

Training Committee Meeting Summary

June 11, 2021

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on June 11, 2021 by teleconference. The meeting was attended by 11 Voting Committee members and 2 Associate Members (see Attachment A).

The May meeting minutes will be reviewed at the June meeting.

There were no modifications made to the agenda.

2. Workgroup Reports

Credentialing Workgroup (Jerry Parr)

They are looking at the concept of digital badges for different types of people that do certain jobs. Could be the QA Manager or Customer Service. Then the badges could be rolled into a credential for something like an Environmental Laboratory Professional for Quality Management Systems. They took the TNI Standard and looked for requirements to see what types of badges might be needed.

Example:

Proficiency Testing Specialist – They need to know how to review the data and take corrective action. They may need a badge for corrective action.

Data Integrity Specialist
Document Control Specialist
Records Specialist
Internal Audit Specialist

In some labs it might be one person doing these jobs and in others it could be multiple people.

The Workgroup is preparing a document to outline all of this.

The next step will be to really look at credentialing options. Someone could earn all these badges and then receive some sort of a credential. They may have to take some classes or possibly pass an intense test that covers material they may already know. There may be

continuous development needed too. They really haven't started these discussions yet. They may have something to present in about 2 months.

This won't be a requirement. It is up to the laboratory to decide how to show competency of their staff. It could be education, experience or training.

Jack raised some concerns to make sure things are auditable.

Jerry noted that the Competency Task Force is still working on Technical Manager and they are recommending to get rid of the education and experience requirements in the TNI Standard (see May minutes for more detail). Section 5.1 of ISO/IEC 17025:2017 says lab management must ensure the competency of their staff. The proposal is being shared with all the Expert Committees. They will make some changes based on comments and then it will be presented to the NELAP AC. The NELAP AC comments will then be considered, and an updated DRAFT will be presented at the summer meeting for comments. Ultimately the Quality Systems Expert Committee will include this in their Module 2 update of the Standard.

Jack noted that there are lots of people talking about this as though it is already a given. People need to understand that it is being looked at and still needs to be refined. It is not done.

Jerry emphasized that we have been talking about the activities of two groups: Credentialing Workgroup (working on badges concept and how these might develop into a credentialing program) and the Competency Task Force (currently working on technical and Technical Manager requirements).

Training Materials Workgroup (Ilona)

This group has not met since their original start-up. Ilona will work on scheduling a meeting so procedures and timing can be updated.

Training Opportunities Workgroup (Ilona)

The flyer for the classes being offered based on the RFP will be going out today. People will begin signing up for classes. The flyer looks a little different than previous flyers. There is a summary of the classes being offered that includes a link to each class for detail and there is a second section that includes some additional detail for each class. This covers the people that prefer to click for the details and the people that want to review all the classes at one time.

The group needs to work on a process to determine training needs for future classes. The work the Credentialing Workgroup is doing will be one source of needs and then the Training Opportunities Workgroup will look for training gaps compared to what we currently offer. There may be another RFP in early Fall. Ilona will work on scheduling a meeting with this group to get started on the next steps.

3. Social Media

Jerry Thao and Elizabeth have touched base on this topic, but more work needs to be done. They are thinking that instead of a group page, it makes more sense to have a Company/Organization page. Training could be a page within this bigger page.

Elizabeth mentioned one issue that needs to be resolved is figuring out who would maintain the page. She asked if TNI Board approval is needed to have a TNI page. Jerry Parr thinks a proposal does need to be worked on for submission to the TNI Board. He doesn't expect any push back. Perhaps someone like Ilona can manage the TNI page and then subcommittee/workgroup chairs manage pages within the TNI page.

4. Action Items

- See Attachment B.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be at 1pm EST on July 9, 2021 by teleconference.

The meeting was adjourned at 1:38pm Eastern.

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	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
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 Present	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 kerdov@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
Tami Minigh Absent	Lab	City of Daytona Beach	MinighTami@COB.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 – Phone Only	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	Present		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching		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		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.
18	Expand Social Media presence.			Jerry Thao, Elizabeth				6/11/21: Look into LinkedIn – Group Page or Organization Page?