Training Committee
Meeting Summary
April 10, 2025

1. Roll Call:

   Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on April 10, 2025, by teleconference. The meeting was attended by 4 Voting Committee members and no 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.

   The Committee reviewed the March minutes with the attached February meeting summary and there were no suggested changes. There was not a quorum, so minutes will be sent by email for approval.

2. Summer Meeting Registration – St. Louis, Missouri

   The meeting is scheduled for August 4th through the 7th and then there is a workshop on cybersecurity on the 8th. The first credentialing exam will also be given on the 8th. Registration is open. Register by June 21st for Early Bird registration.

3. Credentials Committee Update

   Jerry reported that the Committee is continuing to work on the KSAs for Technical Specialist in Chemistry. They will likely take at least a year to complete. They have finished up sample preparation for metals. This month they will begin work on a guidance document so that Asbestos, Microbiology, Radiochemistry and WET Expert Committees can help with KSAs for Technical Specialists in their areas.

   Ilona confirmed that timing for the Expert Committees to work on this will be after the summer meeting. Jerry noted that Standards are still being worked on, implementation tools will need to be developed and NELAP will have to determine an implementation date. He thinks it will be 2027 or 2028 before technical specialist will be implemented. This should give the Expert Committees plenty of time to develop the KSAs.

   Jerry shared some ideas on Radiochemistry training and Ilona noted that the Radiochemistry Expert Committee is developing new training classes for non-radiochemists and is looking at simplifying the technical specialist requirements.

4. Training Classes

Dorothy submitted a course titled “Keys to Quality Management” which is being planned for late May. It will be a 4-class series. It is a basic overview of topics required to be a successful quality manager. She will take different lab sizes into consideration in her presentation of material.

Mary Johnson is planning to update her wastewater class to incorporate new information. She is looking at July for this class.

Jeanne Mensingh is interested in teaching the course on lab software/programs validation. This was on a previous RFP that we did not get any bids on. She will be looking at providing a training proposal and teaching the class after the summer meeting.

Jerry is working on a class to help people prepare for the Credentialing Exam. He asked for input on what should be covered. The course will be 2-3 hours long.

Ideas:
- Short overview of the program.
- Give a cursory review of the exam process and what the test will include.
- Give example questions in each area and then go over correct responses. Could do this with poll questions or Ilona could provide a link with example questions to go over together? Should give at least 2 questions in each area. Looking at minimum of 24 questions.
- Course should be modestly prices. Maybe $65.
- Maybe people could be offered the course when they sign-up for the exam. Maybe class could be half price for people that sign-up for the exam?
- The class should be given late June or early July.
- Maybe add a small section on how to prepare for the exam – study hints?

Ilona noted that information about Credentialing should be getting shared on LinkedIn. Calista noted that we should also be talking about this in St. Louis. Maybe a morning slide and something about it in a morning announcement.

Jerry noted that he will be working with William to put something on the website to make it easier to see what classes would benefit someone taking a credentialing exam. After looking closer at the website, this feature is available when you click on the digital badges tab. You can see all the related classes.

5. Training Review

The assignment spreadsheet was sent to the Workgroup members with some suggested meeting dates to get updates and target completion dates for the reviews.

6. Professional Development Program

Jerry shared that the Board created a Task Force during their March meeting, and he has volunteers from both the Training and Credentialing Committees to be a part of it. He is working on a DRAFT Charter and will set up a first meeting in the next few weeks. Sharon Mertens may take over the Chair role of the Task Force. The Task Force needs to figure out the role of an executive committee. Both Training and Credentialing are doing great work, and an executive committee would not need to manage their work. It should not stifle the two committees. They will be taking on the Young Professionals group development and how to administer the Jack Farrell scholarship. Membership on the Task Force is currently Ken Brown, Robin Cook, Calista Daigle, Theresa Johnson, Harold Longbaugh, Joe Manzell, ElizabethTurner, Ilona Taunton and Lynn Bradley.

7. How to Develop Providers for the Specific Knowledge Courses

Calista reminded people that when finding providers for technical courses was discussed previously, Jerry mentioned that KSAs will need to be more developed. Jerry noted that they have enough to get started on inorganic non-metals. Need to look at Mary Johnson's course and see what is covered and what else might still be needed.

Marlene and Dorothy have some basic balance and volumetric classes available.

May need a course on digestions, spectral photometry and fluorimetry, including analyzers and flow injection. Maybe pH, electrode, BOD and cBOD.

Each Expert Committee will complete the KSAs and then determine what classes are needed.

Ilona commented that we have discussed approaching vendors for these technical classes, but maybe approaching past Technical Directors and perhaps even current ones might be an option also. For the current ones, we'd need to think through incentives for why they may want to do that – increase company reputation, a discount on some training classes, etc … Maybe write an article for a newsletter to get people to start thinking about this.

8. New Business

None.

9. Action Items

See Attachment B.

10. Next Meeting and Close

The next teleconference meeting will be May 8, 2025, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:29 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	5shley5at.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	5shle.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	5shley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org

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

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			

	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				