

Training Committee Meeting Summary

October 8, 2021

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on October 8, 2021 by teleconference. The meeting was attended by 9 Voting Committee members and 4 Associate Members (see Attachment A).

Calista shared the July and August meeting minutes on screen.

Mitzi made a motion to approve the July 9, 2021 minutes as written. The motion was seconded by Joe and unanimously approved.

Jerry Thao made a motion to approve the August 27, 2021 minutes as written. The motion was seconded by Mitzi and unanimously approved.

2. Charter

Calista reviewed the changes made to the Charter during the last meeting. These changes were also sent out by email.

Calista asked for any comments. There was a concern raised whether 15 classes could be developed, but given the increased need for classes coming up, it was felt the Committee should be able to meet this goal.

Add implementation to the grading and certificate solutions.

A motion was made by Jerry Thao to approve the Charter as amended. The motion was seconded by Joe and unanimously approved. The Charter will be sent to the Policy Committee for review.

3. SOP 1-110

The Policy Committee has also been reviewing this SOP. The Training Committee comments and changes will be added to the last version the Policy Committee reviewed.

Summary –

Add “referred to as” instead of “generically”.

Definitions-
No changes

Procedures –

Section 5.1

Don't spell out EDS and remove some TNI references throughout the SOP.

Section 5.1.2.4: Use similar format for training as used for Training Coordinator. Use semicolons.

Section 5.2

Section 5.2.3: Split up second sentence to make it easier to read.

Section 5.4 table: Change “Laboratory Practices” to “Fundamental Measurement Skills”. There was a lot of discussion of how this category was first established by the Advocacy Committee. It is a series of topics they put under an umbrella called “Good Laboratory Practices”. The topics are already defined and each time a course is developed from this list of topics it is placed into this category. The last version defining what fits into this category included other topics that are really fundamental skills. Jerry will talk to the Advocacy Committee and is confident the Good Laboratory Practices title can be eliminated.

Section 5.4.5: Reword to reflect change in table.

Next time, the Committee will continue review of this SOP starting at Section 5.6.

Action Item: Need to redo the EDS website to eliminate the GLP category. Put the classes into the correct categories.

4. Workgroup Reports

Credentialing Workgroup – Jerry Parr

Jerry has been having trouble getting this group to meet and is suggesting that their work product now be handled through regular Training Committee meetings. No need for Workgroup anymore. There was agreement with this change. We may need to add a few people as associate members that have been working with the Credentialing Workgroup that work with the Competency Task Force.

Training Opportunities Workgroup - Ilona

The group will continue meeting 45-60 minutes before the Training Committee meeting each month. The group thinks many of the classes will come from the work being done in the credentialing discussions. There will be a list of needed classes.

Courses the group is currently looking at for the next RFP include:

- Ethics classes for field.
- PT - How to plan, submit, etc.
- Partner with local training organizations to do sampling training - online and onsite.
- Course on how to put a training program together for your lab.
- Expansion of regulatory requirements that Jerry is looking at. Possibly partner with states and include info on state regs?

5. Action Items

See Attachment B. The action item for the flyer can be closed out.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be November 5, 2021 by teleconference at 1pm Eastern - first Friday instead of second. (*Addition: Meeting was changed to November 19, 2021 at 1pm Eastern.*)

Calista adjourned the meeting at 2:32pm Eastern.

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
Mark Alessandrone Absent	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Absent	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Present	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Erin Consuegra Absent	Lab	Environmental Resource Analysts	econsuegra@eralab.com
Jack Farrell Present	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Absent	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Present	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Absent	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdovk@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Present	Other		mitzmi@comcast.net
Tami Minigh Present	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Present	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
Jerry Parr (ex-officio)	Executive Director /	TNI	jerry.parr@nelac-institute.org

Voting Members	Represent	Affiliation	Contact Information
Present	Ex Officio		
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	Present		
Robin Cook	X	City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney		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 Larssen		City of Derby, KS	ashley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore	X		
Elizabeth Turner		Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross	X	ANAB	
Natalia Larrimer		ANAB	nlarrimer@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. 2/12: Ilona will continue to work on this. 4/6/21 – Checked to see what William needs to get started. 8/16/21: William responded. Catalog is possible.
5	Develop Marketing Plan			TBD	3/12/21			The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are

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								not aware of the classes available. 11/13/20: Committee decided not to form this Workgroup at this time. 3/12/21 – Committee started talking about marketing. 5/21/21: Work on social media presence.
6	Develop talking points on TNI training program and send that to the NELAP ABs		Jerry	Jerry	2/12/21			1/15/21: Combined with #9. 2/12/21: Jerry is working on a tri-fold brochure. Combine 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	2/12/21		Not viable option due to lack of interest and complexity.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a		Jerry	Jerry	2/12/21			11/20/20: DRAFT to be discussed at next meeting. 1/15/21: Jerry is working on this. 2/12/21: Jerry is working on tri-fold brochure.

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	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.							3/12/21: Combine with #6 – are talking points for ABs needed?
10	Credentialing Workgroup		Jerry		10/23/20	10/8/21		1/15/21: Recommended adding Competency Task Force members. Planning 1 st meeting. 4/9/21: Group is developed and ready to start meeting. 5/21/21: Group has started meeting. Removed “Develop Digital Badges /” from action item. 10/8/21: Decided to transfer this groups activites to the Committee.
11	Develop Training Materials Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/11/21. 3/12/21: Group has started work.
12	Develop Training Opportunities Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/12/21.

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								3/12/21: Group has DRAFT courses for RFP. 4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 th of month?
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			PowerPoint completed. Need to record and post.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
15	Make update to training email sent 4/22/20 and send out this April.		Jerry		3/12/21	7/9/21		Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead. 7/9/21: Flyer went out and new classes are available.
16	Develop FAQ for potential Trainers.		Jerry		4/9/21			Jerry and Ilona worked on this and Jerry has sent to William for posting.
17	Look into meeting with NELAP AC to discuss training opportunities.		Jerry					4/9/21: Discussed.
18	Increase Social Media Presence		Jerry Thao, Elizabeth, Robin, Ilona	Jerry Thao, Elizabeth (Robin, Ilona)	6/11/21			6/11/21: Look into LinkedIn – Group Page or Organization Page? 7/9/21: Ilona look at adding slide to trainings. Jerry looking

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								at adding questions to TNI membership application.
19	Develop Monthly Flyer for Training Classes		Ilona		8/27/21	9/24/21		9/24/21: Now ongoing. Comes out week after Board Meeting with new classes.
20	Update EDS site to eliminate GLP category once SOP 1-110 complete.		Ilona/Jerry		TBD			