Professional Development Program Executive Committee (PDP EC)
Meeting Summary
August 19, 2025

1. Roll Call and Approvals

Jerry Parr, TNI Executive Director, called this first meeting of the PDP EC to order at 11am Eastern on August 19. 2025. The meeting was attended by 9 Voting Committee members (see Attachment A).

The first agenda (Attachment B) was prepared by Jerry Parr, TNI Executive Director, and Ilona Taunton, Program Administrator. It was reviewed by the Committee and no changes were made. The agenda was approved by unanimous consent.

2. Review Charter and Strategic Plan

The Charter was revised as shown in Attachment C.

- Jerry shared the new TNI organization chart that now includes PDP.
- Members may serve unlimited terms. There is a benefit to rotate the Chair and Vice-Chair positions.
- Balance is not needed.
- Only monitor the Training and Credentialing Committees – not micromanage.
- Reviewed the strategic plan. A number of the initiatives centered around developing the program, so a number of the items in the plan are already complete.

Need to look at updating exceptions in SOP 1-101 (Operation of TNI Committees).

A motion was made by Robin to approve the revised Committee Charter. The motion was seconded by Ken. There was no further discussion, and the motion was unanimously approved.

3. Introductions

Each Committee member shared:
- Name - Organization - Stakeholder
- Share why you want to work with the Committee
- Do you have any specific interests in working with specific areas of the charter?

4. Roles and Responsibilities

- Chair
  A motion was made by Ken to approve Joe Manzella's nomination as Chair of the PDP EC. The motion was seconded by Calista and unanimously approved. There were no other nominations.

- Vice-Chair

A motion was made by Ken to approve Sharon's nomination as Vice-Chair of the PDP EC. The motion was seconded by Elizabeth and unanimously approved. There were no other nominations.

- Program Administrator - Ilona Taunton

- Subcommittees/Workgroups
  No subcommittees or workgroups are needed at this time. The Committee will plan to work together on all initial tasks.

5. Committee Logistics

- Meeting Schedule: Third Tuesday - 11am Eastern
- Currently Monthly meetings - Revisit frequency once Committee is established.
- Standing Meeting Agenda items:
  - Roll Call - Agenda Approval - Review of Minutes
  - Training Committee Update (given by Committee Chair or designee)
  - Credentialing Committee Update (given by Committee Chair or designee)
  - Action Items
    Ilona will prepare a table that will be maintained in the minutes.
- Jerry will work on sharing the budget for the Program that will include the budget for Training and Credentialing also.

6. Priorities/Action Items

- Website

  Jerry will work on turning the SSAS tab into the new Professional Development Program (PDP) tab. He will work with William to build this portion of the website. He shared examples of what will be included. He also shared the TNI Database where Committee membership information is kept. He is hoping to have both the website and membership database complete by the September meeting.

- Committee Membership

  Jerry shared an announcement that can be used when we are ready to add more committee members. The membership database needs to be established before we can do this. It was also recommended the group gets things more established before increasing membership.

  Jerry is working on a list of TNI policies and procedures that are related to this Committee. The Committee may also need to prepare some new policies and procedures. An example might be related to the administration of the Jack Farrell Scholarship.

- Establish Jack Farrell Scholarship

  Jerry provided background on how this scholarship evolved. It was thought to help new professionals, small labs and municipalities become credentialed where funding to do this might be limited.

  Thoughts to consider:
    o Intent of Scholarship? Mission? This helps the Committee know who to target it to.
    o Separate line items for expenses and income need to be established in the budget. Funds need to be kept separate.
    o Set-up a way for people to donate – website, meeting registration, etc …
    o Does some need to show need in order to apply?
    o Who decides on recipients of the scholarship?
    o How are scholarship funds allocated? Full scholarship, partial, etc …
      - Travel (exams are currently at meetings)
      - Reduced rate for relevant TNI on-demand classes.
        • Reduced rates could reduce income to TNI. Perhaps the scholarship could be used towards the class fee.
      - In person exam fees.
      - Needs to be enough to make it possible for someone to pursue credential.
      - Maybe a stipend of $500 so recipient still needs to cover some of their own costs. (Test in St. Louis was $540 and then travel would be in addition to this.)
      - Some organizations will pay for part of this and other people have to completely pay for it on their own. This could affect how much the scholarship recipient would receive.
      - Is the scholarship fund depleted annually?

    o What should the application look like?
    o Where do funds for the scholarship come from?
    o Sharon put together a summary of information the Board could review in order to approve the concept of the Jack Farrell Scholarship. Jerry will look at Board minutes and share this with the Committee.
    o Look at developing a newsletter article about the Scholarship and how to contribute.

