

Summary of Mentoring Subcommittee Meeting
August 27, 2020

1. Call to order

Jacob Oaxaca called the meeting to order at 11:00 am CDT on August 27, 2020. Attendance is recorded in Attachment 1.

2. Minutes

Minutes of the July 23, 2020 meeting were reviewed. Elizabeth Turner moved approval. Debbie Bond seconded. All present voted in favor.

3. Mentoring process

Jacob reviewed the subcommittee's charter. He reminded the group that while we are now focusing on one on one mentoring, there are other options mentioned in our charter that we will need to consider in our final recommendation. We then discussed each step in the one on one mentoring process.

- **Notification that mentoring is available:** We will need to design a web page that can be accessed from the TNI home page. Jerry will take the lead in designing this page. We should notify as many organizations as possible that this website exists. Jerry also noted that he is planning a direct mailout which will include several other topics and he could mention mentoring in that mailout. We are also planning to work with lab associations and other trade associations to get the word out. A question was posed about how often we should announce this? Jerry suggested that could make a report on mentoring activities as a part of the TNI annual report at each winter meeting and also report on success stories. We can recruit mentors at each conference. It was suggested that we plan a way to recognize mentors such as mention in the TNI newsletter, on the website, and at conferences. We should also look at the possibility of a digital badge for mentors. In response to a question about the financial impact of mentoring on TNI, Jerry responded that mentoring will only be available to TNI members, so membership fees should cover this service.
- **Application for mentees:** Carol reported feedback from the TNI Ambassadors that the initial contact with labs wanting to be mentored should be as un-intimidating as possible. Some of the Ambassadors believed that the questionnaire we previously developed was still too complicated for some small labs, however it could be used later in the mentoring process. Carol shared the California summaries from their labs as an example of what we might want to request from our labs. Jerry noted that the summaries appeared to answer several questions including:
 - What is the scope of accreditation?
 - What is the size of the lab?
 - Does the lab have a LIMS?
 - How far into the process of obtaining accreditation are you?
 - What help do you need?

Jacob also noted that California uses an app called SLACK which is a form of electronic bulletin board that may be useful for interacting with the labs.

- **Mentor assignments:** in response to the question, who assigns mentors to labs, it was suggested that a small group of 2-3 people could filter the applications and make assignments. It could be a subcommittee of Advocacy or the TNI Ambassadors.

4. Mentoring agreement/expectations documents

Jerry reviewed the revised documents that he had presented at the last meeting. He noted that the mentoring agreement was now more of a guidance document and not a formal MOU. Jacob asked for feedback before the next meeting. Jerry will use the mentoring explanation document to help design the webpage.

5. Next meeting

- Review mentoring explanation and expectations document
- Review initial questions for labs (see Jacob's email)
- Continue discussing process

The next meeting will be September 24 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 | Present |
| 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 | Absent |
| Michael Casalena | VA DCLS | Absent |
| Dylan Christensen | | Absent |
| Robin Cook | City of Daytona Beach | Present |
| Mary Johnson | Rock River Water Reclamation District | Present |
| Kim Kostzer | Coca-Cola | Absent |
| Debbie Lacroix | EPA | Present |
| Harold Longbaugh | City of Houston | Present |
| Mike Michaud | City of Abilene | Absent |
| 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 | Absent |

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| 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 |