

Training Committee Meeting Summary

July 10, 2020

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1pm Eastern on July 10, 2020 by teleconference. The meeting was attended by 12 Voting Committee members and 3 Associate Members (see Attachment A).

A motion was made by Catherine to accept the May 12, 2020 minutes as written. The motion was seconded by Salima and unanimously approved.

2. Report – Competency Task Force

Jerry provided an update on the work being done by the Competency Task Force. They are making good progress and are focused on assessors. They found a document that was a good baseline – pyramid of skills. They are looking at foundational skills (e.g., computer, communication) through technical skills. They are 4 or 5 months from finishing up

3. Committee Charter - Review and Discussion

Calista presented a copy of the DRAFT Charter on Webex and continued the review of the Charter.

Objective 5 is incorrectly numbered ... renumber.

Objective 6 – OK

Objective 7 - Jerry thought this might not be needed. The proposal describes qualifications that are reviewed. Calista asked whether you would want something to compare them to?

Jerry asked about evaluation criteria. Do they know how to present? Do they have history of doing training? Maybe provide information on this when they provide their proposal. Jerry uses evaluation forms from previous training classes to decide who to work with.

Joe thinks there should still be a minimum amount of experience.

Calista proposed language: Consider Development of Trainer evaluation criteria for both initial and continued training. She also pointed out that it says “consider”. If it is not necessary ... this would not be done.

Change Success Measure to: List of trainer evaluation criteria

The Committee will meet the second Friday of each month at 1pm Eastern.

A motion was made by Dee to approve the Charter for the Committee as sent with the agenda and amended as above. The motion was seconded by Catherine and unanimously approved. The Charter will be sent to the Policy Committee.

4. Brainstorm a list of Action Items

- Work on Comprehensive Training Plan
- Are some obsolete? Look for gaps.
- Current classes are listed on TNI website.

When you go to the website you can click on classes for more information. Should we set-up a catalog with descriptions. Maybe have a catalog where you can see all of the descriptions. Is it maybe a PDF?

Derek Cheng – When was the training initially put together? Newer training may be more relevant.

Jerry – One of the MDL classes is old and is probably not relevant.

Catalog could show when the class was captured.

Jerry – Go back over a few years and look back at records. How many each of these courses had been purchased? Jerry pulled up a spreadsheet from 6 months ago. Ethics training – 22 people, 13 – Internal Audits. Nobody has ordered Reg Limits and Hex Chrome. Jerry will pull that together for the next meeting. Format of training too.

Mitzi – Look at each of the TNI states and where they feel their weaknesses are in the labs. What sort of courses would benefit that? Mitzi will start work on this and reach out.

Labs are accredited across multiple states, put together a class about the unique requirements of the individual states. Mitzi helps labs understand why one size doesn't fit all.

Virginia has guidance documents. How do you deal with repeat findings? – For labs. Good outline for a training class. Mitzi noted that some states penalize a lab financially for repeat findings. Problems can turn into training classes.

Ilona – follow up with William – can he pull info from website, initial date, etc ... just need to know if concept would work.

Dee – on website ... is there a way for people to recommend a class? Could there be a button to recommend a class. Ask William about this too.

Jerry has talked to Feathr – website – marketing group. They work with companies and help with pop up ads. They could help us work on keywords so we would be the first hit for training.

Mark A – search engine optimization. This might be something William could help with too. Add this to questions to William. Or should we go with a company like Feathr?

Catherine – CEUs. Should we look for classes that do CEUs. It's up to the individual. The instructor themselves can also seek accreditation. This will be discussed under Objective 4.

5. Action Items

An Action Item Summary can be found in Attachment D. This chart will help the committee track action items and status.

6. New Business

None.

7. Next Meeting and Close

The next meeting will be at 1pm EDT on August 14, 2020.

