

Summary of the TNI Credentials Committee Meeting  
Wednesday, December 6, 2023 1:00 pm Eastern

1. Welcome and Roll Call

Ken welcomed everyone to this meeting, which was rescheduled due to the December holiday. Attendance is recorded in Attachment 1. As a quorum was not present, the minutes of November 15 will be held until the February meeting.

2. Updates

Jerry noted that he has modified the conference schedule, and Credentials now has a full half day on Wednesday morning, January 24, 2024.

3. Continued Review of Draft Handbook

The review resumed at section 7 from the November meeting. Issues discussed and resolved are noted below.

§7 – slight rewording to clarify that the nondiscrimination applies to the applicants across the board rather than just to the applications and approvals.

§8 – the paragraphs will be renumbered as subsections, to match the construction of earlier sections of the document.

At this point, the entire document had been reviewed and since there was still not a quorum present, Ken requested that approval be requested by an email vote. A clean version as well as the redline version were sent along with a request for email vote on the afternoon of December 6. Scott made the motion to approve, Theresa seconded the motion, and with twelve of the thirteen members responding, the document was unanimously approved by Friday evening, December 8.

Jerry plans to hand out copies of the approved Handbook at the conference session. The final version as approved is included with these minutes.

4. Planning for the Credentials Session at Conference

Participants discussed options for the conference session itself, and possible timing of a launch of the digital badge activity afterwards, depending of feedback from session attendees. If all goes well and no stumbling blocks are identified, and the trainers who volunteered to review the numerous questions are able to complete their reviews so that the exam question database can be completed, launch may be possible within just a few weeks post-conference; if potential problems are identified during the wider discussion, they will need to be resolved prior to launch.

The conference session agenda was finalized, and an annotated version is presented here:

- Update on the QMS Credential (*everything that's been done to prepare!*)
- The Certified Professional Handbook (*copies will be distributed*)
  - Proctoring
  - Professional Development Hours
- Breakout: Review typical Exam Questions (*small groups in existing room setup – 5-10 example questions will be passed around as beta-test to get feedback about the type of questions and answers planned for use – T/F, multi-choice; are the questions too hard, too easy, etc. Same questions to each group.*)
- Preview of the On-Line Application and Examination Process (*live demo by IT Administrator, if feasible – unknown at present whether this can be included*)
- Timeline for Launching the QMS Credential

- Future Credential Efforts
  - Laboratory Assessors? *(Review the KSA draft for assessors done as original activity of Competency Task Force – included with the distribution of these minutes)*
  - Technical Specialists?
  - Laboratory Managers?
  - *(Another possibility mentioned in discussion was an internal audit consultant, as separate from the IA specialist badge, as many California labs are discussing plans to outsource their annual internal audits)*

## 5. Next Meeting

The next meeting of the Credentials Committee will be on Wednesday, January 24, 2024, 8 am to noon Eastern, at conference in Columbus, OH. Remote participation will not be available for this session but it will be recorded for registrants to view after the meeting.

The next regularly scheduled video/teleconference will be on **Wednesday, February 28, 2024, at 1 pm Eastern**. The agenda, a Teams meeting link, and any necessary documents will be sent in advance.

**Attachment 1**

**Credentials Committee Roster**

NAME		EMAIL	AFFILIATION	STAKE-HOLDER CATEGORY	Present?
Paul	Banfer	paul.banfer@eisc.net	EISC	Other	No
Kenneth	Brown	kbrown@escondido.org	City of Escondido	Lab	Yes
Patricia	Carvajal	pmcarvajal@sara-tx.org	San Antonio River Authority	Lab	Yes
Steve	Drielak	drielak-associates@usa.net	Drielak & Associates	Other	Yes
Amanda	Dutko	adutko@fairway-laboratories.com	Fairway Laboratories	Lab	No
Stacey	Fry	sfry456@aol.com	CA Dept. of Cannabis Control	Other	No
Salima	Haniff	<a href="mailto:Salima.haniff@bvllabs.com">Salima.haniff@bvllabs.com</a>	Bureau Veritas Labs	Lab	No
Harold	Longbaugh	Harold.Longbaugh@houstontx.gov	City of Houston	Lab	No
Theresa	Johnson	Theresa.Johnson@mccampbell.com	McCampbell Analytical, Inc.	Lab	No
Joann	Slavin	joann.slavin@health.ny.gov	NY DOH	AB	Yes
Scott	Siders	siders6six@yahoo.com	Retired	Other	No
Alfredo	Sotomayor	asotomayor@mmsd.com	Milwaukee Metropolitan Sewer District	Lab	Yes
Elizabeth	Turner	Elizabeth.turner@pacelabs.com	Pace Labs, Inc.	Lab	No
<b>Associate Members:</b>					
Ezekiel	Lebron	Ezekiel.Lebron@waterboards.ca.gov	CA ELAP	AB	No
Jerry	Thao	<a href="mailto:Jerry.thao@pacelabs.com">Jerry.thao@pacelabs.com</a>	Pace Labs, Inc.	Lab	No
<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