

Training Committee Meeting Summary

November 13, 2020

1. Roll Call:

Iлона Taunton, Program Administrator, called the meeting to order at 11am Eastern on November 13, 2020 by teleconference. The meeting was attended by 11 Voting Committee members and 5 Associate Members (see Attachment A).

The September and October meeting minutes were distributed by email for review. A motion was made by Curtis to approve the September 18, 2020 minutes as written. The motion was seconded by Salima and there was no further discussion. The motion was unanimously approved.

A motion was made by Tami to approve the October 23, 2020 minutes as written. The motion was seconded by Jerry Thao and there was no further discussion. The motion was unanimously approved.

2. Report – Competency Task Force

The Task Force worked through Carl Kircher's comments and decided not to use them because they were more detailed than the document warrants. They have completed their review of Section 1 and 2 and still need to get through Sections 3-6. They are a few months out from a final project.

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.
- Iлона: 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.
 - Link still needs to be prepared.
- Discussion related to contacting ABs for a group call to discuss the training available and where to find it on the website.
 - No further discussion is needed. See bullet above.

- 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.
 - See second bullet.
- 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.
 - Jerry will take this item to the Competency Task Force.
- 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 (DRAFT at December meeting). 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.
 - Robin asked if there is any conflict for assessors to handout a document? It will be on TNI letterhead to avoid any conflicts.
 - Joe asked if it could be provided with the literature that goes with the info sent to the lab. Ask during opening meeting if they got it. Assessor should have the document with them so they can hand it out if needed.
 - Implementation will require an email encouraging people to use the handout. It can include ideas on how it can be used.
- William: Update related to expanding technology to grade and create certs.
 - William is aware of this action item.
- See Attachment B for summary table.

4. Workgroups

Work is in progress to pull information together to get the three workgroups started in December.

Is now the time to develop a workgroup for Marketing?
This will be put on hold. There is a lot on the Committee’s plate.

Trainer Evaluation Criteria -
TNI currently has a generic RFP that does not have specific criteria. Hold on this.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be at 1pm EST on December 11, 2020. *(Addition: No December meeting. The next meeting will be January 15, 2021 at 1pm Eastern – 2nd Friday of the month.)*

The meeting was adjourned at 11:41am Eastern. (Motion: Salima. Second: Jerry Thao – Unanimous.)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Absent	Lab	AAA Laboratories	cdaigle@amrad.com
Mark Alessandrone Present	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
Kodey Eley Absent	Lab	Libby Environmental, Inc.	keley@libbyenv.com
Jack Farrell Present	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	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 kerdov@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 Present	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	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	X	City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff	X	Energy Laboratories	csheaff@energylab.com
Ashley Larson		City of Derby, KS	AshleyLarsen@DerbyWeb.com
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com
Yiping Cao		Source Molecular Corporation	ycao@sourcemolecular.com

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 (Ilona can help.)	Jerry				
7	When webcast is complete, send William instructions to post Website training Jerry just did in multiple places on TNI website.		Ilona	Ilona		TBD		
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.

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	courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.							