

**Training Committee
Meeting Summary
November 21, 2024**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on November 21, 2024, by teleconference. The meeting was attended by 5 Voting Committee members and no Associate Members (see Attachment A). Jerry Parr was also in attendance.

The agenda was reviewed and there were no changes made. It was approved by unanimous consent.

The July meeting minutes were not yet approved due to lack of quorum. The minutes were reviewed. A motion was made by Joe to approve the July 8, 2024 meeting minutes as written. The motion was seconded by Melanie and unanimously approved.

The October meeting minutes were reviewed. A motion was made by Melanie to approve the October 8, 2024, minutes as written. The motion was seconded by Joe and unanimously approved.

2. Winter meeting

Registration is now open for the winter meeting in Jacksonville, FL. Rooms can also be booked. Early Bird expiration is in early January.

3. Strategic Planning

A TNI strategic planning meeting will be held in Jacksonville, FL the day before the conference. Jerry provided some preliminary information to each of the TNI programs and to the Training and Credentialing committee. Calista started editing the information for the Committee to review.

Ilona will pull together training information to finish the table for Course type, number, attendees and income. Fiscal year to October 2024.

Description of program service:

- A comprehensive approach for developing and providing training courses to sampling and measurement organizations and assessors of those organizations.
- Hosting a Mentor Session and Assessment Forum at each conference.

What is the need in the community that this program exists to meet?

- One essential need is to provide opportunities for laboratory and FSMO staff and assessors to develop and enhance their skills. As the number of these experienced individuals declines, there is an increasing demand to educate and train a new generation.

Who is the target audience(s) that this program serves to reach?

- TNI members, the public, accreditation bodies, laboratory and FSMO staff including, but not limited to quality managers, general managers, client service managers, supervisors, analysts, and samplers.

What is the outcome(s) of this program's work?

- Training courses
- Hosting a Mentor Session and Assessment Forum at each conference.

Measures of success

- Number of training courses offered
- Number of attendees
- Income
- Survey Results
- Courses identified for future development
- Number of new training courses offered
- Number of new trainers
- Online solutions for grading tests and issuing certificates

What are the greatest strengths of this program?

- Great tool with WebEx to deliver web-based training effectively.
- A growing pool of competent and knowledgeable trainers.
- An active Training Committee to guide activities and identify new training opportunities.
- Through web-based training, courses are more accessible and affordable.
- Online app to track completed courses and issue certificates.
- Ability to take webcasts at convenient dates and times.
- A good process for evaluating proposals and selecting trainers.
- A good process for developing exams and awarding CEUs.
- Social media presence.

What are the greatest weaknesses of this program?

- Too few trainers coming forward with proposals
- TNI internal costs are a little too high.
- Inadequate knowledge of existing courses currently available (Marketing).

Work will continue on this questionnaire next month.

- Additional Thoughts:
 - o Add new courses to News?
 - o Change tab title to Training instead of Educational Delivery System?

4. Credentialing Committee Update

Working through KSAs for Technical Specialist for Chemistry. Gone through general knowledge and now looking at specific testing.

There will be a special session on Analytical Disciplines at the conference. It is tied to Technical Specialist.

5. Training Opportunities

Ilona shared a possible list of training courses for the next RFP. Committee members were asked to think about other classes that could be offered. There was general support for the list. Need to work on final language and see if there is any additional input on possible classes at next meeting.

Ilona noted we need to start thinking about ways to offer more technical classes. Perhaps begin reaching out to vendors.

6. Training Site

Need evaluation of training courses requiring homework, exercises, etc ... Ilona will get started on reviewing the classes on the website. There are other people that have been doing reviews too.

7. New Business: None

8. Action Items

See Attachment B.

9. Next Meeting and Close

The next teleconference meeting will be December 12, 2024, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:30 pm Eastern.

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Present	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Absent	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner Absent	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross Present	Other	ANAB	mross@anab.org
Veronika Kerdok Present	Lab	NYC Environmental Protection	veronikaz@dep.nyc.gov
Wanda Harney Absent	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Jerry Parr (ex-officio) Present	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton Present	Program Administrator	TNI	ilona.taunton@nelac-institute.org
Associate Members:	Present		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching		Weck Laboratories, Inc.	alan.ching@wecklabs.com
Mike Michaud		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	ashley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org

Marlene Moore			
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Training Committee Action Item Summary

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
5	Develop Marketing Plan			TBD	3/12/21			The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are not aware of the classes available. 11/13/20: Committee decided not to form this Workgroup at this time. 3/12/21 – Committee started talking about marketing. 5/21/21: Work on social media presence.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a brief segment where the assessors show the lab where to find information related to training courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.		Jerry	Jerry	2/12/21			11/20/20: DRAFT to be discussed at next meeting. 1/15/21: Jerry is working on this. 2/12/21: Jerry is working on tri-fold brochure. 3/12/21: Combine with #6 – are talking points for ABs needed?

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			PowerPoint completed. Need to record and post. On Hold until updates are made to Catalog that may impact information trainees need to provide.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
21	Develop Training Catalog			Elizabeth Turner		TBD		4-8-22: Elizabeth to lead this effort. 6-24-22: Shared template. Need to work with Training Opportunities Workgroup to make course descriptions more consistent. 2/17/23: SOP 1-128 will need to be finalized. 6/23/23: Continue work on SOP. 8/3/23: Review comments from 8/3/23 meeting and incorporate into SOP as needed. Update and Committee vote needed. 9/28/23 – Calista, Elizabeth and Ilona assigned to review comments and finalize SOP for a vote in October. 10/27/23 – Reviewed and will be sent out for email vote. 12/19/23: SOP 1-128 was approved by the Board and

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								implementation is being worked on.
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023. 12/27/23: Question whether this is still needed. Survey is done at the end of the class.
26	Follow-up on LASEC proposal to have mentor and assessor forums be managed by the Training Committee.			Calista Ilona Jerry	TBD	Complete		On hold. LASEC is not sure they want to do this anymore. 12/1/23: Will begin managing it after the Winter Forum. 12/19/23: Will be part of Winter meeting agenda.
27	Update SOP 1-129 Rev 1	SOP 1-129	Jerry	Ilona	12/1/23	7/8/24		12/1/23: Needed to be updated with integrity related features. The Committee approved the changes, but it needs to go to Policy since it was a revision and just editing. 12/19/23: Still in progress. 4/11/24: Edits were presented. No quorum. 7/8/24: Final SOP approved.
29	Develop new course Survey process. Old system is no longer working.		Ilona					4/11/24 – Ilona presented the Microsoft Forms Survey program. 7/8/24: Goal to complete by 10/15/24.
30	Update Charter to include Mentor Session and Assessor Forum.				4/11/24	7/8/24		4/11/24: Started editing Charter. No quorum. 6/13/24: No quorum. Worked on survey for Assessor Forum and Mentor Session.

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								7/8/24: Completed and sent to Policy Committee.
31	Prepare Survey for Mentor Session and Assessment Forum		Ilona		6/13/24	11/21/24		7/8/24: Survey questions completed and Ilona will prepare for Garden Grove meeting. 11/21/24: Complete – see October minutes.
32	Complete Strategic Planning Package		Ilona	Calista	11/21/24			