

Summary of Mentoring Subcommittee Meeting  
September 24, 2020

1. Call to order

Jacob Oaxaca called the meeting to order at 11:00 am CDT on September 24, 2020. Attendance is recorded in Attachment 1.

2. Minutes

Minutes of the August 27, 2020 meeting were reviewed. Michael Casalena moved approval. Harold Longbaugh seconded. All present voted in favor.

3. Review mentoring explanation and expectations document

Jacob asked the participants for comments on the most recent version of “mentoring expectations” document. Comments and suggestions included:

- Delete the word “hereinafter” in the Background section
- Clarify that a mentor is not a consultant. Include this idea in the bullets section, The Mentor shall: ..... we may also want to include it in an Exclusions section.
- Add an indemnification statement for TNI, could also add a sub-heading for TNI. TNI shall: .....
- Add requirement for mentee to purchase TNI standard

Shannon volunteered to re-format this document and send out for revisions to be incorporated. Jerry will revise the draft web page to reflect the changes discussed here.

4. Review initial questions for labs

Jacob presented the revised initial questionnaire for laboratories desiring to be mentored. Comments and suggestions on this form included:

- Ask mentee if they plan to seek TNI accreditation. If so, in what area? Put this question as a sub-heading under “What is your goal?”
- Ask what kind (matrix) of samples the lab runs, water, wastewater, solid waste
- Determine mentee’s preferred method of communication, e. g. electronic platforms, one on one, etc.
- Most important question that needs to be asked up front is “What do you need help with?”

5. Next meeting

The next meeting will be October 22 at 11:00 am **Central time**. Topics for discussion will be:

- Web page
- Revised Expectations document and questionnaire
- Work product to present at winter meeting

## 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	Absent
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	Present
Robin Cook	City of Daytona Beach	Present
Mary Johnson	Rock River Water Reclamation District	Absent
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	Absent
Linda O'Donnell	Philadelphia Water Department	Present
Trinity O'Neal	Austin Water	Absent
Jerry Parr	The NELAC Institute	Present
Agustin Pierri	Weck Labs	Absent
Jerri Rossi	ddms	Absent
Shannon Swantek	Enlightened Quality	Present
Elizabeth Turner	Pace Labs	Present
Janielle Ward	Pace Labs	Absent
Michael Watts	Garver USA	Absent
Teresa Williams	USGS	Absent
Carol Batterton	TNI staff	Present