Professional Development Program Executive Committee (PDP EC)
Meeting Summary
December 16, 2025

1. Roll Call and Approvals

Joe Manzella, Chair, called the meeting of the PDP EC to order at 11:10am Eastern on December 16, 2025. The meeting was attended by 6 Voting Committee members (see Attachment A).

The agenda was approved by unanimous consent.

The November meeting minutes were reviewed. A motion was made by Elizabeth to approve the November 18, 2025, minutes as written. The motion was seconded by Harold and unanimously approved.

2. Action Item Review

The action items (Attachment C) were reviewed and updated:

Item 7: Jerry got information to the vendors to give them an opportunity to donate towards the Jack Farrell scholarship. This is completed.

Item 8: Will need to be completed by Spring.

3. Training Committee Update - Elizabeth

- The Committee did not meet in December. Calista, Elizabeth and Ilona are working on presentations for Boston including the input into the Technical Specialist discussion on Monday morning.

4. Credentialing Committee Update - Ken

- The Committee is looking at older technologies and the need to include them in the KSAs. They will not be included. Jerry also looked at how many labs are still accredited for these methodologies, and it is minimal. KSAs will focus on methodologies instead of actual methods. ICP MS is the next methodology being worked on. One digital badge has been completed.

- Jerry plans to meet with any people that signed up for the Credentialing Exam in Boston. There is only one person signed up.

5. Preparation for TNI Forum in January - Boston

Joe shared updated presentation slides that he had originally shared with the Committee. These slides were shared by email and the final version that will be shared in Boston will be included in the next set of minutes.

Discussion:

- Formatting issues were updated.
- People should be thinking about what the Emerging Professional's initiative could look like to spark discussion in Boston.

6. Membership

- Confirmed that since the Committee was formed in August, there is no need to vote on Chair or Vice-Chair for 2026. It will be left as is.
- The Committee will be ready to start taking applications for membership by Boston. This will be announced in Boston when Joe reviews the membership slide. There is room for 6 more voting members.

7. Jack Farrell Scholarship

The Committee reviewed the updated working document and the draft web-based application form for the Jack Farrell Scholarship. The first two pages of the document incorporate feedback from the previous meeting (Attachment B). The online application form will be ready to go live in Boston.

<u>Application</u>

- Applicants who are unemployed should indicate this. Employment gaps can be addressed in the statement of purpose and/or resume.
- Applicants should provide contact details valid for at least six months and preferably use a personal email.
- Confirmed Statement of Purpose will have 600 words or fewer.
- Letter of Recommendation/Reference - minimum of one required. It does not need to be from a TNI member. Applicants may submit either a formal letter or a professional reference contact.
- Scholarship eligibility will be limited to current TNI members. This requirement will be clearly stated in the application description and related materials.
- Experience Requirements:
  - No experience requirement for digital badges.
  - Credential applicants must meet the experience requirements associated with the credential.

<u>Use of Funds Timeline</u>

- Originally set at 12 months; the Committee decided to extend the usage period to 18 months to provide flexibility, especially for exam scheduling or conference timing.
- Language will state that unused funds after the period *may not* be dispersed, allowing flexibility for extenuating circumstances.
- Funds are awarded at a fixed dollar amount; increases in program costs would not automatically increase awards but could be considered for supplemental approval depending on available funds.

<u>Annual Cycle</u>

1. Application Opens: At or immediately following the Winter Forum.
2. Application Period: Adjusted from 60 days to approximately 45 days (to allow additional review and notification time).
3. Funding Report Generated: End of March.

4. Review Period: Early April through mid-June.
5. Award Approval: June committee meeting (or via email vote if needed).
6. Notification: Early July.
7. Acceptance Confirmation: Applicants will have up to 14 days to confirm acceptance (with email confirmation required; follow-up phone call if no response).

Additional Discussion

- A subcommittee may conduct the initial review, but the full committee will vote to approve final award recommendations.
- Scholarship will be announced at the Winter Forum.
- A follow-up email blast will be sent to membership (late January).
- A dedicated scholarship email address may be created to route inquiries to both the Committee chair and program administrator.

8. Emerging Professionals

The Committee briefly discussed the Emerging Professionals initiative. It should be a good topic for discussion in Boston. The goal for the Boston session is to gather feedback, brainstorm concepts, and build on ideas to develop the initiative.