The meeting was adjourned at 2:08pm Eastern. (Motion: Salima. Second: Joe Unanimous agreement.)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	Lab		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	cydchen@gmail.com
Erin Consuegra Absent	Lab	ERA Labs	econsuegra@eralab.com
Kodey Eley Absent	Lab	Libby Environmental	keley@libbyenv.com
Jack Farrell Absent	Other	AEX	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Present	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Present	Other	LDCFL – NAOS Consulting	catherinekatsikis@gmail.com
Veronika Kerdok On Webex	Lab	New York City DEP	VeronikaZ@dep.nyc.gov
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Present	Other	NV5	Mitzi.Miller@nv5.com
Tami Minigh Present	Lab	City of Daytona Beach	MinighTami@CODB.US
Georgia Moulton Present	Lab	ALS Global	georgia.moulton@ALSGlobal.com

Voting Members	Represent	Affiliation	Contact Information
Dee Shepperd Present		DDMS	ddbergere@gmail.com
Jerry Thao Present	Lab	Pace Labs	Jerry.Thao@pacelabs.com
Shirley Thomas Absent		Thomas Resource Group	info@trgsafety.com
Curtis Wood Absent	Other	Waters	curtis_wood@waters.com
Jerry Parr (ex-officio) Present		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		Weck Labs	alan.ching@wecklabs.com
Wanda Harney		City of Cincinnati - MSD	Wanda.Harney@cincinnati-oh.gov
Mike Michaud		City of Abilene – Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff	X	Energy Lab	csheaff@energylab.com
Ashley Larson		Derby Web	AshleyLarsen@DerbyWeb.com
Cindy Story	X	Gulf Coast Authority	cstory@gcatx.org

Attachment B

Training Committee Charter

Draft 07/10/2020

Mission

The Training Committee develops and maintains a comprehensive training plan for TNI.

Composition of the Committee

1. There is no requirement for balance of membership.
2. There are representative stakeholders with interest in training (e.g., ABs, vendors, trainers (internal and external to TNI), users, etc.).
3. The Committee is under the direction of the TNI Board of Directors.

Objectives

1. Develop a comprehensive plan for training.

Success Measure:

- Prepare list of future training courses organized into categories similar to the TNI Training website organization.
 - This list can include current offerings as well as potential new course offerings.
- A brief summary of what courses could include.
- Training courses being offered are reviewed annually for continued applicability.
- Increase global registration and participation in new and previously offered TNI training courses.

2. Seek out trainers for needs identified.

Success Measures:

- 5-10 additional contract trainers are identified.
- 5-10 trainers from the vendor community are identified.
- TNI staff take on development of some training courses.
- TNI committees take on development of some training courses.

3. Explore the potential for developing training tracks for quality managers, technical managers, and other similar groups.

Success Measures:

- Work with the Competency Task Force to identify which groups are targeted.
- Develop a list of course topics that need to be covered for each training track.
- Request proposals from trainers to develop any needed courses.

4. Expand use of technology to administer and automatically grade tests and provide certificates. Consider the possibility of digital badges.

Success Measures:

- Build or buy on-line solutions for grading tests with simple Yes/No, True/False and a/b/c/d responses.
- Build or buy on-line solution for automatic certificates for non-CEU classes
- Explore option to build or buy on-line solution for automatic certificates for CEU classes with simple responses.

5. Increase use of available training materials already developed.

Success Measure

- Develop a marketing plan for existing courses.

6. Look for opportunities to collaborate with other training providers.

Success Measure

- Prepare and maintain comprehensive list of relevant training organizations.

7. Consider Development of Trainer evaluation criteria for both initial and continued training.

Success Measure

- List of trainer evaluation criteria

Decision Making (*specify default option from Decision Making SOP 1-102*)

Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Teleconference and A/V services
- Program Administrator support
- On-line system (Currently Webex) for hosting webinars and recording as webcasts

Anticipated Meeting Schedule:

- Monthly Teleconferences initially but ultimately dropping down to quarterly.
 - Second Friday of each month at 1:00 Eastern.
- Face-to-face meetings as needed at TNI conferences.

Program Administrator: Ilona Taunton

Approved by the Policy Committee on xxxxxx

