Training Committee
Meeting Summary

January 15, 2021

1. Roll Call:

   Ilona Taunton, Program Administrator, called the meeting to order at 11am Eastern on November 13, 2020 by teleconference. The meeting was attended by 10 Voting Committee members and 4 Associate Members (see Attachment A).

   The November meeting minutes were distributed by email for review. A motion was made by David to approve the November 13, 2020 minutes with editorial changes in Section 2. The motion was seconded by Tami and there was no further discussion. The motion was unanimously approved.

   The Committee did not meet in December 2020.
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2. Report – Competency Task Force

   Jerry noted they are making good progress. They are almost done with the assessor knowledge skills documents. They have a number of edits to do but could be done next month.

3. Workgroup Reports

   Digital Badges Workgroup

   It looks like there is some overlap with the Competency Task Force. Jerry has been doing his homework and proposes that the workgroup be expanded to join members from the Competency Task Force.

   A badge may require certain courses to be taken. This would be fairly easy to manage. What is the course curriculum to get a certain badge and what should it look like?

   The other option is credentialing. It would look at education, experience, courses and an ongoing demonstration yearly. Maybe ongoing can be achieved by attending conferences, being a committee member, taking classes, etc. This would be a little more involved.

   Salima and Jerry Thao volunteered to help on this workgroup. Contact Jerry if you'd like to help.

Training Materials Workgroup

Ilona distributed a list of TNI courses with a proposed list of the ones that should be reviewed. The workgroup is reviewing this list and noting which classes they would like to work on. Ilona is also collecting signed Confidentiality Statements from the Workgroup members that will be shared with the trainers to make sure they are OK with the review that will be done. The Workgroup will be meeting early February.

Ilona asked David Fricker if he could help review one of the Field classes. He was fine with this and will be added to the Workgroup.

Training Opportunities Workgroup

Ilona distributed an example Request for Proposal (RFP) and some lists developed in the past of classes that might be good to develop and offer. Workgroup members are working on their own list of top 10 classes that TNI should offer. The Committee will review these lists during their February meeting with a goal of have a list of recommendations that Jerry and Ilona can use to develop an RFP that can go out in March. The Committee will then continue to develop a comprehensive list of recommended courses for other RFPs later in the year.

Jerry would like to see a class on electronic records. How does a lab shift to more electronic records?

4. Winter Forum

Calista will be giving a presentation in the TNI Initiatives session. She brought up the presentation Ilona gave to the Committee as we got started as a Committee. It gave history and goals. The Committee reviewed it concluded that some of the slides would be helpful. Very little history is needed, but some gives perspective. Review the Committee goals and what we are working on.

Calista would like to see on-site classes be both virtual and in-person when possible. This will be reviewed in the future. Jerry noted there is such a limited number of people that attend trainings at conferences. He is not sure this will be justified in the future.

The application slide would be a good slide to share so people know they can propose to do trainings.

It was suggested that Ilona work on a short webcast that can be posted on the TNI website to encourage people to provide training and discusses the process. A target date for this would April 2021.

Jerry reminded people that recordings from the conference are only for conference registrants. Copies of the presentations without the recording will be made available at a later date.

3. Action Items

- Jerry: Potential for subscription pricing training courses for ABs. Maybe just the TNI owned courses?
  - No action has been taken on this item yet.

- Ilona: Re-name Jerry's free webinar provided in early October to Navigating the TNI Website and put a link to it on TNI's home page.
  - Request sent to William and Jerry commented it is already up. COMPLETE

- Discussion related to contacting ABs for a group call to discuss the training available and where to find it on the website.
  - This should be deleted.

- Jerry: Create power point and send an email with the "Navigating the TNI Website" attached or create another PowerPoint that could be sent to the ABs.
  - Jerry will look at writing the memo to the ABs. He will let them know it exists. Also include bullets 5 and 6 in this information.

- Potentially update requirements for assessor training to include a brief segment where the new assessors learn where to find information related to training courses offered, SIRs, PT tables and other information.
  - See 4th bullet.

