Training Committee
Meeting Summary
March 24, 2026

1. Roll Call:

   Calista, Chair, called the meeting to order at 1:30pm Eastern on March 24. 2026, by teleconference. The meeting was attended by 3 Voting Committee Members and no Associate Members (see Attachment A). Jerry Parr was also in attendance.

   There were no meetings in October 2025 through February 2026. Meeting cancellations were due to work schedules and lack of a minimum number of voting members (less than a minimum of 3).

   There was not a quorum at today's meeting. The Committee met to gather input and review information, but no official business or voting was conducted.

   The agenda was reviewed and there were no changes made. It was approved by unanimous consent.

   There are minutes completed that still need approval (June, July and September 2025). These minutes will be reviewed at the next meeting or by an email vote.

   (Addition: An email vote was started on November 4, 2025, to add Mei Beth Shepherd as a new member of the Committee. Membership was part of the September meeting agenda, but there was not a quorum at the September meeting, so no voting or decisions were possible. A motion was made by Melanie by email on November 4, 2025, to approve Mei Beth as a voting member of the Committee. The motion was seconded by Elizabeth by email on November 4, 2025. Votes: For: Melanie, Elizabeth, Calista, Joe, Against - 0 Abstain -0. No other votes could be found, so a quorum for voting was not reached. The vote will be redone by email and recorded in the April meeting minutes.)

2. Training Class Survey

   Ilona presented a revised evaluation survey to replace the prior Webex-based tool, which is no longer viable due to platform changes. The new survey will be administered through Microsoft Forms, enabling centralized tracking across both live webinars and recorded webcasts.

   Discussion:
   - Addition of "preparing for a credential" as a reason for attending
   - Adjustment of rating scales for knowledge-based questions to reflect level (low to high) rather than agreement
   - Removal of the question "Would you take another course from this instructor?"
   - Correction of numbering inconsistencies
   - Compare pre- and post-course knowledge levels

Ilona discussed the possibility of maintaining instructor ratings to look for trends and potential concerns. This was an old action item the Committee has not worked on. There was general agreement to do this.

Ilona also noted that in conferences people asked about rating classes and sharing that on the website course descriptions. Ratings would only be posted after a minimum number of responses – what is this number? 5? A minimum number would help prevent misleading conclusions from a small number of responses. Comments about the class could also be included. There was general interest in this also.

The survey will be distributed by email in webinars. This could be before the class is given, but there has been some history that people often open them too early even though it says not to. Need to also allow for follow-up requests for missed surveys.

3. Transition from Webex to Microsoft Teams

Ilona noted that TNI is transitioning from Webex (used since 2011) to Microsoft Teams due to cost considerations and a chance being made to offered platforms from Webex. Teams was used for the Basic Assessor Training to try it out. There were a few technical issues related to breakout sessions and polls. Polling may be supported through integration with Slido.

The group agreed that Teams is a practical and widely accepted platform, though configuration details are still being finalized.

4. Mentor Session and Assessment Forum

Calista presented themes for upcoming sessions:

- Mentor Session:
  Modernizing without compromise: reducing manual burden while focusing on what matters most
- Assessment Forum:
  Modernizing without compromise: improving assessments of laboratory verification and validation data

Jerry provided additional context on industry challenges related to method validation, regulatory expectations, and the application of ISO 17025. He emphasized the need for assessor-focused training on evaluating validation data and applying professional judgment.

5. Concept for Expanding Credentialing Exams

Jerry presented a proposal to expand credentialing exam access through geographically distributed in-person testing. The concept includes:

- Utilize credentialed professionals as local proctors
- Match candidates with nearby locations
- Offer incentives (e.g., conference registration) for proctors
- Schedule exams prior to major conferences
- Continue to provide preparatory webinars

The proposal received positive feedback and will be presented to the Credentials Committee.

6. Training Opportunities

Ilona decided to present some options for feedback to the Committee instead of holding a separate Workgroup meeting because of limited availability of Workgroup members. Ilona reviewed some training class opportunities in development:

- Discipline-Specific Technical Training Proposal

  A proposal from Matt Sika outlined a modular training series focused on applying TNI standards within specific technical disciplines. The emphasis is on practical implementation rather than methodology alone.The group expressed interest, noting alignment with broader training goals.

