

## **Training Committee Meeting Summary**

**February 11, 2022**

### 1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on February 11, 2022 by teleconference. The meeting was attended by 8 Voting Committee members and 10 Associate Members (see Attachment A). There was also 1 guest: Leah Villegas (EPA).

The January meeting minutes from the January 20, 2022 meeting in San Antonio were reviewed. *(Addition: The minutes will be voted on at the next meeting.)*

### 2. Review of San Antonio Conference

Copies of the material distributed at the San Antonio meeting were distributed to Committee members. They provide as a summary of what was presented to the TNI membership in attendance at the meeting. There was general support of the concepts presented.

The January 20, 2022 minutes provide a summary of the feedback received at the Training Meeting held in San Antonio.

The Training Committee will continue to work closely with Credentialing Task Force as TNI starts looking at implementing the credentialing program. The Training Committee will need to help develop classes to support this effort.

### 3. Workgroup Reports

#### Credentialing Report – Jerry Parr

See update in Section 2 of these minutes.

#### Report from Training Opportunities Workgroup

The Workgroup met on February 4, 2022 to finalize the list of classes for the upcoming RFP. There were some courses that will be removed from the RFP because they are going to be taught by TNI Staff or Committees. They don't need to go out for bid.

The Committee is reviewing final language this week and then Ilona will develop the RFP and Jan will distribute it to the TNI membership list. It was suggested in San Antonio that the RFP should be distributed to more than people than our consultant's list.

The thought was that other people may want to get involved in training, but don't realize the opportunity is available.

The deadline to respond to the RFP will be March 15, 2022.

#### Social Media Workgroup

Jerry Thao has Linked In up and working. She is reaching out to committee chairs to build content. Ilona noted that NEFAP would definitely like to work with her.

#### 4. Action Items

See Attachment B.

#### 5. New Business

None.

#### 6. Next Meeting and Close

The next meeting will be on March 11, 2022 at 1pm Eastern. *(Addition: The March meeting was canceled, so the next meeting will be April 8, 2022 at 1pm Eastern.)*

The meeting was adjourned at 2:03 pm Eastern.

Attachment A

**Participants  
TNI Training Committee**

| <b>Voting Members</b>                        | <b>Represent</b>                | <b>Affiliation</b>                      | <b>Contact Information</b>                 |
|--|---------------------------------|---|--|
| Calista Daigle<br>Chair<br><b>Present</b>    | Lab                             | Pace Analytical Services, LLC.          | Calista.Daigle@Pacelabs.com                |
| Mark Alessandrone<br><b>Absent</b>           | Other                           | Markay Consulting Group                 | mark@markaycg.com                          |
| Aaren Alger<br><b>Absent</b>                 | Other                           | Alger Consulting & Technology           | aaren@alger-consulting.com                 |
| Derek Chen<br><b>Present</b>                 | Lab                             | City of Sacramento<br>Water Quality Lab | cydchen@gmail.com                          |
| Jack Farrell<br><b>Absent</b>                | Other                           | Analytical Excellence, Inc.             | aex@ix.netcom.com                          |
| David Fricker<br><b>Present</b>              | AB                              | A2LA                                    | dfricker@a2la.org                          |
| Salima Haniff<br><b>Absent</b>               | Lab                             | Bureau Veritas Laboratories             | Salima.Haniff@bvlabs.com                   |
| Catherine Katsikis<br><b>Present</b>         | Other                           | LDCFL                                   | catherinekatsikis@gmail.com                |
| Veronika Kerdok<br><b>Absent</b>             | Lab                             | New York City DEP                       | VeronikaZ@dep.nyc.gov<br>kerdokv@gmail.com |
| Joe Manzella<br><b>Present</b>               | Lab                             | Orange County Sanitation District       | JManzella@OCSD.COM                         |
| Mitzi Miller<br><b>Absent</b>                | Other                           |   | mitzmi@comcast.net                         |
| Tami Minigh<br><b>Present</b>                | Lab                             | City of Daytona Beach                   | MinighTami@CODB.US                         |
| Dee Shepperd<br><b>Present</b>               | Other                           | ddms, Inc.                              | ddbergere@gmail.com                        |
| Jerry Thao<br><b>Present</b>                 | Lab                             | Pace Analytical Services, LLC.          | Jerry.Thao@pacelabs.com                    |
| Jerry Parr<br>(ex-officio)<br><b>Present</b> | Executive Director / Ex Officio | TNI                                     | jerry.parr@nelac-institute.org             |
| Ilona Taunton<br><b>Present</b>              | Program Administrator           | TNI                                     | ilona.taunton@nelac-institute.org          |

| <b>Voting Members</b>     | <b>Represent</b> | <b>Affiliation</b>                                     | <b>Contact Information</b>  |
|---------------------------|------------------|--|---|
|                           |                  |  |   |
| <b>Associate Members:</b> | <b>Present</b>   |  |   |
| 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           | X                | 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          | X                | Pace Analytical Services                               | elizabeth.turner@pacelabs.com<br><a href="mailto:mross@anab.org">mross@anab.org</a> |
| Melanie Ross              | X                | ANAB   |   |
| Natalia Larrimer          |                  | ANAB   | nlarrimer@anab.org  |
| Jennifer Best             | X                | EPA  |   |
| Michella Karapondo        | X                | EPA  |   |
| Jessica Jensen            | X                | City of Derby, KS                                      |   |

Attachment B: Training Committee Action Item Summary

|   | <b>Task Description</b>                                    | <b>Document Number</b> | <b>TNI Contact</b> | <b>Committee Contact</b> | <b>Start Date</b> | <b>Complete Date</b> | <b>Communication</b> | <b>Notes</b>   |
|---|--|------------------------|--------------------|--------------------------|-------------------|----------------------|----------------------|--|
| 1 | Complete Charter   |                        |                    | Calista                  | 5/12/20           | 10/23/20             |                      | 7/10: Sent to Policy Committee<br>Policy Committee sent recommended changes for review in September.<br>9/18: Agreed with updates. Calista will correct tenses by October meeting.<br>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           |                      |                      | 9/18: Still waiting on response about options on catalog.<br>2/12: Ilona will continue to work on this.<br>4/6/21 – Checked to see what William needs to get started.<br>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.<br>11/13/20: Committee decided not to form this Workgroup at this time.<br>3/12/21 – Committee started talking about marketing.<br>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.<br>2/12/21: Jerry is working on a tri-fold brochure.<br>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.<br>1/15/21: Jerry is working on this.<br>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 <sup>st</sup> meeting.<br>4/9/21: Group is developed and ready to start meeting.<br>5/21/21: Group has started meeting. Removed “Develop Digital Badges /” from action item.<br>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.<br>2/12/21: First meeting was 2/11/21.<br>3/12/21: Group has started work.  |
| 12 | Develop Training Opportunities Workgroup   |                        | Ilona              |                          | 10/23/20          |                      |                      | 1/15/21: Workgroup started work by email.<br>2/12/21: First meeting was 2/12/21.  |

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|----|---|------------------------|--------------------|--------------------------|-------------------|----------------------|----------------------|---|
|    |   |                        |                    |                          |                   |                      |                      | 3/12/21: Group has DRAFT courses for RFP.<br>4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps.<br>7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 <sup>th</sup> 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<br>HOLD   |                      |                      | Discussed: 3/12/21<br>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<br>4/9/21: Send out flyer with new courses instead.<br>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 at adding questions to TNI membership application.<br>11/19/21: Send proposal to Board for review.<br>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     |         |  |   |