

## **Training Committee Meeting Summary**

**March 12, 2021**

### 1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 11am Eastern on March 12, 2021 by teleconference. The meeting was attended by 10 Voting Committee members and 7a Associate Members (see Attachment A).

The February meeting minutes were distributed by email for review. A motion was made by Joe to approve the February 12, 2021 minutes as written. The motion was seconded by Salima and there was no further discussion. Vote: 9 – For, 0 – Against, and 1 abstention. The motion passed.

### 2. Report – Competency Task Force

The Task Force has shifted its work towards Technical Manager. It has been a difficult issue. Management and technical issues – who is responsible? They hope to start talking about this during their next meeting later this month. The Chairs of Quality Systems and Microbiology will be joining in on these conversations.

It was commented that the manager of the laboratory doesn't need to know all the technical details. Calista noted that often the technical person was not a manager. That confused things. Technical expert vs. manager.

### 3. Workgroup Reports

#### Digital Badges Workgroup

Made some limited progress. 5 or 6 people have volunteered, and they will be meeting in the next 2 weeks.

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The review will include looking through the handout for outdated items and old references that need updating.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

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 chose 10 classes to develop language for. The list was divided 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.

The RFP will be sent to everyone listed as a consultant on our website, it will be posted on the TNI website and we will post Ilona's presentation regarding how the training application process works. This training will be complete mid-April.

We can ask a committee or TNI staff to develop classes. We may also know someone is an expert on a topic and may want to direct the class to a specific person.

Is it OK to take a class out of the possible courses to include in an RFP list? Calista thinks it should still go out to see if there are other ideas and interest. Robin agreed mostly, but sometimes there really is someone who is an expert, and it should be a combination. You can still send out the RFP and then suggest that they respond. Jerry commented that if we can identify someone ... reach out to them. There were others that agreed with this hybrid approach.

The RFP has the evaluation criteria in it. Jerry read through it.

#### 4. Action Items

#4 - Ilona will reach out to the IT Committee since William has not had time to look at.

#9 - Nothing done yet on trifold, but aware of assignment.

#6 – Cross through and consider duplicate. Combine into 9.

#13 – Discuss at next meeting.

*(Addition: The last two action items were included in a DRAFT of the minutes but should not have been in the final version. They have been deleted from the table.*

*#11 - 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.*

*#12 - Potentially update requirements for opening meeting of assessments to include a brief segment where the assessors show the lab where they 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.)*

#11- Jerry will add it to the KSA knowledge skills and attributes for assessors.

#12 – look to see if needed. It is the trifold. #9.

## 5. Finding New Trainers

We can reach out to experts in the field.

The vendor community is another source. We could pair them with someone with TNI expertise to help with issue noted last month about the training not being in conflict.

Could reach out to the Vendor community and see if they may already have ideas. Jerry can reach out to see if they have any ideas. There was agreement that we don't need to wait to think of a class and then contact them.

## 6. Marketing

The Catalog of Training and the Trifold will be marketing tools.

Robin would like to see the training link go out on social media and on the small lab advocacy website.

An email was sent out on April 22, 2020 to remind people about training opportunities online. The previous posting could be updated and sent again in April. It would go to 6000 people. Jerry will look into making the update and will report back next month.

## 7. New Business

None.

8. Next Meeting and Close

The next meeting will be at 1pm EST on April 9, 2020 by teleconference.

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

Attachment A

**Participants  
TNI Training Committee**

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
Calista Daigle Chair <b>Present</b>	Lab	AAA Laboratories	cdaigle@amrad.com
Mark Alessandrone <b>Absent</b>	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger <b>Absent</b>	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen <b>Present</b>	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Erin Consuegra <b>Present</b>	Lab	Environmental Resource Analysts	econsuegra@eralab.com
Kodey Eley <b>Absent</b>	Lab	Libby Environmental, Inc.	keley@libbyenv.com
Jack Farrell <b>Absent</b>	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker <b>Absent</b>	AB	A2LA	dfricker@a2la.org
Salima Haniff <b>Present</b>	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis <b>Absent</b>	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok <b>Present</b>	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdov@gmail.com
Joe Manzella <b>Present</b>	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller <b>Absent</b>	Other	NV5	Mitzi.Miller@nv5.com
Tami Minigh <b>Present</b>	Lab	City of Daytona Beach	MinighTami@CODB.US
Georgia Moulton <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>Present</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 (ex-officio) <b>Present</b>	Executive Director / Ex Officio	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	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	X	Energy Laboratories	csheaff@energylab.com
Ashley Larssen	X	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		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 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.
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 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. 3/12/21 – Committee started talking about marketing.
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 brief segment where the assessors show the lab where to		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. 3/12/21: Combine with #6 – are talking points for ABs needed?

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	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.							
10	Develop Digital Badges / Credentialing Workgroup		Jerry		10/23/20			1/15/21: Recommended adding Competency Task Force members. Planning 1 <sup>st</sup> meeting.
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. 3/12/21: Group has DRAFT courses for RFP.
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			Target completion of April 2021.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21			Discussed: 3/12/21

