

**Training Committee
Meeting Summary
October 14, 2022**

1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on October 14, 2022 by teleconference. The meeting was attended by 4 Voting Committee members and 3 Associate Members (see Attachment A).

There were not enough voting members on the call to do business, but the Committee did meet to review information. There was concern expressed about the low attendance at the last few meetings. Agendas will be sent out at least 3 days before the meeting and a meeting reminder will be sent by Monday before the meeting.

There were no changes to the agenda.

2. Training Opportunities Workgroup

Only Joe and Ilona were available to meet this month. They took a look at the starting list of possible courses and shared ideas for other classes. The courses will be shared with the workgroup for further discussion in November.

The Workgroup will also be meeting with Elizabeth to discuss consistent course descriptions for the Training Catalog. The plan will be to develop a template.

3. Training Material Review

The Workgroup will not meet today. Ilona has received additional Confidentiality Agreement approvals.

4. Developing Tests

There are training courses that do not currently have tests or written learning objectives. How should tests for these classes be developed? How should class descriptions be updated?

TNI should approach the course trainers to see if they can prepare a quiz. If this is not possible, a request will be brought back to the Training Committee to look for volunteers who would be willing to develop a quiz.

The Committee then started discussing how to develop the credentialing tests. Marlene noted that in the old NELAC days - 300 questions were sent in from the Modules. Some of the answers were wrong. Marlene gave them out to the first class. When they took the test ... they figured out the problem questions. Need to know how to test the test.

May need a whole process for how to develop the test. Need a test group to take the test and see which questions could be a problem. Sometimes it is the phrasing of the question.

Mark noted that it is important to have volunteers to take the test without any input into what the questions were.

Calista commented there could be some percentage. If question x was missed by a certain percentage of people, the question would be thrown out. The test could still be used. This could be a good way to develop the new tests.

Marlene volunteered to help design the process for developing the test. A Workgroup will be formed to develop the process and to prepare an SOP. Mark would be willing to be a part of this too.

Jerry noted that there will be some number of required courses and then optional courses. This needs to still be finalized. Calista likes the idea.

One task to consider is the need to look at the objectives of all the courses to make sure people are taking the right class. Not all may be interchangeable when they deal with the same topic. For example, one of the ethics classes is focused on small labs.

Calista asked if the hours are important. Should people need to attain a certain number of hours.

5. Social Media Update

Jerry Thao let Calista know the number of followers is continuing to increase and she can see that people are sharing posts.

6. Action Items

See Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next teleconference meeting will be on November 11, 2022 at 1pm Eastern.
(Addition: The meeting was postponed to November 22, 2022 at 1pm Eastern.)

Calista adjourned the meeting at 1:57 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
Mark Alessandrone Present	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Absent	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Absent	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.com
Jack Farrell Absent	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Absent	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis Absent	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Present	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdokv@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
Tami Minigh Absent	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd Absent	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Absent	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.com
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

Voting Members	Represent	Affiliation	Contact Information
Associate Members:	Present		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney		City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
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	X	Gulf Coast Authority	cstory@gcatx.org
Marlene Moore	X		
Elizabeth Turner		Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross		ANAB	
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
1	Complete Charter			Calista	5/12/20	10/23/20		7/10: Sent to Policy Committee Policy Committee sent recommended changes for review in September. 9/18: Agreed with updates. Calista will correct tenses by October meeting. 10/23: Charter was approved by Committee and will be sent to the Policy Committee.
2	Gather previous training course statistics.		Jerry	Jerry	7/10/20	9/18/20		Document reviewed with committee. Available when Workgroup begins looking at additional courses.
3	Reach out to TNI states and ask about training weaknesses.			Mitzi	7/10/20	10/23/20		9/18: Initial information reviewed. Will continue to discuss at next meeting when Mitzi there.
4	Check on IT possibilities for Training.		William - IT	Ilona	7/10/20	8/16/21		9/18: Still waiting on response about options on catalog. 2/12: Ilona will continue to work on this. 4/6/21 – Checked to see what William needs to get started. 8/16/21: William responded. Catalog is possible.
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

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								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.
6	Develop talking points on TNI training program and send that to the NELAP ABs		Jerry	Jerry	2/12/21			1/15/21: Combined with #9. 2/12/21: Jerry is working on a tri-fold brochure. Combine with #9.
7	When webcast is complete, send William instructions to post Website training Jerry just did in multiple places on TNI website.		Ilona	Ilona		1/15/21		Complete. Link became available.
8	Potential for subscription pricing training courses for ABs. Maybe just the TNI owned courses?		Jerry	Jerry	TBD	2/12/21		Not viable option due to lack of interest and complexity.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a		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.

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	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.							3/12/21: Combine with #6 – are talking points for ABs needed?
10	Credentialing Workgroup		Jerry		10/23/20	10/8/21		1/15/21: Recommended adding Competency Task Force members. Planning 1 st meeting. 4/9/21: Group is developed and ready to start meeting. 5/21/21: Group has started meeting. Removed “Develop Digital Badges /” from action item. 10/8/21: Workgroup disbanded and work will be incorporated into Committee meetings.
11	Develop Training Materials Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/11/21. 3/12/21: Group has started work.
12	Develop Training Opportunities Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/12/21.

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								3/12/21: Group has DRAFT courses for RFP. 4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 th of month?
13	Prepare webcast to help with Training Application process.		Ilona		4/1/21			PowerPoint completed. Need to record and post.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
15	Make update to training email sent 4/22/20 and send out this April.		Jerry		3/12/21	7/9/21		Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead. 7/9/21: Flyer went out and new classes are available.
16	Develop FAQ for potential Trainers.		Jerry		4/9/21			Jerry and Ilona worked on this and Jerry has sent to William for posting.
17	Look into meeting with NELAP AC to discuss training opportunities.		Jerry					4/9/21: Discussed.
18	Increase Social Media presence.			Jerry Thao	6/11/21	2/11/22		6/11/21: Look into LinkedIn – Group Page or Organization Page? 7/9/21: Ilona look at adding slide to trainings. Jerry looking

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								at adding questions to TNI membership application. 11/19/21: Send proposal to Board for review. 2/11/22: Linked In set-up. Jerry Thao hired as consultant to keep up with this site and work with committee chairs on content.
19	Develop Monthly Flyer for Training Classes		Ilona		8/27/21	9/24/21		9/24/21: Now ongoing. Comes out week after Board Meeting with new classes.
20	Update EDS site to eliminate GLP category once SOP 1-110 complete.		Ilona/Jerry		TBD			
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.
22	Prepare SOP for developing tests.		Ilona/Jerry	Marlene Mark	TBD			Added 10/14/22.
23	Develop quizzes and learning objectives for past courses.		Ilona		TBD			Added 10/14/22