- FSMO-related training presented in Boston. It is being converted into a Webcast

- Radiochemistry training (Houston, with future webinar version)

- Internal audit training (field-focused)

- Mary Johnson courses:
  - June: Integrating Training into Laboratory Operations
  - July: BOD Technical Training

- Emerging and Supporting Training
  - Advocacy Committee: new member orientation and accreditation overview
  - Emerging Professionals: simplified EPA regulations webinar

- Software Validation Training
  Jeane' Mensingh is preparing a course on validation of user-developed software, with plans for a fall webinar.

- MDL Training Update

  Jerry discussed revising the existing MDL course to focus on practical implementation rather than theory.A new approach was proposed:

  - Partnering with a laboratory practitioner
  - Incorporating lessons learned from real-world implementation

  The group supported this direction and confirmed that MDL training remains necessary, particularly for newer personnel.

- FSMO / "Scared Straight" Training Course Update

  Jerry revisited a previously developed training (originating from a 2016 presentation by John Moorman) related to FSMO accreditation. Upon review, he determined that the content is more comprehensive than originally assumed and extends beyond a

simple promotional overview. Ilona noted that she has discussed re-doing this class with Marlene Moore and she is interested in doing it. She is reaching out to John Moorman to see if he is interested in participating. Inclusion of AB perspectives should be included in this version of the class also.

Next RFP

Ilona discussed plans for the next RFP strategy and suggested it focus on vendor and technical training. The workgroup could target a Request for Proposal (RFP) focused on technical training and engage vendors presenting at NEMC (e.g., instrument manufacturers). Another thought is to figure out how to reach out to experienced technical directors and retirees as potential instructors.

NEMC Integration

- Host an informational session during NEMC to engage potential instructors
- Target vendor participation during non-exhibit hours
- Present training needs and proposal process
- Supplement outreach by identifying individuals from registration lists

There was general agreement with this approach.

7. New Business

None.

8. Action Items

See Attachment B.

9. Next Meeting and Close

The next teleconference meeting will be April 9, 2026, at 1:30 pm Eastern. *(Addition: The meeting was rescheduled to April 24, 2026.)*

The meeting was adjourned 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
Salima Haniff **Absent**	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella **Absent**	Lab	Orange County Sanitation District	Jmanzella@OCSD.COM
Elizabeth Turner **Absent**	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross **Present**	Other	ANAB	mross@anab.org
Veronika Kerdok **Absent**	Other		kerdokv@gmail.com
Wanda Harney **Present**	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
Dee Shepherd		ddms, Inc.	ddbergere@gmail.com
Marlene Moore		Advanced Systems	mmoore@advancedsys.com
Mei Beth Shepherd		Shepherd Technical Services, LLC	mbshep@sheptechserv.com

Attachment B: Training Committee Action Item Summary 2024/2025

	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. Feb 2025 – Presentation done in Jacksonville. Will be redone when website is operational to accommodate any new procedures.
14	Reach out to vendors for possible training opportunities.		Jerry			3/12/21			Discussed: 3/12/21 Placed on Hold – 5/21/21 4/10/25: Discussion Started.
21	Develop Training Catalog			Elizabeth Turner			Feb 2025	COMPLETE	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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									9/28/23 – Calista, Elizabeth and Ilona assigned to review comments and finalize SOP for a vote in October. 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. Feb 2025 – New website presented in Jacksonville. COMPLETE
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.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									4/11/24: Edits were presented. No quorum. 7/8/24: Final SOP approved.
29	Develop new course Survey process. Old system is no longer working.		Ilona						4/11/24 – Ilona presented the Microsoft Forms Survey program.
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	2/2/25	COMPLETE	Due early January. Complete at January Committee meeting. 2/2/25: Plan submitted and discussed at TNI 5 year strategic planning meeting.
33	Work with Vendors to provide technical training courses.		Ilona/Jerry		12/12/24				On hold NEMC 2025 meeting.
34	Help Develop Credentialing Exam Preparation Course		Jerry		4/10/25	4/10/25		COMPLETE	

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
35	Newsletter article about instructors for Technical training classes.		Ilona		4/10/25	TBD			
36	Look into PDH related to States advertising our classes.				6/12/25				Discussed in June and July meetings.
37	Re-do 2017 MDL training class.		Jerry		9/11/25	TBD			