

Training Committee Meeting Summary

September 24, 2021

1. Roll Call:

Ilona Taunton, Program Administrator, called the meeting to order at 1pm Eastern on September 24, 2021 by teleconference. The meeting was attended by 10 Voting Committee members and 5 Associate Members (see Attachment A).

2. TNI Conference Update – Jerry Parr

Expert Committee Chairs, Training Committee and Competency Task Force will meet in San Antonio. Jerry Parr is proposing a half day meeting. First 2 hours of presentations and after break will include brainstorming. Look at training courses we have and what we need to develop.

Jack asked if a half day is enough. Training will meet in the afternoon. Move Training course part into Training time after lunch.

Jerry is expecting this to still be an in person meeting. A final decision will be made in mid December. Jerry is monitoring covid rates. People that can't make it, can sign up and review the recordings afterwards.

The special meeting will be on Thursday. The Assessor and Mentor sessions will be on Wednesday.

As we get closer to the meeting, Jerry may decide to remove all other meetings at this time and move them earlier in the week.

3. Charter

Calista pulled the Committee's charter up on Webex and the Committee reviewed it and made changes as needed:

Mission:
Support part is essential.

Go with black text but "plan" instead of "program".

Composition of the Committee

Discussed whether the Committee needs to stay at more than 15 members. Right now we are at 16 and Ilona sent a note to one member that hasn't been attending meetings to check on interest and availability. If that person steps off, the Committee will be at 15.

Need to consider voting issues in deciding on size of the Committee.

If the Committee size goes to 15, we will leave it as a maximum of 15 members like the rest of TNI.

Goal 1. -

Success Measures -

Reword first bullet. Add for future development to the beginning of the sentence.

Goal 2 -

Success Measures

Changes fine.

Goal 3 -

Success Goal OK.

Goal 4 -

Add another - Credentialing program is implemented. Need to figure out milestones for this.

Separate badges and credentialing into separate goals. Becomes Goal 5. Keep it simple in Charter. There was an agreement in the Committee with this change.

Goal 6 -

OK. Should it be sold instead of purchased? Committee decided on sold. More individuals take more training classes.

Goal 7 -

OK

Goal 8 -

OK

Goal 9 -

Separate badges and credentialing into 2 objectives.

Direction of the Training Coordinator is Jerry's job, should not be in the Training Committee charter.

Calista will share the changes to the Charter by email and ask for any additional comments.

The Committee will meet again on October 8th to finish agenda.

4. Action Items

See Attachment B.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be at 1pm Eastern on October 8, 2021.

The meeting was adjourned at 2:30pm 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 Alessandroni 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
Keley Eley Absent Received email on 9/23/21 to delete from Committee.	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@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 Present	Lab	City of Daytona Beach	MinighTami@CODB.US

Voting Members	Represent	Affiliation	Contact Information
Georgia Moulton Absent	Lab	ALS Global	georgia.moulton@ALSGlobal.com
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Absent	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
Shirley Thomas Absent Delete – No response to emails.	(request sent)	Thomas Resource Group	info@trgsafety.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		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	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		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	Increase 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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
19	Develop Monthly Flyer for Training Classes		Ilona		8/27/21	9/24/21		9/24/21: Now ongoing. Comes out week after Board Meeting with new classes.