Training Committee
Meeting Summary
November 22, 2022

1. Roll Call:

   Calista, Chair, called the meeting to order at 11am Eastern on November 22, 2022 by teleconference. The meeting was attended by 4 Voting Committee members and 5 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 are minutes that have not been approved because the Committee has not had a quorum to vote. Ilona will distribute these minutes for an email vote.

   There were no changes to the agenda.

2. Competency Task Force

   An updated KSA document was sent to everyone today. One major change being proposed is that now people get to pick their courses rather that it being specified. Also, an exam would be prepared for the badge instead of requiring each course to have an exam and learning objectives. The exam would cover all the KSAs. Knowledge for the exam can be obtained through course work, reading, experience, etc … This simplifies the process considerably. Alfredo helped with this update.

   It is now a bulleted list. Someone may want a badge and they will take 4 hours of courses and the exam and then earn that badge. They pick the class.

   Someone can be Credentialed by earning all the badges and taking about 50 hours of training.

   There are two pathways to being Credentialed:
   1. Education and experience option. No training classes needed. They would meet years of experience, education requirement and take a 150 question exam that covers all the required topics. They don't have to take training classes but may want to take classes for weak areas.
   2. Digital Badge Option. This option is for people that don't have all the education and experience. Take classes and exams and receive badges (12 exams). Previously all classes needed an exam, now it is an exam for the badge. For example, a person can become a certified Quality Management Systems Professional by earning a total of 50

hours, including the 2-4 hours per badge (46 hours) and an additional 4 hours of TNI training covering specified topics as outlined in the KSA document.

There is no longer a list of training courses in the KSA document. The individual can choose which 4 hours of classes they want to take.

Jerry shared the presentation he is working on for the San Antonio meeting. Training descriptions will also show whether there is a badge associated with a course. A person would get a certificate that does have an expiration date (3 years). There are continued profession development hours for both options above. There is not a window of time a person must complete the classes within. People do not have to retake courses they have already taken. TNI has attendance records for classes.

The Task Force is also working on what badges look like.

3. Training Opportunities Workgroup

The Workgroup met and started developing and finalizing language for the next RFP. People have assignments they will bring back to the next meeting so the descriptions can be finalized.

Jerry commented that DRAFT SOP 1-128 (Content of TNI Training Courses) relates to what Elizabeth has been working on to describe courses. The Workgroup should review this SOP and make updates as needed once they meet to discuss a template for course descriptions.

Ilona suggested adding Prerequisites and Badges to the example in the SOP.

4. Training Review Workgroup

Ilona distributed course material to reviewers and progress is being made.

5. San Antonio Winter Meeting

An Agenda will be developed and shared at the next meeting for finalization. The Committee does have the option to increase their meeting time. Jerry will send Calista and Ilona a copy of the current schedule.

6. Action Items

See Attachment B.

7. New Business

    Marlene shared that there is an ISO related training coming up regarding how to do training. It is being given by ANAB and another company. It is next Tuesday at 10:30am Eastern. Marlene will share the link with the Committee if anyone is interested. Calista, Joe and Ilona expressed interest. Marlene will be attending.

8. Next Meeting and Close

    The next teleconference meeting will be on December 9, 2022 at 1pm Eastern. *(Addition: The meeting was postponed to December 16, 2022 at 1pm Eastern.)*

    Calista adjourned the meeting at 11:42am 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 Alessandroni **Absent**	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 **Present**	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Catherine Katsikis **Absent**	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok **Absent**	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 **Present**	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
Melanie Ross		ANAB	mross@anab.org
Jennifer Best	X	EPA	
David Feist		ANAB	
Michella Karapondo	X	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 1st 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. 10th 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	Cancel		Added 10/14/22 11/22/22: No longer needed. Badges will have exam instead.
24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128			TBD			Added 11/22/22.