Training Committee
Meeting Summary
December 16, 2022

1. Roll Call:

   Calista, Chair, called the meeting to order at 11am Eastern on December 16, 2022 by teleconference. The meeting was attended by 3 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.

   There were no changes to the agenda.

2. Updates

   - When the training catalog is complete, a newsletter article will need to be written.

3. Competency Task Force

   The Task Force is fine tuning their presentation for San Antonio that will be given Wednesday afternoon. There are no new decisions.

   Jerry reviewed some of the information he shared during the November 2022 meeting. Specific training courses will no longer be required. Instead, there will be a list of potential training courses the applicant will choose from. Example: Must have 4 hours of training on ethics. They can take any combination of ethics classes that gives them the 4 hours.

   No test per class. It will be a test for the badge. No need to go back and develop classes for the older TNI classes that don't have them.

   Question: Wanda asked if she can she just take a test. Jerry reminded the group there are two options to receive a credential:
   Option 1 - Experience and education requirements. Pass test. No training required.
   Option 2 - Digital badges received for courses taken and then take the test.

   The Taskforce will look at doing a Public Webinar after San Antonio to get more feedback from people that won't be in attendance in San Antonio.

4. San Antonio Conference

   Calista reviewed the proposed conference agenda. The Committee will be meeting on Tuesday. It will be a working meeting focused on the Training Catalog and SOP 1-128 (Content of Training Courses). There will also be an open discussion on what courses people are interested in seeing TNI develop.

   Calista will check on her timing with a possible presentation she needs to make in the Assessor Forum (Best practices in assessment report writing.) If there is a conflict, Ilona will help lead the meeting during her absence.

5. Training Webinar

   A few people on the Committee attended the training webinar that Melanie Ross did on November 29, 2022. A few takeaways from the class included:
   - Training is more than just classes. There are many different options for training.
   - The student's competence at the end of the training needs to be evaluated. This could be done through the student's signature confirming understanding, reviewing records prepared by the student (homework), test administration or observation by the trainer.
   - Blogs can be another method of training.

6. Action Items

   See Attachment B.

7. New Business

   None.

8. Next Meeting and Close

   The next teleconference meeting will be on February 10, 2023 at 1pm Eastern. *(Addition: The meeting was postponed to February 17, 2023 at 1pm Eastern.).* The Committee will also meet in person in San Antonio on January 10, 2023 at 1pm Central.

   Calista adjourned the meeting at 2:38pm Eastern.

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 **Absent**	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.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
Associate Members:	**Present**		

Voting Members	Represent	Affiliation	Contact Information
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney	X	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		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore			
Elizabeth Turner	X	Pace Analytical Services	elizabeth.turner@pacelabs.com
Melanie Ross	X	ANAB	mross@anab.org
Jennifer Best		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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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.