- New Professionals

    o What should it entail?
      - Use AI.
    o Could it include quarterly face-to-face events where new people can meet some TNI people? Have different Committees share what they are doing? Introduce ABs? Etc…
    o People who usually attend our meetings have a lot of experience, so need to think about how to attract people new to the field.
      - Most of the people that took the credentialing exam had over 20 years of experience.
      - The majority of people responding to the survey during the Mentor and Assessment sessions have more than 10 years of experience.

- Need to recognize new people at conferences.
  - There are people that are just new to our organization and others new to everything.
  - Perhaps a monthly webinar with various topics of interest to new professionals.
  - Ilona noted that reaching out to colleges and universites was something discussed during the strategic planning meeting. This might fit into this. *(Addition: Joe mentioned that local colleges in his areas offer classes that fit into our field. Perhaps ask them to let people know about what we are doing?)*
  - Ken asked how can we promote this industry at the college level?
  - Perhaps develop a flyer that can be disturbed for posting on college boards in the halls.
  - Highschool.
    - Theresa talks to High School students.
    - Ilona participates as a mentor at the local high school for students who are all required to do a Senior Project where they look into a topic of interest. Local labs were willing to let she and the student tour the facility and answer questions. Maybe something somewhat similar could be done with college students visiting local labs. We could help by connecting colleges with interest with a NELAP lab.
  - Calista worked with Universitis that had grants where students were able go to a laboratory and learn about environmental analysis and the impact.
  - Whatever is developed has to have value.
  - Jerry pointed out that TNI does have some free courses that could be of value to young professionals. Perhaps develop a course with a basic over view of the environmental testing industry and have it be free.

7. New Business

None

8. Action Items

See Attachment C.

9. Next Meeting and Close

The next teleconference meeting will be September 16, 2025, at 1:30 pm Eastern.

Joe adjourned the meeting at 1:40 pm 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 **Present**	Lab (Credentials)	McCampbell Analytical	theresa.johnson@mccampbell.com
Harold Longbaugh **Present**	Lab (Credentials)	City of Houston	harold.longbaugh@houstontx.gov
Duncan Millar **Present**	AB	IAS	dmillar@iasonline.org
Elizabeth Turner **Present**	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: Agenda

PDP Executive Committee Meeting – Committee Establishment

1. Roll Call

2. Review and Approval of the Agenda

3. Review final PDP Executive Committee Charter and TNI Strategic Plan language - attached.

4. Introductions
   - Name - Organization - Stakeholder
   - Share why you want to work with the Committee
   - Do you have any specific interests in working with specific areas of the charter?

5. Roles and Responsibilities
   - Chair
   - Vice-Chair
   - Program Administrator - Ilona Taunton
   - Chair of Subcommittees vs Workgroups

6. Committee Logistics
   - Meeting Schedule: Third Tuesday - 11am Eastern
   - Currently Monthly meetings - Revisit frequency once Committee is established
   - Standing Meeting Agenda items:
     o Roll Call - Agenda Approval - Review of Minutes
     o Training Committee Update
     o Credentialing Committee Update
     o Subcommittee or Workgroup Reports
     o Action Items

7. Priorities/Action Items
   - Identify first action items
   - Website
   - Committee Database

8. New Business

9. Adjourn

Attachment C: 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			
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	TBD			
5	Send Board Summary of Jack Farrell Scholarship to Committee		Jerry		8/17/25				
6	Develop Course for New Professionals				8/17/25	TBD			Develop a course with a basic overview of the environmental testing industry and have it be free.