

**Professional Development Program Executive Committee (PDP EC)  
Meeting Summary  
October 16, 2025**

**1. Roll Call and Approvals**

Joe Manzella, Chair, called the meeting of the PDP EC to order at 11am Eastern on October 7, 2025. The meeting was attended by 7 Voting Committee members (see Attachment A).

The agenda was approved by unanimous consent.

The September 16, 2025, minutes were reviewed and will be voted on by email or during the October meeting.

**2. Action Item Review**

The action items (Attachment C) were reviewed:

- Website  
In progress.
- PDP Database – In progress.
- SOP 1-101 – In progress.
- Emerging Professional - Work on a course is still to be determined. Need to check with Jerry on progress next meeting.

**3. Training Committee Update - Ilona**

- Four new classes have been developed, and a training flyer was distributed for registration.

**4. Credentialing Committee Update - Ken**

- There was not a quorum.
- Looking at having different exam locations in different states.
- Working on KSA for different technologies using AI. They will be working with the expert committees to develop exam questions and KSAs.
- There will be a credentialing exam in Boston.

**5. Website Update**

- The Committee looked at the TNI website, but it does not look like the Committee has been added yet. Jerry is working on this with William.

## **6. Newsletter**

Sharon suggested that the Committee do a sidebar instead of a full article. There was agreement and Sharon volunteered to write this.

## **7. Boston**

Joe started on the preparation of slides for the Boston meeting. He used the Training Committee's template for meetings and shared the slides with the Committee.

The Committee has an opportunity to get input at this meeting. Need to think about what kinds of things we want input on from the audience. What other options do we have to build funding for the scholarships?

The presentation will be finalized during the December meeting.

## **8. Jack Farrell Scholarship**

Joe prepared an outline to use in today's discussion that can be built on in the next couple of meetings – see Attachment B for the outline and the inclusion of notes regarding today's discussion.

There was general consensus on the direction the Committee is taking.

## **9. New Business**

Boston: There will be a 1 hour meeting time slot set aside for the Committee.

## **10. Next Meeting and Close**

The next teleconference meeting will be November 18, 2025, at 11am Eastern.

Ken made a motion to adjourn the meeting at 12:30pm Eastern. The motion was seconded by Sharon, and it was unanimously approved.

**Attachment A**

**Participants  
PDP Executive Committee**

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
<b>Joe Manzella Chair Present</b>	Lab (Training)	Orange County Sanitation District	jmanzella@ocsan.gov
<b>Sharon Mertens Vice-Chair Present</b>	Other	Consultant	skmertens@icloud.com
<b>Kenneth Brown Present</b>	Lab (Credentials)	City of Escondido	kenneth.brown@escondido.gov
<b>Robin Cook Absent</b>	Lab	City of Daytona Beach	cookrobin@CODB.US
<b>Calista Daigle Absent</b>	Lab (Training)	Pace Analytical Services	calista.daigle@pacelabs.com
<b>Theresa Johnson Present</b>	Lab (Credentials)	McCampbell Analytical	theresa.johnson@mccampbell.com
<b>Harold Longbaugh Present</b>	Lab (Credentials)	City of Houston	harold.longbaugh@houstontx.gov
<b>Duncan Millar Present</b>	AB	IAS	dmillar@iasonline.org
<b>Elizabeth Turner Absent</b>	Lab (Training)	Eurofins	elizabeth.turner@et.eurofinsus.com
<b>Jerry Parr Present: 11:20 Eastern</b>	TNI Executive Director	TNI	Jerry.parr@nelac-institute.org
<b>Ilona Taunton Present</b>	Program Administrator	TNI	ilona.taunton@nelac-institute.org
<b>Associate Members:</b>	<b>Present</b>		

