Training Committee
Meeting Summary
March 13, 2025

1. Roll Call:

   Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on March 13, 2025, by teleconference. The meeting was attended by 4 Voting Committee members and 2 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.

   There is not a quorum today, so minutes will be reviewed next month. Ilona provided a summary of the February meeting in Jacksonville, FL and will include it in today's minutes as an attachment for approval with the minutes (Attachment B).

2. Credentials Committee Update

   Jerry reported that the Committee is continuing to 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.

   TNI is looking at developing a Young Professionals Program and a new Professional Development Program that will include the Training and Credentials Committees. A Task Group is being formed to work on putting this Program together. Jerry will lead this effort. Ilona will be participating, and Calista, Elizabeth and Joe also volunteered to help.

   TNI is also developing the Jack Farrell Analytical Excellence Scholarship. This will help individuals from small laboratories participate in participating in the credentialing opportunity. Jerry will be asking the Task Group to also work on how to set this up. Maybe setup a way to contribute to this scholarship fund on meeting registration forms, etc.

   Ilona noted that during the CSDP EC meeting there were questions about how expert committees are going to develop KSAs for the technical specialist. Jerry noted that nothing needs to be done now and more information will be available after August. It will likely be a two-year project. The Standards need to be completed and implementation tools for those standards are also needed.

3. Training Review

Assignments are still set-up for the reviews but the group needs to meet in April to circle back on timing for reviews and confirm assignments still work for people.

4. Training Opportunity

Ilona reviewed the courses being considered for the upcoming RFP: Change Management, How to Write Effective Non-Conformances, Management Reviews as a Strategic Planning Tool, and Integrity Training.

There was discussion on the need for the Change Management course because there have been some classes that have discussed this. I was decided to leave this in place and Elizabeth will update the description to include more on risk management.

Marlene expressed concern about the Integrity Training she was working on. Given all that is happening in EPA right now, this may not be the right time to develop this class. The class would be based on an EPA policy that was developed the end of last year. There was agreement to put the class on hold.

The RFP will go out in April.

5. Mentor Session and Assessment Forum Update and Surveys

The Labtopia presentation will turn into a workshop at NEMC.

Marlene asked how people can make suggestions after the session surveys are closed. This will be considered. Marlene noted that she gets surveys back from her Basic Assessor training courses. She will share these with Ilona and Calista in the future.

Ilona noted that most of the Survey responses are turned in by people with lots of experience.

- Maybe find out in the conference registration the number of years of experience. Is it just more people with experience that attend?
- Survey for conference is on paper. Jerry is interested in turning it into an electronic survey like that being used in these sessions. Many ask how long someone has worked in the industry? Is it your first conference – maybe in registration. Ask if first time attendee in application.

Ideas for sessions at NEMC were discussed:

- Prepping for assessments. – lab side. Do the same in Assessor forum? From AB perspective.

- Assessment Forum is not just for assessors. It morphed from just assessors and into assessments so labs and ABs would both be interested.
- Assessment is on the process of assessments and the Mentor is implementations of the Standard.
- Maybe go back to a panel in the assessment forum.
- Assessment – Prepping and organizing for an assessment.
- How to address findings/or corrective action. What if you disagree?
- Consumables Task Force for a future mentor session.

6. Finding Providers for the Technology Classes

   This will be added to next month's agenda since there was not time to discuss this topic.

7. New Business

   None.

8. Action Items

   See Attachment C.

9. Next Meeting and Close

   The next teleconference meeting will be April 10, 2024, at 1:30 pm Eastern.

   Calista adjourned the meeting at 2:31 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	4shley4at.turner@et.eurofinsus.com
Melanie Ross **Present**	Other	ANAB	mross@anab.org
Veronika Kerdok **Absent**	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		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	4shley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org

Marlene Moore	X	Advanced Systems, Inc	
Jennifer Best		EPA	
David Feist	X	ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Forum Meeting Summary

Training Committee
Forum Meeting Summary
Jacksonville, FL
February 5, 2025

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 10:30am Eastern on February 5, 2025, in person in Jacksonville, FL. Voting members present: Joe Manzella, Elizabeth Turner and Calista Daigle. In addition, Jerry Parr and Ilona Taunton were present. With only 3 voting members present, only information was shared and received.

2. Meeting Summary

- Calista provided an update – see slides in Attachment C.

- Attendees were asked to share ideas for possible courses:
  - A course to help people prepare for the credentialing exam.
  - Change Management
  - More lab skills classes.
  - Partner with EPA or prepare a class to help people prepare for the EPA Certification class.

- Ideas to improve training website:
  - Ask trainers for key words that might help when doing searches. Add to the application.
  - Include a few reviews for a course – testimonials?
  - Set-up an auto-notification when new courses are posted.
  - Look at putting packages together – multiple courses for a single fee. Might be helpful for someone working on a credential. Need to discuss with trainers since TNI does not own all the classes.
  - Add a list of other classes someone might be interested in looking at if they purchase a class.
  - Include example slides and a snippet of video with the course description. Trainers might be able to help choose examples.

- Marketing Suggestions:
  - Look for like-minded groups like APHL and share course offerings.
  - Use Clue In first of every month to announce training courses being offered.
  - Add new training courses to the EMC agenda.

    - Look at other website beyond LinkedIn to share training information. Younger generation does not use LinkedIn very much. Look at Instagram and ability to cross post.
    - Approach universities in the cities where we are planning to do a conference and provide them with information on website training courses that might be beneficial to their students.

- Ideas to improve training:
    - Need to review how Groups handle tests for CEUs. Ilona has an idea on how to handle this differently for Webinars, but need to look at Webcasts. Will the new system designed by William work for multiple test takers on a group purchase?

- Mentor Session – Assessment Forum

  Sessions went well. Survey results will be reviewed at the March Training meeting.

- Presentation – How to Complete an Application to be a TNI Trainer

  Ilona presented training for the attendees. Updates will be made to incorporate suggestions above and a recording will be updated for posting.

Attachment C: 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 implemention 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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
	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 Pakcage		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.