

**Training Committee
Meeting Summary
March 10, 2023**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 11am Eastern on March 10, 2023 by teleconference. The meeting was attended by 4 Voting Committee members and 5 Associate Members (see Attachment A).

There was no quorum for voting, but Calista decided to go ahead and meet and work on material that did not need to be finalized.

2. Competency Task Force

The name is being changed to the Credentials Committee.

They are looking for additional members – especially ABs. William is working on getting software running. They are working on quizzes – need to do 12 and 6 are done. Looking for volunteers to develop questions. They will ask trainers for help. Hoping effort will be done by July. The plan is to open it up with things that are finished and then provide others as available.

3. SOP 1-128 – Content of TNI Training Courses

The Committee began review of DRAFT SOP 1-128:

Section 1 - None

Section 2 – remove “either webinar or webcast” This applies to all training.

Marlene asked about the need for an Agenda. She thinks they should be available for all courses. This would require going back to all courses and adding it. Classes now don't have it. Remove it.

Section 4.

Definitions – Format changes.

Typo corrected.

Section 3 – OK – add link.

Section 5.1.1:

- Remove either by contract or agreement.
- Change information to details.

Section 5.1.2:

- start at Provided and remove webinar and webcast. Details instead of elements.
- Remove 7a.

Section 5.1.3

- Remove webinars and webcasts.

Section 5.1.5 – OK

Section 5.1.6 – delete list. Refer to 5.1.2.

Section 5.2.4 – measure instead of test.

Section 6.0 – Records

Do we need to provide a copy of the STP or put as described by the Training Coordinator. Maybe too much information. Simplify the statements. Remove STP throughout document and also in 5.1.1.

Customer Service Job – Pick another class.

- Ilona and Jerry will work on the examples.

(Elizabeth joined in.)

Put a section in the catalog – Meet our trainers. Put their biography and picture in one place that people can go back to.

Marlene asked about the need for a Catalog – should be a synopsis of the courses – no fees, etc ...

Reviewed – posted as a webpage and not a Word document. Makes it easy to review.

The Summary page on the website will go away.

(Melanie added in 2pm.)

It will be one document that will come up when the EDS page is accessed. There is not a separate catalog and separate web page.

SOP –

Need to update the examples. Then send out for email review and vote.

4. Agenda for Summer Conference

The Committee will be meeting on Thursday afternoon from 1-3pm Central.

Include:

Activities

Course

Linked in

SOP on Testing

5. Action Items

See Attachment B.

6. New Business

None.

7. Next Meeting and Close

The next teleconference meeting will be on April 14, 2023 at 1pm Eastern. *(Addition: The April and May meeting were canceled and the Committee's next meeting was in June.)*

Calista adjourned the meeting at 2 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
Mark Alessandrone Absent	Other	Markay Consulting Group	mark@markaycg.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
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
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		
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			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		
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 1 st 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. 10 th 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. 2/17/23: SOP 1-128 will need to be finalized.
22	Prepare SOP for developing tests.		Ilona/Jerry	Marlene Mark		TBD		Added 10/14/22. 2/17/23: Marlene and Mark will start work on this to present at March meeting.
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.

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24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128		Calista Ilona Elizabeth	TBD			Added 11/22/22.
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023.