

Professional Development Program Executive Committee (PDP EC)
Meeting Summary
May 19, 2026

1. Roll Call and Approvals

Joe Manzella, Chair, called the meeting of the PDP EC to order at 11am Eastern on May 19, 2026. The meeting was attended by 7 Voting Committee members (a quorum was met) and 3 Associate members. (see Attachment A).

The agenda was approved by unanimous consent.

The April meeting minutes were reviewed for approval. A motion was made by Ken to approve the April 21, 2026, meeting minutes with an update to the attendance roster. The motion was seconded by Sharon and unanimously approved.

2. Action Item Review

The outstanding items on the action item table (Attachment B) were reviewed. Drafts of scholarship related document will be reviewed and discussed later in the meeting (Section 5).

3. Training Committee Update – Calista

Calista reported that the Training Committee has not met this month yet. The Committee has changed their meeting date to the 4th Friday of the month and will be meeting only on odd numbered months. They are mainly working on administrative matters and recent email voting has been completed. The new webinar classes recently posted have been receiving strong registrations.

4. Credentialing Committee Update - Ken

Ken reported that the Credentialing Committee met and discussed the mentorship component of the scholarships. Concerns were expressed about mentors unintentionally providing incorrect guidance regarding training courses or credentialing requirements.

To address these concerns, the Credentialing Committee suggested development of a Frequently Asked Questions (FAQ) resource and potentially additional online materials to assist candidates pursuing badges and credentials. There was also discussion about providing webcasts with guidance.

KSAs are continuing to be developed on organic chemistry-related content

5. Jack Farrell Analytical Excellence Scholarship Discussion

There has been extensive work done to move the scholarship awards process forward. Ilona met with the two candidates several times to clarify their goals, training needs and intended use of the scholarship funds. She also provided clarification on how the

scholarship and badge process works. Working through this process with the candidates, she recommended working on a process to mentor applicants, update material on the website to include more detail on credentials and badges and possibly provide training.

There were two applicants that were reviewed to receive scholarships. They both met the necessary qualifications, and they developed strategies that maximized training investment by selecting courses that supported multiple badge pathways simultaneously.

The Committee approved an award to both candidates in the amount of \$1695.

There was substantial conversation on development of a mentor/advisor for each scholarship recipient. Sharon commented that mentors/advisors selected would be good to have gone through the process. They can share what they learned. This discussion will continue during the June meeting and the Committee will decide between the terms of mentor and advisor. Ilona noted that one of the candidates thought having a mentor meant the person would be a tutor. It is important to define the role to avoid any confusion.

The scholarship title was determined to be the "Jack Farrell Scholarship". The name will be changed on the website, SOPs, Charter, etc. The Committee agreed that this new title was more in line with other awards like the Charlie Carter award. At the same time, it was noted that "Analytical Excellence" was a term associated with Jack and his values. This term can be used in promotional activities, but the formal title will be "Jack Farrell Scholarship".

Scholarship administration materials were developed for Committee review: Award letter, Scholarship agreement/contract, Funding Request Form and FAQs.

It was decided the award letters should come from the Chair of the PDP EC and the contract should be signed by Jerry. Jerry will review the contract to compare it to other TNI contracts and provide any necessary revisions to Joe.

The recipients can be recognized at the upcoming conference if they are planning to attend.

TNI staff will handle the scholarship administration to help recipients purchase courses, badges, credentials, etc. Jerry will provide an update in June.

FAQs will be refined based on applicant feedback received during this first award.

Joe will work on the Draft SOP for the Scholarship process over the next two months.

6. Budget Review

Jerry provided a summary of the Program's budget and results for the last 6 months. He noted that the Program is running about \$7000 behind projections, but he was confident the upcoming course revenue will improve results. He noted labor includes start-up costs that include administration, website management and support activities provided by multiple staff members.

The Finance Committee has been looking at course fees and has recommended looking at some increases. Jerry is working on this and this information during the next Training meeting also. This will be about a 5-10% increase.

7. Emerging Leaders

Duncan provided material for the Committee to review regarding how other organizations handle similar initiatives, but was not able to attend. The Committee was out of time, so this topic will be re-added to the June agenda.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be by teleconference on June 16, 2026, at 11am Eastern.

Joe adjourned the meeting at 12:31pm 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 Absent	Lab (Credentials)	McCampbell Analytical	theresa.johnson@mccampbell.com
Harold Longbaugh Present	Lab (Credentials)	City of Houston	harold.longbaugh@houstontx.gov
Littia Mann Present	Lab	Vermont Department of Health Laboratory	littia.mann@vermont.gov
Duncan Millar Absent	AB	IAS	dmillar@iasonline.org
Anand Mudambi Present	Other	Retired (from US EPA)	amudambi@netzero.net
Elizabeth Turner Absent	Lab (Training)	Eurofins	elizabeth.turner@et.eurofinsus.com
Michelle Wade Absent	Other	Wade Consulting & Solutions	michelle@michellefromks.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		
Jean-Francois Borny	X	Lummus Technology	jean-francois.borny@lummustech.com
Salima Haniff	X	Bureau Veritas	salima.haniff@bureauveritas.com
Charles Morrow	X	SPL	Charles.morrow@spllabs.com

Attachment B: PDP EC Action Item Summary 2025/2026

	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			8/17/25			Closed	2/17/26 - Jerry will work on this. COMPLETE
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 Leaders				8/17/25	March 2026			Develop a course with a basic overview of the environmental testing industry and have it be free. 4/21/26: Jerry prepared DRAFT slides that will be reviewed during the May meeting (5/19 delayed to June).
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

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
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. Worked on application instructions. Application is now live. COMPLETE
9	Develop Templates to letters related to scholarships.				10/7/25	3/17/26			4/21/26: Work in progress.
10	Quality Time with TNI		Ilona/Jerry	Joe	2/17/26	TBD			
11	Emerging Leaders Initiative				2/17/26	TBD			2/17/26: Consider pre-conference communication for new conference attendees and use of volunteers that can be identified to help new attendees with networking, introductions, or with questions.
11a	Compile summary about how other organizations handle Emerging Professionals			Duncan	2/17/26				5/19: Duncan prepared summaries of what other organizations are doing with this type of initiative. It will be looked at in June.
12	Develop material for Scholarship:				4/21/26	4/21/26			In progress. 4/21:Committee members need to review material

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
	SOP, FAQs, Contract, Etc...								sent by Joe before the next meeting 5/19: Templates presented during May meeting. Work will continue during the month to finalize.
13	Present Mentor concept to Credentialing Committee – need volunteers		Ken		4/21/26				