Professional Development Program Executive Committee (PDP EC)
Meeting Summary
November 18, 2025

1. Roll Call and Approvals

Joe Manzella, Chair, called the meeting of the PDP EC to order at 11:10am Eastern on November 18, 2025. The meeting was attended by 6 Voting Committee members (see Attachment A).

The agenda was approved by unanimous consent.

The September and October meeting minutes were reviewed.

A motion was made by Ken to approve the September 16, 2025, meeting minutes as written. The motion was seconded by Sharon and unanimously approved.

A motion was made by Sharon to approve the October 7, 2025, meeting minutes with a typing correction in Section 5. The motion was seconded by Robin and unanimously approved.

2. Action Item Review

The action items (Attachment D) were reviewed and updated:

- PDP Database – Done

- 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.

- Jerry shared the Financial - shared – Profit $4700

- Recert fee – credential people have to be recertified – 3 years.

- PDH – No Rely on individuals. Ilona reminded that training is still talking about this.

3. Training Committee Update - Calista

- Four new classes since last meeting.
- New voting member – Mei Beth Shepherd.
- The Committee is working on trainer ideas for upcoming courses.
- Need to still finalize a discussion on Professional Development Hours (PDH).
- Scott Siders and Jerry are working on classes. Jerry may just do the MDL training class as a webcast.

4. Credentialing Committee Update - Ken

- Working on KSAs for metals. There are some older methods (Flame AA for example) - How many labs are still certified for the older methods? In one case they could only find one. Should this be included?
- Credential exam – only one application but incomplete.
- Do we need to send out a about the upcoming exam? Should we do a class again and see if people sign-up. Class is already developed from the class given before the first exam.

5. Website Update

The website is operational. See action items.

6. Boston Meeting Presentation

Joe started preparing slides for the Boston meeting that he shared at a previous meeting. The Committee discussed using interactive questions throughout the presentation to get meeting attendee input. Examples: funding ideas for the scholarship, types of Emerging Professional events that would be appealing, how scholarship recipients should be selected, etc …

The session length has been extended from one hour to two, allowing ample time for discussion.

Joe will send out the DRAFT presentation before the December meeting for review. It will be an agenda item in December to finalize the presentation.

7. Jack Farrell Scholarship

Joe prepared an outline that will continue to be updated in meetings – see Attachment B. Joe reviewed this outline, and highlighted updates made during the last meeting. The next step is developing an application.

The Committee worked on an application template that Joe provided. An updated version based on the discussion below can be found in Attachment C.

(Addition: Joe provided an update by email on 11-18-25 with one change:
Hi Jerry,

Attached is version 1 of the Jack Farrel Analytical Excellence Scholarship application. We would like the application to go live on the TNI member portal soon after the scholarship is announced in January.

I hope you all don't mind, but I made a slight tweak to section 5. I neglected to bring up that section for discussion in the meeting, my bad! Originally, the section mentioned providing proof of completion of the courses. Since they're all TNI courses, we will know if they completed them or not, so that language seemed unnecessary. Instead, I changed it to say that they agree to complete their requested program within 12 months of the award date.

Since we didn't have to take a vote on the application, I think it's OK to implement this change outside of the meeting, but if anyone is strongly opposed please chime in.

Original and Updated below:

Section 5: Declaration
I certify that the information provided is accurate and complete. I understand that this scholarship is intended for professional development purposes and agree to provide proof of completion if awarded.
Signature: _____
Date: _____ / _____ / _____

Section 5: Declaration
I certify that the information provided is accurate and complete. I understand that this scholarship is intended for professional development purposes and agree to complete the requested program within 12 months of the award date.
Signature: _____
Date: _____ / _____ / _____

This update is included in Attachment C.)

Discussion:
- Instructions should be added in an appendix to the form. Include information like fees, links to the handout, etc …
- Version control will be needed on the application.
- Want to announce the scholarship in January at Boston conference.
- Applications will be accessible only through the TNI member portal, eliminating the need to ask applicants if they are TNI member.
- Applicants will have to complete a credentials profile and meet eligibility requirements for the credential or digital badge they are seeking.
- Scholarship funds will not be paid directly to applicants; instead, a waiver will be applied to exam or classes. It does not cover travel.
- The application will include a 500-word limit to provide a statement with rationale for pursuing the credential or badge sought, funding being requested and the impact it is expected to have.
- Scholarships must be used within 12 months. The 12-month usage requirement will be clearly stated as a condition of the award.
- Instead of a required employer letter of support, the application will request references (likely more than one), not limited to supervisors or TNI members.
- References are intended to provide validation and support, though they may not all be contacted.

There was general support for the DRAFT application. Joe will send it to Jerry so that William can begin work on setting up an online application. Joe will work on some instructions that can be reviewed at the December meeting. The application can be refined over time as needed.

8. Emerging Professionals

The Committee has not had a chance to begin work on this, but this can be discussed in Boston to get feedback from meeting attendees. What should this look like?

9. New Business

None

10. Next Meeting and Close

The next teleconference meeting will be in Boston on Tuesday, January 13th at 8am Eastern.

Joe adjourned the meeting at 12:30pm Eastern.

Attachment A

Participants
PDP Executive Committee

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

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

The Jack Farrell Analytical Excellence Scholarship - Where are we right now?

(Updated 10/8/2025 Meeting)

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?

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 – Application

Jack Farrell Analytical Excellence Scholarship Application Form

Section 1: Applicant Information
- **Full Name:** _____
- **Job Title/Position:** _____
- **Organization/Employer:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:**

_____

_____

_____

Section 2: Professional Background
- **Brief Description of Your Current Role:**

_____

- **Years of Laboratory Experience:** _____
- **Relevant Skills or Certifications Already Held:**

_____

Section 3: Statement of Purpose

Name of Credential or Digital Badge being sought:
- **Amount Requested:** $_____

Please attach a brief statement (600 words or less) addressing:
- Why you are pursuing this credential or digital badge
- How it aligns with or will impact your career goals

Section 4: Supporting Documents
Please include the following:
- ☐ Resume or CV
- ☐ Letter of recommendation or references
- ☐ Budget breakdown for funds requested

Section 5: Declaration
I certify that the information provided is accurate and complete. I understand that this scholarship is intended for professional development purposes and agree to complete the requested program within 12 months of the award date.
Signature: _____
Date: _____ / _____ / _____

Version 1
11/18/2025

Attachment D: PDP EC Action Item Summary 2025

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
1	Build website for PDP.		Jerry		8/17/25	8/17/25	11/18/25		COMPLETE
2	Add PDP to membership database.		Jerry/ Ilona		8/17/25	8/17/25	11/18/25		COMPLETE
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		William		10/7/25	11/18/25			11/18/25: DRAFT developed in meeting and sent to Jerry for William to work on online application.
9	Develop Templates to letters related to scholarships.				10/7/25				