<center>Summary of the TNI Competency Task Force Meeting
Wednesday, November 16, 2022   1:00 pm Eastern</center>

1.   Welcome and Roll Call

Ken welcomed everyone to the meeting, which by prior agreement was scheduled for two hours. Attendance is recorded in Attachment 1. The minutes from September 26 were approved by email after the meeting, as planned, and the minutes of October 26 were unanimously approved following a motion by Patty, seconded by Scott.

Lynn did notify all Task Force members who have attended fewer than half of meetings that unless they can commit to regular attendance in the future, the Chair will ask the Board to remove them from the Task Force at its November meeting. She also contacted several individuals whose attendance has dropped off in recent months but is above the "half" mark. To date, Aaren, Silky, Mike, and Julia have resigned, and several individuals will be proposed to the Board for removal. One individual, Elizabeth, explained that she was not receiving the FreeConference invitations, which was an error on Lynn's part and has now been corrected.

2.   Updates

Jerry discussed a conference call among himself, Ken and Lynn, with a representative of Prolydian, a small business that can manage all of the administrative aspects of test administration and question randomization for a quite reasonable fee. This representative also provided several other potential contractors for various aspects as well as introducing us to the Institute for Credentialing Excellence (I.C.E.) which has a useful template for a "candidate manual" that could also serve as an SOP for the operation of TNI's credentialing activity.

3.   Revised QM KSA Document

As discussed at the October meeting, Jerry updated the draft KSA document and provided it to Alfredo, who edited and reformatted the text to remove most of the duplicative wording, and creating bullets instead of full sentences for the required KSAs for each of the badges.

Review of this document brought additional edits and terminology refinements. For section 2 (badges), the Quality Manager Specialist badge was renamed to be Quality Systems Specialist, which more clearly distinguishes it from the full credential, Certified Professional Quality Manager.

The QC Specialist badge was discussed at length. This is intended to be portable within the industry, not specific to one particular lab, and it needs to become a separate badge for each of the modules – asbestos, chemistry, microbiology, radiochemistry and aquatic toxicity, and any future modules that may be added. The introduction to this section will be rewritten accordingly, with separate badges better described.

Several badges were combined – Internal Audits with Corrective Action Specialists and also Records and Document Control Specialists.

For section 3 (full credential), discussion of prerequisites for application determined that the required years of experience need not be restricted to employment in an environmental laboratory.

With those revisions, participants agreed that the document is ready for distribution as a handout at the special session in San Antonio. The revised document is being distributed with these minutes.

4.   Review of Draft PowerPoint for Special Session

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Jerry also provided a draft of the PowerPoint presentation that he and Ken will use at the conference Special Session, for review and discussion. He also indicated that he found a presentation by workcred.org (an affiliate of ANSI) that gives hard statistics about benefits of certification to both employers and employees, and that he may add some of that information to the presentation.

Several changes emerged that had not been openly discussed within the Task Force, and these were brought forth for exploration:

> <u>Exam for Digital Badges</u> – instead of retroactively dealing with training course examinations (not all courses have them, and the questions were never formally vetted), there will be a newly created exam for each of the badges. Training course hours will still be required but having a "standardized" exam will ensure that each candidate who passes has all of the required KSAs and not just those touched on in the courses chosen to meet the badge requirements. Participants agreed with this approach, but raised the question of how testing to the most recent TNI Standard will fit with the "rolling implementation" of new standards, when some ABs are not able to transition immediately. There is no simple answer for this conundrum, unfortunately.

> <u>Recertification for Digital Badges</u> – a continuing education requirement was initially included in the draft PowerPoint, but not retained after initial reviews. The options discussed by the Task Force were 1) setting an expiration date for badges or 2) requiring a refresher (training or a new exam) when a new Standard is implemented (need for this to be determined by the relevant Expert Committee). The possibility of requiring some form of continuing education was discarded. No final decision was made, except that individually awarded badges will contain an award date and possibly other information in the metadata of the badge image.

> <u>Time Limit for Accumulating Badges to Obtain Full Credential</u> – initially, one year was chosen, but after considering the workload and expense of completing all badges (plus proctored exams), participants opted to eliminate any timeframe requirement. It may happen that a number of individuals are content with attaining several badges only, too. This discussion led to a suggestion that some of the badges could be combined, so records was combined with document control and internal audits was combined with corrective actions.

> <u>Draft Certificate</u> – Jerry also included a draft certificate for the Certified Professional Quality Manager, which participants liked. The final certificate will have added to it a fancy border but that needs to be done by someone with graphics software.

Jerry continues to work on the business plan and is drafting a committee charter for when the Board will be asked to elevate the Task Force to be a standing committee.

5.   Next Meeting

The next meetings of the Competency Task Force will be longer than normal, due to the need for a coherent package for presentation at conference in San Antonio. The schedule is as follows:

- **<u>Wednesday, December 7, 2022, at 1 pm Eastern – 1.5 hours</u>**

- **<u>Wednesday, December 28, 2022, at 1 pm Eastern</u>** – hold this time in case it is needed, please.

An agenda and any necessary documents will be sent in advance of each meeting.

Attachment 1

Competency Task Force Roster

NAME		EMAIL	AFFILIATION	Present?	
Paul	Banfer	paul.banfer@eisc.net	EISC	Yes	1
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Yes	2
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Yes	3
Kirstin	Daigle	Kirstin.daigle@pacelabs.com	Pace Laboratories	No	4
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Yes	5
Amanda	Dutko	adutko@fairwaylaboratories.com	Fairway Laboratories	Yes	6
Stacey	Fry	sfry@babcocklabs.com	Babcock Laboratories	Yes	7
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	8
Mitzi	Miller	Mitzi.MQC@gmail.com	MQC	No	9
Scott	Siders	siders6six@yahoo.com	Retired	Yes	10
Joann	Slavin	Joann.slavin@health.ny.gov	NY ELAP	No	11
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	12
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Yes	13
Staff:					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director	Yes	
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator	Yes	