Professional Development Program Executive Committee (PDP EC)
Meeting Summary
September 16, 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 8 Voting Committee members (see Attachment A).

The agenda was approved by unanimous consent.

The August minutes were reviewed. A motion was made by Ken to approve the minutes as written. The motion was seconded by Calista and there was no further discussion. The minutes were approved unanimously.

2. Action Item Review

The action items (Attachment B) were reviewed:

- Website
  Jerry provided information by email and shared the TNI website on screen where the PDP website will be. There was some discussion on whether documents should be in the sections above or in the Documents dropdown in the lower portion. It was decided that they could be in both locations because they are important documents that can be more easily found and clicked on in the above section. A section for Guidance Documents will be added. A link for Become a Certified Professional will also be added.

  On the Training website the Getting Started text still needs to be moved above the training related links so people understand the process.

- PDP Database – In progress.

- SOP 1-101 – In progress.

- Budget
  There is currently $1000 that has been donated. The Committee discussed some options to increase donations:
  - Donate a port of TNI's revenue received from Jack's training classes. Need to be sure TNI's costs are still covered. This discussion will be tabled to the end of the year when it can be determined what all the costs are and then perhaps a donation can be made.
  - Add a line item to registration. Maybe choose - $10, $25, $50, Other. There was a concern that people may not be able to make donations during registration because their company pays for it. Ilona suggested setting up a donation webpage that can be linked to so people can donate outside of registration.
  - Include donation link with all course registrations.

- Emerging Professional - Work on a course is still to be determined.

- Board Summary on the Jack Farrell Scholarship – This was provided to the Committee.

3. Training Committee Update

- There is a new application for a Committee member.
- The Committee is reviewing older courses to look at relevance and whether any updates need to be made to the courses. We have an MDL course that is being taken down and Jerry is working on an updated class.
- There was a discussion on ways to encourage people to register on the EDS page to take classes so that they are included in the database listing all classes a student takes.
    - Paul Junio is being encouraged to ask people why they would prefer not to do this.
    - Improvements are being made to the website page – move Getting Started to the top.
    - Prepare a recorded webcast on how to establish a training profile.
    - Test system to ensure that password reminders are sent quickly when requested.
- Topics for the Mentor Session and Assessment Forum are being discussed.

4. Credentialing Committee Update

- When discussing Emerging Professional's in the review of action items, Jerry mentioned that people are looking at the credentialing exam but not badges. Some thoughts were to provide information about both badges and credentialing on LinkedIn and talk about the opportunity with other professional organizations TNI has relationships with. Jerry will talk to Jerry Thao about LinkedIn and then add some information to a talk he will be doing for an IAS meeting.

- The Committee has a new voting member and Jerry will be assuming the Program Administrator role for the Committee.

- The Committee reviewed the results from the first Credentialing exam and followed up on some questions where a number of people missed them. The Microbiology Expert Committee went through some of these questions and thought the questions were still good and people should not have missed them. It was suggested that the Committee go back to the exam takers and ask why they chose the answer they did.

- The Committee will be using AI to develop KSAs for the Technical Specialist credential.

5. Scholarship

1. Intent of Scholarship – Mission

The goal is to support credentialing and digital badges. Some people get badges only – should that still be included? Yes. Can it be used towards travel to take the exam? Yes.

Small labs or is it economically challenged labs? Maybe some of the large labs don't allocate money to this? Need to demonstrate need.

Should there be a cap on how much assistance can be given?

The application should include:
- Will employer cover the cost?
- What is your long-term plan if you receive the scholarship? What are you looking to get out of this?
- Perhaps include a recommendation? A nomination process.
- Confirm they are a TNI member.

2. How to Allocate Funds
   - Current balance
     $1000 has been donated and this will reoccur every year.

   - How much allocated to each recipient?
     - Do all funds received within a year need to be donated? Or can a balance be forwarded towards the next year?
     - Partial scholarships.
     - Perhaps there could be a mentor program for exam takers.

   - What is the award criteria?
     See discussion under #1.

3. Where do funds come from? Marketing opportunity to donate?

   - See notes above. We need more advertising on this and a webpage to contribute funds needs to be built.
   - Jerry will look at a way to allow vendors to donate. Perhaps a tiered participation at conferences with a mention in the conference program. He will look at doing this for the Boston conference.

4. How do people donate?
   Need to work on website.

6. New Professionals

After reviewing what other organizations do and looking at names for this initiative, the Committee decided on Emerging Professionals.

Need to develop the Scope. Need to know what before we can know the how?

The goal will be to this active in the next year. There will be a lot of systems and documentation to build. The Committee would like to see a good way to identify new attendees at conferences.

7. New Business

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

8. Action Items

See Attachment C.

9. Next Meeting and Close

The next teleconference meeting will be October 7, 2025, at 11am Eastern. This will be the first Tuesday to accommodate some scheduling conflicts.

Joe adjourned the meeting at 12:40 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 **Absent**	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 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	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.