

Summary of the TNI Competency Task Force Meeting  
Wednesday, December 7, 2022 1:00 pm Eastern

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 November 16 were unanimously approved following a motion by Patty, seconded by Steve.

2. Revised QM KSA Document

Participants reviewed the updated KSA document, and with a few minor technical edits, declared it ready for distribution at conference, once it is watermarked with "DRAFT". The revised document is being distributed with these minutes.

Jerry explained that the Training Committee is developing a Request for Proposals (RFP) for additional and/or updated training courses. The KSA document will provide the training objectives, while it will fall to the course developer to determine how to meet those objectives with the training course(s). In particular, the Training Committee's RFP for the QC Specialist will ask for separate courses for the various modules identified in that section of the KSA document, except for Chemistry, which is suitably covered with an existing course, apparently.

Jerry also noted that the Training web pages will be updated with a consistent format for all courses.

3. Review of Draft PowerPoint for Special Session

Jerry also provided an update draft of the PowerPoint presentation that he and Ken will use at the conference Special Session, for final review.

Several issues were further discussed.

- Computer proctoring may be adequate for digital badges (video recording available for later screening) but probably not suitable for the Certified Professional exam.
- Committee member – active status can be tracked by meeting minutes, although this will require all Program Administrators to track attendance of associate members, which is not consistently done at present.
- The term "Certified Professional" will be used throughout, going forward.
- Refresher training for digital badges will depend on the changes made to the relevant module(s), as determined by the appropriate expert committee.
- Statements but not statistics from the workcred.org document distributed with the November minutes will be included.

4. New Business

There was no new business. The tentatively planned December 28 meeting is not needed.

5. Next Meeting

The conference session to present the credentialing program is 1-4 pm Central time on Wednesday, January 11, 2023. Virtual attendance will not be an option for this conference.

The next scheduled meeting of the Competency Task Force will be Wednesday, January 25, 2023, at 1 pm Eastern. The agenda, a Teams meeting link, and any necessary documents will be sent in advance.

**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	<a href="mailto:Kirstin.daigle@pacelabs.com">Kirstin.daigle@pacelabs.com</a>	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	No	7
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Yes	8
Mitzi	Miller	Mitzi.MQC@gmail.com	MQC	No	9
Joann	Slavin	joann.slavin@health.ny.gov	NY DOH	No	10
Scott	Siders	siders6six@yahoo.com	Retired	No	11
Alfredo	Sotomayor	asotomayor@mmsd.com	MMSD	Yes	12
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	No	13
<b>Staff:</b>					
Jerry	Parr	Jerry.parr@nelac-institute.org	TNI Executive Director	Yes	
Lynn	Bradley	Lynn.bradley@nelac-institute.org	TNI Program Administrator	Yes	