- Potentially update requirements for opening meeting of assessments to include a brief segment where the assessors show the lab where to find information related to training courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.
  - Produce a document that assessors can handout with this information. Jerry will work on this handout. It is voluntary whether it will be used, but Jack noted that consistency would be good. It cannot be a requirement since it is not in the Standard or SOPs. Could it be provided with the literature that goes with the info sent to the lab?
  - See 4th bullet.

- See Attachment B for summary table of Action Items.

5. New Business

None.

6. Next Meeting and Close

   The next meeting will be at 1pm EST on February 12, 2020 by teleconference.

   The meeting was adjourned at 1:58pm Eastern. (Motion: Salima. Second: Jerry Thao – Unanimous.)

Attachment A

Participants
TNI Training Committee

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair **Present**	Lab	AAA Laboratories	cdaigle@amrad.com
Mark Alessandroni **Present**	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger **Absent**	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen **Absent**	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Erin Consuegra **Absent**	Lab	Environmental Resource Analysts	econsuegra@eralab.com
Kodey Eley **Absent**	Lab	Libby Environmental, Inc.	keley@libbyenv.com
Jack Farrell **Absent**	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker **Present**	AB	A2LA	dfricker@a2la.org
Salima Haniff **Present**	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis **Present**	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok **Present**	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdokv@gmail.com
Joe Manzella **Present**	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller **Absent**	Other	NV5	Mitzi.Miller@nv5.com
Tami Minigh **Present**	Lab	City of Daytona Beach	MinighTami@CODB.US
Georgia Moulton **Absent**	Lab	ALS Global	georgia.moulton@ALSGlobal.com

Voting Members	Represent	Affiliation	Contact Information
Dee Shepperd **Present**	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao **Present**	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
Shirley Thomas **Absent**	(request sent)	Thomas Resource Group	info@trgsafety.com
Curtis Wood **Absent**	Other	ERA, A Waters Company	curtis_wood@waters.com
Jerry Parr (ex-officio) **Present**	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	**Present**		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney	X	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Mike Michaud		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larson		City of Derby, KS	AshleyLarssen@DerbyWeb.com
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com
Melanie Ross	X	ANAB	mross@anab.org

Attachment B: Training Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
1	Complete Charter			Calista	5/12/20	10/23/20		7/10: Sent to Policy Committee Policy Committee sent recommended changes for review in September. 9/18: Agreed with updates. Calista will correct tenses by October meeting. 10/23: Charter was approved by Committee and will be sent to the Policy Committee.
2	Gather previous training course statistics.		Jerry	Jerry	7/10/20	9/18/20		Document reviewed with committee. Available when Workgroup begins looking at additional courses.
3	Reach out to TNI states and ask about training weaknesses.			Mitzi	7/10/20	10/23/20		9/18: Initial information reviewed. Will continue to discuss at next meeting when Mitzi there.
4	Check on IT possibilities for Training.		William - IT	Ilona	7/10/20			9/18: Still waiting on response about options on catalog.
5	Develop Marketing Plan			TBD				The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are not aware of the classes available.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								11/13/20: Committee decided not to form this Workgroup at this time.
6	Develop talking points on TNI training program and send that to the NELAP ABs		Jerry	Jerry				1/15/21: Combined with #9.
7	When webcast is complete, send William instructions to post Website training Jerry just did in multiple places on TNI website.		Ilona	Ilona		1/15/21		Complete. Link became available.
8	Potential for subscription pricing training courses for ABs. Maybe just the TNI owned courses?		Jerry	Jerry	TBD			
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a brief segment where the assessors show the lab where to find information related to training		Jerry	Jerry	TBD			11/20/20: DRAFT to be discussed at next meeting. 1/15/21: Jerry is working on this.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
	courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.							
10	Develop Digital Badges Workgroup		Jerry		10/23/20			1/15/21: Recommended adding Competency Task Force members. Planning 1st meeting.
11	Develop Training Materials Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. First meeting in Feb 21.
12	Develop Training Opportunities Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. First meeting in Feb 21.
10	Prepare webcast to help this Training Application process.		Ilona		TBD			Target completion of April 2021.