

Training Committee Meeting Summary

July 9, 2021

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:10pm Eastern on July 9, 2021 by teleconference. The meeting was attended by 10 Voting Committee members and 6 Associate Members (see Attachment A).

The May and June meeting minutes were distributed by email for review. Joe made a motion to approve the May 21, 2021 minutes as written. The motion was seconded by Jerry Thao and unanimously approved.

Joe made a motion to approve the June 11, 2021 minutes as written. The motion was seconded by Jerry Thao and unanimously approved.

Information about the summer meeting was added to the agenda.

2. Summer meeting Reminder

The summer meeting will be both in person and virtual the first week (August 2-5, 2021) and the second will be virtual only (August 9-12, 2021). Calista will be providing a presentation on training on August 4th (Wednesday) at 1:30pm Pacific. Register and book hotel by July 12th.

3. Workgroup Reports

Credentialing Workgroup – Jerry Parr

No update this month. The group will not be meeting in July.

Training Materials Workgroup - Ilona

This group has not met since their original start-up. Ilona will work on scheduling a meeting after the conference to have things moving forward again by September.

Derek noted that he has made some progress on his reviews. Dee needs to be added as a reviewer.

The group is looking for training that might be outdated or that might need updates to references being used in the training.

Training Opportunities Workgroup - Ilona

The Committee would like to consider sending a training flyer out each month to summarize upcoming classes. Consider doing this around the 10th of each month.

Group needs to start looking at putting another RFP together. Will start work on this in September.

Ilona reviewed the new trainings available on the website.

Jack asked about contacting other organizations about providing information about TNI training opportunities. This should be considered in marketing.

4. Social Media

Jerry Thao provided an update. They have been looking at ways to post upcoming training and link it back to the TNI website for registration.

They are still looking into being a group verse a company on Linked in.

Other platforms could be used too. Paste the same post in more than one place. Jack and others think we should start by focusing on Linked in and then look at building on other sites in the future. This was also previously discussed – start with Linke in.

They are talking about contacting the other groups in TNI that are also working on building a Social Media presence – Small Lab and NEFAP.

When people join as a new member of TNI, could a question be added about how someone heard about TNI? Why are they adding as a member? Need to develop an option list by email. They will send the proposal to Ilona and Robin too.

Jack asked about publicizing. Have a slide or two that can repeat itself during TNI trainings. Ilona mentioned that there are sometimes Webex issues that need to be resolved before a training and the slides could get going. Definitely a possibility to consider. Ilona will look at developing a slide to provide new training info.

The Committee would like to revisit vendors sponsoring trainings. Need the check-in with Jerry Parr during the next meeting.

5. Action Items

- See Attachment B. close out flyer action item

6. New Business

None.

7. Next Meeting and Close

The next meeting will be at 1pm Eastern on August 13, 2021 by teleconference.
(Addition: Meeting changed to August 27, 2021 at 1pm Eastern.)

The meeting was adjourned at 2:01pm 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 Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Present	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvllabs.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) Absent	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		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		City of Derby, KS	xxxx
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	X	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. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 th of month?
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	7/9/21		Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead. 7/9/21: Flyer went out and new classes are available.
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 (Ilona, Robin)	6/11/21			6/11/21: Look into LinkedIn – Group Page or Organization Page? 7/9/21: Ilona look at adding slide to trainings. Jerry looking at adding questions to TNI membership application.

