

**Training Committee
Meeting Summary
April 11, 2024**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on April 11, 2024, by teleconference. The meeting was attended by 5 Voting Committee members and no Associate Members (see Attachment A).

The agenda was reviewed. There were no changes to the agenda, and it was approved by unanimous consent.

The March 14, 2024, meeting minutes were reviewed, but there was no quorum to vote.

The Committee met to share updates, but no official business or voting could be done.

2. Committee Charter Update

Calista sent a copy of the revised Charter to the Committee by email. The Committee is adding the Assessor Forum and Mentor Session to its Charter.

12. Joe questioned the Success Measure regarding attendance. Ilona and Jerry agreed with his concern. It varies between the two conferences and the Committee cannot control what other sessions are being held at the same time.

13. One of the Success Measures for the Mentor Session is providing a certificate for attendance. This needs to be further discussed. It is not currently being done.

Do we need an SOP to describe how these sessions are organized and what the expectations are? Do you need to count attendees?

Calista remembers that at one time there was a sign-in sheet for the assessor forum. It was for some sort of training credit. They used to give a certificate to assessors. It helped with annual refresher training requirements. Ilona noted that there are some electronic means that can be utilized to make doing something like this easier. She could prepare QR codes for attendance and a meeting survey.

The meeting dates needs to be updated in the Charter also. The Committee is meeting more frequently than quarterly.

This will be further discussed in May when the Committee has a quorum.

3. SOP 1-129

Edits were made to this SOP. There were minor edits and process language was removed.

- Under section 3 – Elizabeth has a new document to add. This needs to be added to the SOP.
- Section 4 – Paul Junio is doing this. New definition for difficulty – High.
- Section 5.3.1 – Do we need more people to review the test questions? Look for reviewers to review questions. Ilona noted that she will need to get the tests sooner from the trainers in order to make this additional review possible before the course date.

4. Credentialing Committee Update

The Committee has started working on a new KSA document for Technical Specialist - Inorganic – Non-metal. It will take 3-4 months to get through document. Parallel work is being done on Technical Specialist language by the Quality Management Systems Expert Committee. The Credentialing Committee is wrestling with what falls into each category.

5. Training Courses

Jerry is working on a 2-hour training course on EPA announcement - Sampling and Analytical Considerations for National Primary Drinking Water Regulations for PFAS. He is reading through 700 pages to develop this class. The class will be the end of April or the first week of May.

6. Social Media

Jerry Thao is continuing with the “Get to know TNI” updates and training class information is being posted. Reminders going out 1 week before classes.

Posts for conferences will go out too. Send Jerry Thao any information that can be shared.

7. Training Course Survey

Ilona looked into the survey programs mentioned in the Columbus, OH meeting. She liked the Microsoft Forms Survey best. She provided a few examples of what it can do on screen. There was general agreement that the capabilities of the program would work

well to do training surveys. A link in Webex can take people to the survey after they take it and then it can be scored in a database. This will be further discussed next month.

8. Action Items

See Attachment B.

9. New Business

None.

10. Next Meeting and Close

The next teleconference meeting will be May 8, 2024, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:52 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
Jack Farrell Present	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@bureauveritas.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner Present	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross Present	Other	ANAB	mross@anab.org
Veronika Kerdok Present	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			ashley.larssen@kcmo.org

		City of Derby, KS	
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

	Task Description	Document Number	TNI Contact	Committee Contact	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?

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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.
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		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. 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. 10/27/23 – Reviewed and will be sent out for email vote. 12/19/23: SOP 1-128 was approved by the Board and

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								implementation 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			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			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.
29	Develop new course Survey process. Old system is no longer working.		Ilona		TBD High Priority			4/11/24 – Ilona presented the Microsoft Forms Survey program.
30	Update Charter to include Mentor Session and Assessor Forum.				4/11/24			4/11/24: Started editing Charter. No quorum.