

Training Committee Meeting Summary

May 21, 2021

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on May 21, 2021 by teleconference. The meeting was attended by 10 Voting Committee members and 5 Associate Members (see Attachment A).

The April meeting minutes were distributed by email for review. A motion was made by Jack to approve the April 9, 2021, minutes with a change to Jack's text in marketing and an editorial change. The motion was seconded by Joe and there was no further discussion. The motion was unanimously passed.

There were no modifications made to the agenda.

2. Report – Competency Task Force (Jerry Parr)

They are making progress on Technical Manager. They had a great meeting last month. A DRAFT proposal still needs to get through vote on the Task Force. They are recommending eliminating the Technical Manager requirements for education, experience, grandfathering and exemptions. This allows assessors to recognize weaknesses and confirm they are competent. The language in the ISO/IEC already allows for assessors to identify weaknesses in the management system for unqualified people. People gave examples were Technical Managers have the education, but really didn't know what they were doing.

There is managerial and technical authority. The Standard doesn't say who has to do it ... just that it needs to be done. There may be people with expertise too.

This will go to Quality Systems Expert Committee and the NELAP AC for feedback.

3. Workgroup Reports

Digital Badges Workgroup – Credentialing (Jerry Parr)

The group met. There are 4 ways you can get credentialed. A degree, a certificate that demonstrates competency, participate in a certification program or you can get a digital badge. These are all credentialing. Not going to tell people what they have to do, but all options should be open. We could develop a series of badges. Maybe one related to

Quality Manager. Someone could receive a badge called Data Integrity Specialist. Data integrity specialist would need to be described so it is understood what this means. The description would refer to sections of the TNI Standard and training options could be included. You complete the training (5 hours?) and then you can be awarded the badge. Another badge could be Document Control Specialist or Corrective Action Specialist, ... In looking at all the options related to the Standard, there may not currently be training classes in all the areas needed. This is an opportunity to develop more training.

Jerry shared two documents in DRAFT form that still need work. These were forwarded to the Committee by email.

Dee asked if this will be required for technical managers to demonstrate competency and Jerry responded this is just an option. There are degrees and experience options too. We are broadening the options someone can use to demonstrate competency.

In the DRAFT, they only looked at the technical requirements and did not include management requirements.

If you go into state requirements – they already have written requirements for technical manager, quality manager and analyst. Louisiana is an example.

This should really help labs. States will have their regulations, but for a lot of labs this will make things simpler. It won't degrade things.

The lab management will decide what they require and that is what the assessor will hold the lab to. They may require some education, digital badges, etc This should still make it auditable.

Jerry mentioned a document that was very helpful – Understanding Certifications (workcred.org). A well written document that helps understand the difference between a certificate, a degree, a digital badge, certification, etc ... Gave a big picture view.

Maybe go towards a certificate that will require continued training to demonstrate continued and increasing knowledge. More comprehensive.

There will be more to come.

Training Materials Workgroup (Ilona)

This group has not met since their original start-up. People are working on reviews.

Training Opportunities Workgroup (Ilona)

The next opportunity will be look at gaps in training available.

Proposals have been received through the RFP. Ilona is working with trainers now to fine tune information to prepare contracts.

We will also be offering one more class for 2021: Method Update Rule (MUR) that Jerry will teach with Patsy Root and William Lipps. This class will occur mid-June.

Jack asked if TNI Committee or Staff classes are still charged for. Yes.

4. Finance Committee Input

The Finance Committee suggested a new approach for some training courses. Finance asked if we would consider an option where we approach a specific person who we know has the skills to develop a course and offer to pay that person a fixed fee (e.g., \$1000) and then a small percentage of the revenue from the class. Ilona commented that we have done that in the past, and we have a new proposal using this format. Half of the fee is paid when the material is provided, and the other half is after the class is completed.

Make sure the opportunity is there for people to bid on a class, but if no one bids ... it is OK to talk to trainers about maybe teaching it. Calista thinks all classes should be posted.

The Finance Committee also had some comments about Social Media:

1. Social media.

a. Create a Linked In group for Training. When I open my Linked In account I can see these groups

Environmental Laboratory Forum: *This one is mostly posts by vendors.*

Water and Wastewater Laboratory Professionals: *This one has some lab posts, but mainly by one individual, Victor Santa Cruz. Maybe we should recruit him.*

TNI Small Lab Advocacy Group: *Fairly active and moderated by Robin Cook*

NEMC - National Environmental Monitoring Conference: *Ilona is the "owner" of this (2009) and is has been mostly inactive, but looks like this Russell Schindler guy from SampleServe is now posting vendor stuff daily. i think we need to kick him out. **Florida Society of Environmental Analysts (FSEA):** Fairly active*

So, the thought is we could start posting our training stuff on all of these and also create our own group.

b. Twitter: I get emails daily from Twitter on environmental topics, but I do not know how. I'll start capturing them and will forward.

c. Volunteer We should try and get a volunteer that is savvy about all of this, like Mr. Cruz perhaps.

We need a stronger social media presence. Jerry looked at various Linked in groups to see who's out there now. The NEMC group is still on LinkedIn.

There is a company that can optimize our search opportunities for a fee. William may be able to help too.

Need a linked in page for Training. Should it be for TNI as a whole and then there could be branches – such as conferences, training, etc ... Elizabeth Turner set-up the Small Lab LinkedIn. Jerry Thao would be willing to help. Ilona can help as needed too. Robin may be interested in helping too.

Jack noted that we have a very good website. Don't forget to link to the TNI website on LinkedIn.

Robin – Whatever is set-up ... someone is going to have to take the time to interact with the page. Someone has to moderate and keep it relevant. Maybe a plan needs to be developed to do this.

5. Action Items

- Marketing – add information about social media discussions.
- Jerry Parr is working on the Trifold.
- Remove Digital badges from #10. Give an update in the action table.
- # 14 – Put on hold.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be at 1pm EST on June 11, 2021 by teleconference.

The meeting was adjourned at 2:14pm Eastern. (Motion: Jack Second: Jerry Thao – Unanimous.)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	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 Present	AB	A2LA	dfricker@a2la.org
Salima Haniff Absent	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvllabs.com
Catherine Katsikis Absent	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 Absent	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		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	mross@anab.org
Natalia		ANAB	

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.
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. 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 brief segment where the		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?

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
	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.							
10	Credentialing Workgroup		Jerry		10/23/20			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.
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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								training classes. 5/21/21: need to look for training gaps.
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			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.