

**Training Committee
Meeting Summary**

November 19, 2021

1. Roll Call:

Ilona Taunton, Program Administrator, called the meeting to order at 1:05pm Eastern on November 19, 2021 by teleconference. The meeting was attended by 9 Voting Committee members and 4 Associate Members (see Attachment A).

Meeting minutes will be reviewed and approved by email or at the next meeting.

2. Conference (San Antonia) Update – Jerry Parr

The brochure has been completed and is being mailed out.

There will be a meeting on Thursday morning (TNI Special Session: Quality and Technical Experts) that involves the Training Committee, credentialing work, Competency Task Force and Expert Committee chairs. The Training Committee will meet afterwards to discuss courses needed to support the concepts discussed in the morning meeting. Calista will sit at the head table as Chair of the Training Committee.

3. Charter

The Committee reviewed the Policy Committee's recommended changes to the Charter.

Objective 1: OK

Objective 2:

Change "Increase In" to "Continued". Committee decided to delete bullets 3 and 4.

A question came up about trainer criteria. Jerry Parr read the language currently used in RFPs and in contracts with trainers. Comments were expressed that we want to leave the opportunity open.

Objective 3:

Changes OK.

Objective 7:

Change to: At least 200 webcasts are purchased annually.

Change objective to Increase use of previously developed training materials provided as webcasts.

Objective 10:

Change from regularly to at least every 5 years or more frequently as needed.

Objective 11:

OK.

Update teleconference language: OK

OK on other changes.

A motion was made to approve the changes to the Charter by Jack. The motion was seconded by Jerry Thao. There was no further discussion. The motion was unanimously approved.

Calista will send to Jerry and Ilona. Jerry will get it posted into the Charter folder.

4. Workgroup Reports

Credentialing Report – Jerry Parr

Jerry Parr had a call last Friday and invited people previously on the Credentialing Workgroup and the Training Committee. He distributed an agenda/meeting summary and a DRAFT document discussing the Credentialing Program.

The Agenda/Summary included:

- 1. Concept for a Credentialing (Certification) Program (pp 1-2 in Summary)**
 - Agree that training is provided but not required.
 - Agree that Credentials would first involve passing a detailed proctored exam.
 - Agree that continued Professional Development Hours would be required for continued credential.
 - Discuss type of PDH and number of hours required.
 - Discuss frequency of submission.
- 2. Concept for a Digital Badge Program (page 3 in Summary)**
 - Agree that Digital Badges would be awarded for specific classes as described in Attachment 3.
 - Discuss whether or not Digital Badges should count towards becoming Certified.
- 3. Discuss session planned for San Antonio (Thursday, January 17, 2022)**

8:00 – 12:00	A Joint Meeting of the Competency Task Force, Credentials Subcommittee, Training Committee, and Expert Committee Chairs
8:00 – 8:15	Background
8:15 – 8:45	Work by the TNI Competency Task Force on Redefining the Technical Manager
8:45 – 9:15	The Concepts of “Credentialed” Experts and Digital Badges
9:15 – 10:00	Work by the Credentials Subcommittee on a Quality Management Systems Expert
10:00 – 10:15	Break
10:15 – 11:00	Open Discussion of Credentialing Program
11:00 – 12:00	Knowledge, Skills, and Attributes (KSAs) of a Quality and Technical Experts
1:00 – 4:00 TNI Training Committee	
1:00 – 1:30	Overview of Existing Training Courses for KSAs for Quality and Technical Experts
1:30 – 2:30	Additional Training Courses Needed
2:30 – 2:45	Next Steps
2:45 -3:00	BREAK
3:00 – 4:00	Other Training Efforts

4. Draft Blueprint (Part 2) for the Credentialed Environmental Laboratory Professional - Quality Management System Expert

- Consider shortening the name of the Expert and maybe a clever acronym.
- Discuss the 15 “specialists.”
- Discuss the requirement for 5 CEUs (50 hours of education) and passing 2.1 to become certified.
- Review Parts 3, 4 and 5 and discuss briefly (pp 27-28).
- As time permits, begin reviewing in detail all KSAs in pp 4-25.
 - Discuss training course component.
 - Discuss references component.

Discussion:

Questions would be open book in a test.

Recertification involves some periodic continued development. Every 3 years the individual would have to turn in professional development hours. Being a member of a TNI committee or attendance at conferences, courses, industry committee meetings could apply to these hours.

Make sure training courses are available, but not required. You just have to be able to pass the quiz.

Maybe an option for being credentialed - 50 continued hours could be credentialed that way. Wouldn't have to take a quiz.

Ilona noted that not all of TNI's courses have quizzes. Jerry commented that we need to wait until we have more stakeholder input on this concept before we get started in developing the missing quizzes.

Get a badge for a specific class.

Jerry is turning this into a presentation for the San Antonio meeting on Thursday morning.

Jerry asked what people think of the badges concept for each class. Very helpful for someone starting out, but maybe not as helpful for people with lots of experience.

Ilona asked if the badges would be sent with Certificates of Completion. These certificates require a Quiz. Still need to look at implementation.

Jerry provided some examples of badges (ASTM and a college in Texas).

In TNI's procedure, you would accumulate course badges towards credentialing.

Education, experience, and testing are components to Credentialing.

Training Opportunities Workgroup - Ilona

The Workgroup decided on 10 classes to further develop. They need to start work on language.

Website Presence – Jerry Thao

Jerry Thao has been waiting for feedback to her initial proposal. She is hoping to get this set-up before the TNI winter meeting so it can be promoted at the meeting. Jerry will send it to the entire group for comment and then it will be presented to the TNI Board of Directors.

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 on December 10, 2021 at 1pm Eastern. Calista cannot attend this meeting, so Ilona will facilitate it.

The meeting was adjourned at 2:30. pm Eastern.

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair ?	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.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
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 Present	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 Absent	Other		mitzmi@comcast.net
Tami Minigh Present	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd Absent	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		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		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	ashley.larssen@kcmo.org
Cindy Story	X	Gulf Coast Authority	cstory@gcatx.org
Marlene Moore			
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross		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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
	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: Workgroup disbanded and work will be incorporated into Committee meetings.
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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	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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								at adding questions to TNI membership application. 11/19/21: Send proposal to Board for review.
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			