rossi	ddms	Present
Scott Russell	Rio Alto Water District	Absent
Shannon Swantek	Enlightened Quality	Absent
Janielle Ward	Pace	Present
Michael Watts	Garver USA	Absent
Carol Batterton	TNI staff	Present