

## **Training Committee Meeting Summary**

**August 27, 2021**

### 1. Roll Call:

Iлона Taunton, Program Administrator, called the meeting to order at 1:10pm Eastern on August 27, 2021 by teleconference. The meeting was attended by 7 Voting Committee members and 3 Associate Members (see Attachment A).

Jerry Thao made a motion to approve the July 9, 2021 minutes as written. The motion was seconded by Mitzi. There was no further discussion. Vote: For – 5. Against – 0 Abstain – 2 (Joe and Tami – not present). *(Addition: There were not enough voting members present to complete the vote, so the minutes will be revoted on at the next meeting.)*

### 2. TNI Conference Update – Jerry Parr

Jerry provided a presentation summarizing information on the format of the last meeting and ideas for the upcoming winter meeting. He commented that hybrid meetings jeopardize our contracts with hotels.

TNI is considering offering recordings of the meetings after the meetings are over. The charge for the recordings would be the same as the conference fees. They don't want to incentivize people to attend virtually.

Jerry is also working on a Covid contingency plan - proof of vaccine or negative test 72 hours before event but are hoping things will be better by January.

Mitzi commented that some attendees in Bellevue did wind up getting Covid. She also commented that there is a company that provides a tracking system to make sure all attendees have either gotten the vaccine or had a negative Covid test.

People asked if TNI could ask people to wear masks? There are some issues in Texas about requiring masks and Jerry will look into it. Jerry mentioned that everyone showed up in Bellevue with no mask requirements and then during the weekend that masks were required, but the hotel didn't enforce it.

Jerry reviewed the schedule for the proposed meeting.

There is a plan to offer in person training on the Monday before the conference starts. Proposals are due back September 7<sup>th</sup>.

The Training Committee would like to meet in San Antonio. Meet a ¼ day and share the other ¼ of the day with the Competency Task Force.

There is a plan to do one day of combined assessor and mentor meetings - same topic but lab and AB perspective. The focus will be on findings.

Jerry is also looking at something fun too. Maybe a missions tour.

### 3. Workgroup Reports

#### Credentialing Workgroup (Jerry Parr)

Jerry provided handouts from the Competency Task Force before the meeting. He then reviewed the information the Committee.

The Workgroup is looking at important concepts regarding credentialing:

- Training courses will be available and not required. They can take a test.
- For someone to be “Credentialed” it would be a combo of passing a test and years of experience. Maybe some education too.
- To remain credentialed - need to accumulate Professional Development Hours. There are differences between CEUs and PDH.

Jack asked if a peer review board is needed. Still figuring things out. Jerry noted that an organization like ANAB could manage it for us since they already do something similar.

Jerry then directed people to Attachment 3.

They are continuing work on digital badges leading to credentials/certification. Some examples provided include:

- Environmental Laboratory Professional – Quality Management System
- Quality Systems Specialist
- Proficiency Testing (PT) Specialist
- Data Integrity Specialist
- Document Control Specialist
- Customer Service Specialist
- Measurement Traceability Specialist
- Corrective Action Specialist
- Etc ...
- Each of these has recommended KSAs and classes that could be taken.

Jerry commented that there is no current course on managing a PT Program. This is needed.

#### Training Materials Workgroup (Ilona)

The Training Materials Review workgroup is continuing to review current TNI courses that may need updates.

#### Training Opportunities Workgroup (Ilona)

The Committee talked more about sending a training flyer out each month to summarize upcoming classes. Jerry asked that it be sent the Tuesday after each TNI Board meeting. Market research says Tuesday 9am Central is the best time to send an email. Avoid Mondays and Fridays. There may still be times when an additional flyer will go out for extraordinary circumstances. Catherine would like to see classes planned more than a month ahead because some government people need more time to get through their purchasing department.

Ilona shared a copy of the new Mechanics slide for training that now includes upcoming classes listed. There was lots of positive feedback on the new slide.

The Training Opportunities Work Group needs to start looking at putting another RFP together

Ilona reviewed the new trainings available on the website.

#### 4. Social Media

Jerry Thao has started a proposal and needs to find a time to meet with Elizabeth, Robin and Ilona to finalize it for presentation to the Training Committee and then the TNI Board.

#### 5. Action Items

See Attachment B. The action item for the flyer can be closed out.

#### 6. New Business

None.

#### 7. Next Meeting and Close

The next meeting will be at 1pm Eastern on September 10, 2021 by teleconference.  
*(Addition: Meeting changed to September 24, 2021 at 1pm Eastern.)*

The meeting was adjourned at 2:04pm Eastern.

Attachment A

**Participants  
TNI Training Committee**

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
Calista Daigle Chair <b>Absent</b>	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
Mark Alessandrone <b>Absent</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>Absent</b>	AB	A2LA	dfricker@a2la.org
Salima Haniff <b>Absent</b>	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis <b>Present</b>	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok <b>Absent</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		mitzmi@comcast.net
Tami Minigh <b>Present</b>	Lab	City of Daytona Beach	MinighTami@CODB.US

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
Georgia Moulton <b>Absent</b>	Lab	ALS Global	georgia.moulton@ALSGlobal.com
Dee Shepperd <b>Absent</b>	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao <b>Present</b>	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.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		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		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	ashley.larssen@kcmo.org
Cindy Story	X	Gulf Coast Authority	cstory@gcatx.org
Elizabeth Turner		Pace Analytical Services	elizabeth.turner@pacelabs.com
Melanie Ross	X	ANAB	<a href="mailto:mross@anab.org">mross@anab.org</a>
Natalia Larrimer		ANAB	nlarrimer@anab.org

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. 8/16/21: William responded. Catalog is possible.
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

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								not aware of the classes available. 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		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.

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	brief segment where the 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.							3/12/21: Combine with #6 – are talking points for ABs needed?
10	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. 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.

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								4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 <sup>th</sup> 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 (Robin, Ilona)	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.

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19	Develop Monthly Flyer for Training Classes		Ilona		8/27/21			