

## **Training Committee Meeting Summary**

**April 9, 2021**

### 1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 11am Eastern on April 9, 2021 by teleconference. The meeting was attended by 13 Voting Committee members and 7 Associate Members (see Attachment A).

The March meeting minutes were distributed by email for review. A motion was made by Jack to approve the March 12, 2021 minutes as written. The motion was seconded by Salima and there was no further discussion. The motion was unanimously passed.

### 2. Summer TNI Meeting

TNI is moving forward with an in-person meeting the first week of August (virtual option will also be available) and virtual only the second week of August. Registration should open soon. Chemistry and LAB are the only committees meeting the first week. The rest of the committee meetings will be the second week. The Training Committee will not be meeting. Calista will be giving an update on the Committee on Wednesday.

### 3. Report – Competency Task Force

The Task Force switched the focus to Technical Managers. Jerry Parr went through the Quality Systems and Chemistry modules and looked for every requirement (about 150). Then he looked at who is responsible for each requirement. Is it the lab manager? Technical Manager? Subject matter expert?

Jerry expects that it will be 4-6 months before the Task Force will see progress on this topic.

### 4. Workgroup Reports

#### Digital Badges Workgroup

The group has been created and Jerry Parr sent an email with lots of attachments about 10 days ago. He is still trying to schedule the call, but expects it to happen before the next Training Committee meeting.

### Training Materials Workgroup

The group has not met again since setting up the review process. Ilona will reach out to the group to check on progress.

### Training Opportunities Workgroup

The Workgroup completed 9 course description to include in the Request for Proposal (RFP). The NEFAP Training Subcommittee submitted 1 course description so the RFP includes 10 courses. The RFP has been sent to TNI's contractors mailing list and a copy has been sent to William for posting. It does not look like it has been posted yet, so Ilona will follow-up with William. The RFP due date is May 4, 2021.

Questions from a potential bidder were just received and Ilona and Jerry will work on a response.

Ilona worked on a PPT presentation to help people with the training proposal/application process. She reviewed a DRAFT with the committee for comment:

- Add a slide on how to find the application on the TNI website.
- No contract is needed for trainings done by committees or TNI staff.
- Keep the presentation short – no more than 10 minutes.
- Take a look at the questions just received from Jason Poore and add information as needed. Add something about recording trainings and training certificates.
- Point to SOPs for more information.

There was some discussion about how much to include in this training and the Committee decided the training should focus on the application and an FAQ should be prepared to answer questions about the proposal process such as training certificates, endorsement, recordings, etc ... Jerry volunteered to work on the FAQ.

Ilona will update the PPT and share it at the next meeting.

## 5. Marketing

Calista thinks a catalog of training classes is important. She thinks the catalog is better for people that are not part of TNI. Jack agreed and would like something to give to the labs or ABs to show training offered. Jerry commented that he is working on the trifold noted in the action items and it will include information about TNI's training program. It will direct people to the TNI website.

Jack noted that one group that needs education in what TNI can provide in training are the ABs. Jerry will see if he can attend a NELAP AC meeting and share info on training.

Once the next set of classes are lined up, a flyer about training will be sent to the TNI membership database. He also has a database of 7000 that includes vendors, state

agencies, etc ... Calista thinks it should go to the broader list. Others agreed. It opens the door to possible new members.

Robin talked about putting the training link onto social media. Link to the catalog or link to page where training is available.

Should there be guidelines about social media? Jerry does not think this is necessary. The Committee is comfortable with just asking people to be professional.

Robin thinks Linked-In is a more professional group of people. She might have concerns about Facebook or Instagram.

Ilona asked if it might make sense for people working on setting up social media should meet to share ideas. Robin is already doing this and NEFAP is developing this right now.

Jerry thinks TNI should be posting courses on Linked-In.

The Committee will have further discussion during the May meeting.

## 6. New Business

None.

## 7. Next Meeting and Close

The next meeting will be at 1pm EST on May 14, 2021 by teleconference.

The meeting was adjourned at 2:23pm Eastern. (Motion: Jack Second: Mitzi – 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 Alessandroni <b>Present</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>Absent</b>	Lab	Environmental Resource Analysts	econsuegra@eralab.com
Kodey Eley <b>Absent</b>	Lab	Libby Environmental, Inc.	keley@libbyenv.com
Jack Farrell <b>Present</b>	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker <b>Present</b>	AB	A2LA	dfricker@a2la.org
Salima Haniff <b>Present</b>	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis <b>Present</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>Present</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>Absent</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		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	X	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		ANAB	<a href="mailto:mross@anab.org">mross@anab.org</a>
Natalia		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.

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								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. 4/9/21: Group is developed and ready to start 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. 4/9/21 – RFP complete. Need to develop process to develop training classes.
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			Target completion of April 2021. 4/9/21: DRAFT reviewed – finalize during May meeting.



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14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21			Discussed: 3/12/21
15	Make update to training email sent 4/22/20 and send out this April.		Jerry		3/12/21			Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead.
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.