

## **Training Committee Meeting Summary**

**February 12, 2021**

### 1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 11am Eastern on February 12, 2021 by teleconference. The meeting was attended by 11 Voting Committee members and 6 Associate Members (see Attachment A).

The January meeting minutes were distributed by email for review. A motion was made by Curtis to approve the January 15, 2021 minutes with editorial changes in Section 2. The motion was seconded by Jack and there was no further discussion. The motion was unanimously approved.

### 2. Report – Competency Task Force

Jerry commented that Marlene had lots of comments on the document and there was additional discussion during the Virtual Conference. Need to add new ISO competency requirements. Don't expect another version of the document for 3-4 months.

Marlene gave a great presentation on being qualified vs competent. This will impact the work the Task Force is doing.

The ABs want to see Technical Manager competency worked on next. Jack thinks Quality Manager and Technical Manager should be priorities.

The competency document may have more things than what is in the Standard? Attributes and Skills.

Labs are going to have to follow the current requirements. When the Standard is revised ... there will still be requirements, but Calista is wondering if there could be an additional component to show competency through some experience. Aaren commented that experience is hard to verify. How do you approve experience?

### 3. Workgroup Reports

#### Digital Badges Workgroup

Jerry is continuing to work on this in the background. Competency will meet the 4<sup>th</sup> week of the month.

### Training Materials Workgroup

The Workgroup met and reviewed the preliminary list of classes to review and their priorities. Ilona will set-up a Dropbox site to sign-up for a class to review and post status updates. Once someone signs up for a class to review, they will send a request to Ilona to receive the class handout. A form has been developed to use to document the review. The review forms will also be stored in Dropbox.

Confidentiality statements have been sent to the trainers for confirmation that reviews of their material can be performed.

The review will include looking through the handout for outdated items and old references that need updating.

The Workgroup hopes to finish the reviews by end of May 2021.

### 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 prepared their own list of 5-10 classes that TNI should offer in the next 6 months. The Committee reviewed these lists during their February meeting and came up with 10 classes to develop language for. The list was divided up amongst the Workgroup so people could prepare a DRAFT description of the class for the RFP. The Committee will meet again in two weeks to review the DRAFTS and start finalizing language. The goal is to have an RFP ready to go by the end of March or first week of April.

Once this activity is completed, the Workgroup will start working on long term processes to continue to develop a comprehensive list of recommended courses for other RFPs later in the year.

RFP – send it to everyone listed as a consultant on our website and post Ilona’s presentation regarding how the training application process works. This training will be complete mid-April.

## 4. Action Items

Jerry talked to Kristin Brown about training for ABs and the documents for assessors to handout. She is excited about the handout. Jerry will continue to work on the assessment handout. He expects it to be a tri-fold brochure.

Are there other goals we can work on now while the subcommittees are moving forward? Marketing of classes? Finding trainers? Vendor community for technical training (would need to be familiar with the TNI Standard)?

Marketing – The Committee has started this somewhat with the tri-fold brochure and Jerry’s “Navigating the TNI Website” training where he points out tools and training available.

Work on catalog would help with this too? Digital catalog that could be printed.

The Committee concluded that they would like to talk about marketing during the next meeting.

5. New Business

None.

6. Next Meeting and Close

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

The meeting was adjourned at 2:01pm Eastern. (Motion: Jack Second: Salima – Unanimous.)

Attachment A

**Participants  
TNI Training Committee**

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

| <b>Voting Members</b>      | <b>Represent</b>                   | <b>Affiliation</b>                                     | <b>Contact Information</b>                         |
|----------------------------|------------------------------------|--|--|
| Dee Shepperd               |                                    |  |  |
| <b>Absent</b>              | Other                              | ddms, Inc.   | ddbergere@gmail.com                                |
| Jerry Thao                 |                                    |  |  |
| <b>Present</b>             | Lab                                | Pace Analytical Services, LLC.                         | Jerry.Thao@pacelabs.com                            |
| Shirley Thomas             |                                    |  |  |
| <b>Absent</b>              | (request sent)                     | Thomas Resource Group                                  | info@trgsafety.com                                 |
| Curtis Wood                |                                    |  |  |
| <b>Present</b>             | Other                              | ERA, A Waters Company                                  | curtis_wood@waters.com                             |
| Jerry Parr<br>(ex-officio) | Executive Director /<br>Ex Officio |  |  |
| <b>Present</b>             |                                    | TNI  | jerry.parr@nelac-institute.org                     |
| Ilona Taunton              |                                    |  |  |
| <b>Present</b>             | Program Administrator              | TNI  | ilona.taunton@nelac-institute.org                  |
| <b>Associate Members:</b>  | <b>Present</b>                     |  |  |
| 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 Larssen             |                                    |  |  |
|                            |                                    | City of Derby, KS                                      | AshleyLarssen@DerbyWeb.com                         |
| Cindy Story                |                                    |  |  |
|                            | X                                  | Gulf Coast Authority                                   | cstory@gcatx.org                                   |
| Elizabeth Turner           |                                    |  |  |
|                            | X                                  | Pace Analytical Services                               | elizabeth.turner@pacelabs.com                      |
| Melanie Ross               |                                    |  |  |
|                            | X                                  | ANAB   | <a href="mailto:mross@anab.org">mross@anab.org</a> |
| Natalia                    |                                    |  |  |
|                            | X                                  | ANAB   |  |

Attachment B: Training Committee Action Item Summary

|   | <b>Task Description</b>                                    | <b>Document Number</b> | <b>TNI Contact</b> | <b>Committee Contact</b> | <b>Start Date</b> | <b>Complete Date</b> | <b>Communication</b> | <b>Notes</b>   |
|---|--|------------------------|--------------------|--------------------------|-------------------|----------------------|----------------------|--|
| 1 | Complete Charter   |                        |                    | Calista                  | 5/12/20           | 10/23/20             |                      | 7/10: Sent to Policy Committee<br>Policy Committee sent recommended changes for review in September.<br>9/18: Agreed with updates. Calista will correct tenses by October meeting.<br>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.<br>2/12: Ilona will continue to work on this.  |
| 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.   |

|   | <b>Task Description</b>   | <b>Document Number</b> | <b>TNI Contact</b> | <b>Committee Contact</b> | <b>Start Date</b> | <b>Complete Date</b> | <b>Communication</b> | <b>Notes</b>  |
|---|---|------------------------|--------------------|--------------------------|-------------------|----------------------|----------------------|---|
|   |   |                        |                    |                          |                   |                      |                      | 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.<br>2/12/21: Jerry is working on a tri-fold brochure.   |
| 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 brief segment where the assessors show the lab where to find information related to training |                        | Jerry              | Jerry                    | 2/21/21           |                      |                      | 11/20/20: DRAFT to be discussed at next meeting.<br>1/15/21: Jerry is working on this.<br>2/12/21: Jerry is working on tri-fold brochure. |