## **Attachment B - The Jack Farrell Analytical Excellence Scholarship - Where are we right now?**

**Goal:** To provide need-based financial support to individuals seeking a TNI credential or digital badge.

### **Funding:**

- Very few donations to date, but we also have not publicized the scholarship or the need for donations very effectively yet.
  - Building web donation portal is in progress
- Current balance in the scholarship fund is \$1,000
- As of the January 2026 TNI Forum in Boston, \$5 of each conference registration fees will go towards the scholarship fund.
  - Based on an estimated attendance of 800 people annually at conferences, this could generate about \$4,000 for the fund. Even if 25% of attendees use the opt out feature, it could still generate around \$3,000
- Exhibit prospectus for the Forum has been updated to give vendors an opportunity to donate \$150 in return for recognition in the conference program.
- Discussion about having some of Jack's course fees go into the scholarship has been tabled until end of the year.
- Still need to identify a process for determining how much to award each year.
  - In mid-April of each year, we can determine the amount of scholarship funds available as of the end of March.
  - The committee can then award scholarships based on 100% of the available amount.

### **Award policies:**

- Awardees must be TNI members in good standing
- Awardees must demonstrate financial need
- Awards can cover course fees leading to TNI credentials or TNI digital badges. Awards can also cover test fees for credentials or digital badges.
- Still up in the air whether the awarded funds may be used for conference travel.
  - Initially, focus on covering only TNI course/credential expenses
  - In future years, may consider adding a travel stipend

### **Application process:**

- Applications and awards will not be accepted on a rolling basis, there will be a defined period for applications and awards. Undetermined yet if this will be once or twice per year.

- Jerry suggested that we can announce the opening of the scholarship application period at the winter meeting (applications open 1-13-26), open for 60 days
- Award funds can be used within the next 12 months after awarding
- Awardees will be publicly recognized at the summer meeting
- The application should include a section to assist in determining the candidate's financial need.
- The application should include a section for the candidate to describe the long-term goals which the scholarship will help them achieve.
- Application should capture years of experience and other career details to ensure that the applicant's experience and expertise is aligned with the credential and/or digital badge which they are applying for.
- Action: Need to develop application. Online application – Work with William?
- Action: Need to develop a form letter(s) to respond to applications.

### **Award process:**

- Receipt of applications
    - Application period will open at the winter meeting and last 60 days
  - Evaluation of candidates
    - Evaluation period will be 60 days, mid-March to mid-May
    - Need to consider whether they have the pre-requisites for the requested digital badge or credential
  - Final decision-making
    - Full committee
      - How will the process work?
        - Use some kind of evaluation sheet
        - Two tracks:
          - Credential exam candidates must meet certain requirements
          - Badge candidates have looser requirements
        - Establish which criteria are go/no-go
          - Pre-requisites
          - Qualifications
      - Maybe have a subcommittee to compile the information from each packet
        - If it's a webform, it should be easy to have the information exported to any format we want. Could be anonymized.
- Notification of awardees
  - Awardees will be notified in early June

- Awardees will be announced at the summer meeting
- Do we need to communicate to people who are rejected for the scholarship?
  - Form letter?
    - It would be nice to provide specific feedback on why an applicant was rejected.
- Tracking of use of scholarship funds
  - Awardees will have 12 months to use the awarded funds

**Attachment C: PDP EC Action Item Summary 2025**

	<b>Task Description</b>	<b>Doc Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Action Item Added</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
1	Build website for PDP.		Jerry		8/17/25	8/17/25			
2	Add PDP to membership database.		Jerry/ Ilona		8/17/25	8/17/25			
3	Update Committee Operations SOP with PDP Exceptions	SOP 1-101	Ilona		8/17/25	TBD			
4	Share Program Budget		Jerry		8/17/25	8/17/25	9/16/25	Closed.	
5	Send Board Summary of Jack Farrell Scholarship to Committee		Jerry		8/17/25	8/17/25	9/16/25	Closed.	
6	Develop Course for Emerging Professionals				8/17/25	TBD			Develop a course with a basic overview of the environmental testing industry and have it be free.
7	Vendors				9/16/25				
8	Develop Application for Scholarships				10/7/25				
9	Develop Templates to letters related to scholarships.				10/7/25				