9. New Business

None

10. Next Meeting and Close

The next meeting will be in Boston on Tuesday, January 13th at 8am Eastern. *(Addition: The Committee will not have a teleconference in January.)*

Joe adjourned the meeting at 12:30pm 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 Absent	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 Absent	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 - The Jack Farrell Analytical Excellence Scholarship - Where are we right now?

The Jack Farrell Analytical Excellence Scholarship - Where are we right now?

(Updated 12/15/2025)

Goal: To provide need-based financial support to individuals seeking a TNI credential or digital badge.

Funding:

- Very few donations to date, but we also have not publicized the scholarship or the need for donations very effectively yet.
    - Building web donation portal is in progress
- Current balance in the scholarship fund is $1,000
- As of the January 2026 TNI Forum in Boston, $5 of each conference registration fees will go towards the scholarship fund.
    - Based on an estimated attendance of 800 people annually at conferences, this could generate about $4,000 for the fund. Even if 25% of attendees use the opt out feature, it could still generate around $3,000
- Exhibit prospectus for the Forum has been updated to give vendors an opportunity to donate $150 in return for recognition in the conference program.
- Discussion about having some of Jack's course fees go into the scholarship has been tabled until end of the year.
- Still need to identify a process for determining how much to award each year.
    - In mid-April of each year, we can determine the amount of scholarship funds available as of the end of March.
    - The committee can then award scholarships based on 100% of the available amount.

Award policies:

- Awardees must be TNI members in good standing
- Awardees must demonstrate financial need
- Awards can cover course fees leading to TNI credentials or TNI digital badges. Awards can also cover test fees for credentials or digital badges.
- May the awarded funds be used for conference travel?
    - As of right now, no. Initially, focus on covering only TNI course/credential expenses
    - In future years, may consider adding a travel stipend

Application process:

- Applications and awards will not be accepted on a rolling basis, there will be a defined period for applications and awards. As of right now, this will be once per year.
    - We will announce the opening of the scholarship application period at the winter meeting, the application period will be open for 60 days
    - Award funds can be used within the next 12 months after awarding
    - Awardees will be publicly recognized at the summer meeting
- A web-based application form has been drafted, which includes the following:
    - The application should include a section to assist in determining the candidate's financial need.
    - The application should include a section for the candidate to describe the long-term goals which the scholarship will help them achieve.
    - Application should capture years of experience and other career details to ensure that the applicant's experience and expertise is aligned with the credential and/or digital badge which they are applying for.

Award process:

- Receipt of applications
    - Application period will open at the winter meeting and last 60 days
- Evaluation of candidates
    - Evaluation period will be 60 days, mid-March to mid-May
    - Need to consider whether they have the pre-requisites for the requested digital badge or credential
- Final decision-making
    - Full committee
        - How will the process work?
            - Use some kind of evaluation sheet
            - Two tracks:
                - Credential exam candidates must meet certain requirements
                - Badge candidates have looser requirements
            - Establish which criteria are go/no-go
                - Pre-requisites
                - Qualifications
        - Maybe have a subcommittee to compile the information from each packet
            - If it's a webform, it should be easy to have the information exported to any format we want. Could be anonymized.

- Notification of awardees
    - Awardees will be notified in early June
    - Awardees will be announced at the summer meeting
    - Do we need to communicate to people who are rejected for the scholarship?
        - Form letter?
            - It would be nice to provide specific feedback on why an applicant was rejected.
- Tracking of use of scholarship funds
    - Awardees will have 12 months to use the awarded funds

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	11/18/25		COMPLETE
2	Add PDP to membership database.		Jerry/ Ilona		8/17/25	8/17/25	11/18/25		COMPLETE
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.	COMPLETE
5	Send Board Summary of Jack Farrell Scholarship to Committee		Jerry		8/17/25	8/17/25	9/16/25	Closed.	COMPLETE
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.
7	Vendor donations to Jack Farrell scholarship.		Jerry		9/16/25		12/16/25	Closed.	12/16/25: Jerry was able to add a donation option for vendors. COMPLETE
8	Develop Application for Scholarships		William		10/7/25	11/18/25			11/18/25: DRAFT developed in meeting and sent to Jerry for William to work on online application. 12/16: Jerry following up on status with Wiliam.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									Worked on application instructions.
9	Develop Templates to letters related to scholarships.				10/7/25				