Training Committee
Meeting Summary
April 24, 2026

1. Roll Call:

Calista, Chair, called the meeting to order at 1:30pm Eastern on April 24. 2026, by teleconference. The meeting was attended by 4 Voting Committee Members (quorum) and 2 Associate Members (see Attachment A). Jerry Parr (TNI Executive Director) was also in attendance.

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

The June, July and September 2025 meeting minutes were reviewed for vote since there were not quorums at previous meetings to finish these votes. The March 2026 meeting minutes were also distributed for review.

A motion was made by Joe to approve the June 12, 2025, meeting minutes as written. The motion was seconded by Melanie and unanimously approved.

A motion was made by Joe to approve the July 10, 2025, meeting minutes as written. The motion was seconded by Joe and unanimously approved.

A motion was made by Joe to approve the September 11, 2025, meeting minutes as written. The motion was seconded by Melanie and unanimously approved.

The March meeting minutes were reviewed. A motion was made by Melanie to approve the March 24, 2025, meeting minutes with correction of the committee roster. There was concern regarding a vote related to Mei Beth's membership status. The motion was seconded by Joe and unanimously approved.

*(**Addition**: The March meeting minutes were reviewed, and Ilona made some additional updates after the April meeting. A friendly amendment was made by email by Melanie and seconded by email by Joe to add the information regarding the cancellation of meetings since September 2025, Mei Beth's membership vote in November, and to update contact information in the roster. Vote: For – 5 (5-12-26 – Melanie, Joe, Salima, Elizabeth, Calista) Against – 0 Abstentions – 0. The motion passed and the minutes will be sent for posting.)*

*(**Addition**: As noted in the addition to the March meeting minutes, Mei Beth is still an Associate Member. A motion was made by Elizabeth by email on 5-12-2026, to add Mei Beth as a voting member of the Committee. The motion was seconded by Salima by email on 5-12-2026. Vote: For – 5 (5-12-26 – Elizabeth, Calista, Melanie, Salima, Joe) Against – 0 Abstentions – 0. The motion passed and Mei Beth has been added as a voting member to the Committee.)*

2. Membership Review

Ilona reached out to a number of Committee members to confirm their continued interest in working with the Committee. The roster in Attachment A reflects the current Committee membership.

3. Credentials Committee Update - Jerry

Jerry provided the following update by email on

Mentors
The Credentials committee discussed this topic and had a number of comments/thoughts about this effort, including:

- What about mentors for those who do not have scholarships but want to go the digital badge route?
- Would the Credentials committee be too invested in this effort and guide them inappropriately? For example, a mentor could suggest a training course that might not be the best one.
- Could we have FAQ or something similar on the website to replace this?
- Could we take the numerous presentations done at previous conferences and make a free downloadable webcast to replace this?

Credentials would like PDP EC to revisit this topic at their next call.

KSAs for Organics
The committee reviewed draft language in section sample preparation for organics making several edits. The committee believes some Chat GPT language about sample management and holding times while important, is not specific to purge-and-trap. These should be moved elsewhere, perhaps in a new Section 6 on sample management.'

The committee then began reviewing the Chat GPT language on headspace which triggered a suggestion on whether this section was needed. A LAMS search revealed only 6 laboratories are accredited for Method 5021. Teresa pointed out that these were maybe cannabis laboratories, and a quick search of the Fields of Accreditation for one laboratory showed that was the case.

That discovery then led to a general discussion that a Technical Specialist need not know every single technique in a general area but be able to do so if and when needed. Jerry will reorganize this section for the May call.'

4. Mentor Session and Assessment Forum

The Committee reviewed the survey results from the Mentor Session and Assessment Forum in Boston.

The Assessment Forum survey received seven responses with an overall rating of 4.7. The mentor session received four responses with an overall rating of 4.25.

The Committee discussed the unexpectedly low response rate despite use of electronic surveys and QR codes. Suggestions included:

- Adding QR codes directly into the conference program
- Providing paper surveys in meeting rooms
- Continuing electronic surveys while manually entering paper responses into the reporting system
- Tracking attendance counts more consistently for session evaluation purposes

The committee agreed to continue experimenting with methods to improve participation and data collection.

5. Webinar Training Platform Update

In May, training webinars will begin using TEAMS instead of Webex. There are some functionality issues but they are being worked on. Breakout sessions were not working in testing, but they are now available through logging into the application instead of browser. There will be a need to work with trainers before class dates to be sure they are comfortable with the revised set-up. Ilona is scheduling practice sessions with each trainer within the week before the training.

6. Professional Development Program (PDP) Update – Joe

Joe provided the following updates:

- The PDP Executive Committee added three new voting members and two associate members since the Boston meeting.
- The committee is renaming the “Emerging Professionals” initiative to “Emerging Leaders” following feedback received at the Boston meeting.
- A scholarship workgroup has been established to develop procedures for reviewing applicants and awarding scholarship funds. Two applications were received and reviewed, with recommendations forwarded to the PDP Executive Committee. Ilona is working on gathering more information from the applicants before final approval decisions can be made.
- The committee discussed the importance of mentoring scholarship recipients to improve success with digital badge completion and ensure participants maximize the value of scholarship opportunities.

7. Training Opportunities

Ilona directed people to the March meeting minutes where courses in development were discussed.

The Committee will work on developing a meeting in Houston with vendors and other invited attendees to help expand technical courses related to the credentialing and badges. Ilona will prepare material for the Committee to review during the July meeting. The next RFP going out in July will be directed to persons offering technical training.

8. Professional Development Hours

The Committee revisited previous discussions regarding tracking professional development hours. It was recalled that some of the issues previously discussed were regarding administrative burden and uncertainty about how hours would be tracked or

documented. The committee agreed to revisit the topic during the next meeting after a summary of prior discussions is distributed.

9. New Business

None.

10. Action Items

See Attachment B.

11. Next Meeting and Close

The next teleconference meeting will be May 22, 2026, at 1:30 pm Eastern.

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 **Present**	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 **Present**	Other		kerdokv@gmail.com
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
Dee Shepherd		ddms, Inc.	ddbergere@gmail.com
Marlene Moore	X	Advanced Systems	mmoore@advancedsys.com
Mei Beth Shepherd	X	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			
38	Provide QR Codes in conference Programs		Ilona		4/24/26				