

**Training Committee
Meeting Summary
October 27, 2023**

1. Roll Call:

Iлона Taunton, Program Administrator, called the meeting to order at 1:30pm Eastern on October 27, 2023, by teleconference. Elizabeth led the meeting. The meeting was attended by 4 Voting Committee members and 1 Associate Member (see Attachment A).

There were not enough voting members present to do business, but the Committee did meet to review information.

The minutes were reviewed but will need to be officially voted on at the next meeting (August 25, 2023 and September 29, 2023).

(Addition: A motion was made by Joe on November 14, 2023 by email to approve the June 23, 2023, August 3, 2023, August 25, 2023 and September 29, 2023 minutes in addition to approving Elizabeth Turner as Vice-Chair to the Training Committee. The motion was seconded by Dee on November 14, 2023 by email. Votes by email:

Veronika - 11/17/23 - For

Joe - 11/15/23 - For

Elizabeth - 11/15/23 - For

Melanie - 11/30/23 - For

David - 11/30/23 - For

Wanda - 11/30/23 - For

Salima - 11/30/23 - For

Jack - 11/30/23 - For

The motion was approved and minutes were sent to IT for posting.)

(Addition: Though votes were started to approve minutes through email for meetings where a quorum could not be met to vote, there were not enough votes to finalize past minutes. Meeting minutes were redistributed for review. A motion was made on November 30, 2023 by Elizabeth (by email) to approve the following minutes: 5/13/22, 6/24/22, 7/8/22 with additional notes from August 2022 conference, 9/9/22, 10/14/22, 11/22/22, 12/16/22, 2/17/23, 3/10/23. The motion was seconded by David Fricker on November 30, 2023 by email.

Votes by email/text:

Salima - 11/30/23 - For

Melanie - 11/30/23 - For

Elizabeth - 11/30/23 - For

Joe - 11/30/23 - For

Veronika - 11/30/23 - For
Calista - 11/30/23 - For – text

The motion was approved, and minutes were sent to IT for posting.)

2. Training Committee SOP Updates

Training staff reviewed Training SOPs and is updating training material to prepare for the changes that credentialing will bring. The Committee reviewed changes to the following SOPs:

DRAFT SOP 1-110 – Educational Delivery System

Highlight change to go back to group sessions without individual questions.

Certificates

Refunds – Change to Cancellation

Each training webinar and live training must have a cancellation policy.
No refunds for webcasts and on-demand training.

Jerry will add this to the conference classes and Ilona will add it to the Webinars.

Ilona will update the changes to the change summary box in the SOP.

SOP 1-117 – Continuing Education Units

No comments.

SOP 1-128 – Content of Training Courses

New information is in yellow or purple.

Added a definition for Certificate of Attendance: A certificate provided to a student that documents attendance or when a student does not pass the course exam.

Title for ANSI document needs to be added. Jerry will send to Ilona.

1-129 – Development of Tests and Examinations

How many questions should there be for an 8 hour class?

What term should be used – Exam, Quiz or Test

This discussion will continue by email. Ilona will prepare the updated SOPs and send them by email for review by the entire Committee. Once any comments are addressed, Ilona will send the SOPs out for vote.

(Addition: SOPs 1-110, 1-117, 1-128 and 1-129 were sent to the Committee for review and comment on October 28, 2023. The following changes were made to the SOPs based on comments:

SOP 1-110: Changes made since the Training Committee meeting: The term On-Demand has been changed to Self-Paced.

SOP 1-117: Calista requested the following change:

*Section 5.2.3 should be changed to "An individual must correctly answer **at least 70%** of the questions in order to receive CEUs" to be consistent with the requirements in other documents.*

SOP 1-128: Changes made since the Training Committee meeting:

- In Section 5.1.2 – Prerequisites was removed, and the term Other was added along with a description of what will be included.*
- The examples in the Attachments were updated based on the change in 5.1.2. The certificate note was updated.*

SOP 1-129: Changes made since the Training Committee meeting: The thought of just using the term "test" for all TNI courses was re-evaluated. It would be more appropriate to call some course testing an "exam". Definitions were added to distinguish between test and exam and the language was updated.

The SOPs were distributed for vote on November 2, 2023. A motion was made by email on November 13, 2023 by Elizabeth to approve SOPs 1-110, 1-117, 1-128 and 1-129 as distributed by Ilona and it was seconded by Joe on November 13, 2023 by email.

Email Votes:

Elizabeth – For – 11/13/23

Joe – For – 11/13/23

Veronika – For – 11/13/23

Calista – For – 11/13/23

Dee – For – 11/13/23

David – For – 11/14/23

The motion was approved.)

3. Action Items

See Attachment B.

4. New Business

None.

5. Next Meeting and Close

The next teleconference meeting will be planned by email given the holiday. (*Addition: The next meeting will be December 1, 2023 at 1:30pm Eastern.*)

Attachment A

**Participants
TNI Training Committee**

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair Absent	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.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@bureauveritas.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner Present	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross Absent	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			ashley.larssen@kcmo.org

Voting Members	Represent	Affiliation	Contact Information
		City of Derby, KS	
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore	X		
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
16	Develop FAQ for potential Trainers.		Jerry		4/9/21		Complete.	Jerry and Ilona worked on this and Jerry has sent to William for posting.
20	Update EDS site to eliminate GLP category once SOP 1-110 complete.		Ilona/Jerry		10/27/23			10/27/23: Jerry is working on this with William.
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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.
22	Prepare SOP for developing tests.	SOP 1-129	Ilona/Jerry	Marlene Mark Jerry		2/2023		Added 10/14/22. 2/17/23: Marlene and Mark will start work on this to present at March meeting. 8/3/23: Marlene, Mark and Jerry's work on this SOP was presented. Incorporate comments and begin working on final SOP. Jerry will represent Credentialing Committee input. 9/28/23: Jerry presented a DRAFT of the SOP. Updates are being made and a final DRAFT will be submitted to the Committee for vote in October. 10/27/23: Reviewed and being sent by email for final vote.
24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128		Calista Ilona Elizabeth			CLOSED	Added 11/22/22. See item 21 above.
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023.
26	Follow-up on LASEC proposal to have mentor and assessor			Calista Ilona Jerry	TBD			On hold. LASEC is not sure they want to do this anymore.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
	forums be managed by the Training Committee.							