

**Training Committee
Meeting Summary
December 12, 2024**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on December 12, 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 November meeting minutes were reviewed. A motion was made by Elizabeth to approve the November 21, 2024 meeting minutes as written with one spelling correction. The motion was seconded by Joe and unanimously approved.

2. Winter meeting

Reminder to register for the winter meeting in Jacksonville, FL Early Bird expiration is in early January.

3. Proposed MUR class.

Jerry proposed teaching a method update rule course in January. The pre-publication came out last Monday and he read through it. PFAS methods are being approved, a number of methods are being deleted, there are footnote changes, holding time for PCBs will now be 1 year, etc ... There are very significant changes. William Lipps will help with this training. Jerry shared the course information on screen.

Ilona will work with William and Jan to get registration open and get a flyer distributed for the class. She and Jerry will work on a final date for the class.

4. Credentials Committee Report

Continuing work on the KSAs for Technical Specialist in Chemistry. They have completed Part 1 for General Knowledge. They have started working on Part 2, which includes specific technical knowledge needed per analytical discipline. This is expected to continue through July, 2025.

5. RFP

The goal is to get the RFP out in February for Spring and Summer classes.

6. Working with Vendors on Training

Jerry recommended working on this topic after the Credential's Committee has more work completed on Technical Specialist. They will have a better feel for what is needed. Plan to look at this again before NEMC meeting where more vendors will be available to talk to about getting involved in technical training.

Additional information related to vendors: These need to be generic classes that are not specific to one brand of instrument. It should not be a huge leap to take specialized classes and generalize them for TNI.

7. Strategic Plan Worksheet

The Committee continued work on the Strategic Plan Worksheet and Calista made edits directly to the Worksheet. Work will continue next month to complete this document and it will be posted in the January meeting minutes as an attachment.

8. New Business: None

9. Action Items

See Attachment B.

10. Next Meeting and Close

The next teleconference meeting will be January 9, 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 Absent	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner Present	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	X	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 2024

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	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	Doc Number	TNI Contact	Committee Contact	Action Item Added	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. Dec 24 – Ilona will prepare a presentation for the winter forum.
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					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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									10/27/23 – Reviewed and will be sent out for email vote. 12/19/23: SOP 1-128 was approved by the Board and 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		Ilona						4/11/24 – Ilona presented the Microsoft Forms Survey program.

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	system is no longer working.								
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. 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			Due early January. Complete at January Committee meeting.
33	Work with Vendors to provide technical training courses.		Ilona/Jerry		12/12/24				On hold NEMC 2025 meeting.