Training Committee
Meeting Summary
May 22, 2026

1. Roll Call:

   Calista, Chair, called the meeting to order at 1:30pm Eastern on May 22. 2026, by teleconference. The meeting was attended by 3 Voting Committee Members (no quorum) and no Associate Members (see Attachment A). Jerry Parr (TNI Executive Director) was also in attendance.

   Though there was not a quorum present, it was decided to meet to share information, but no decisions could be finalized without a quorum.

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

   The April 24, 2026, minutes were reviewed, but there was not a quorum to vote. They will be reviewed during the next meeting.

2. Credentials Committee Update - Jerry

   Credentialing meets next week. They are making good progress on the KSAs for Organics. Minimal use techniques will not be included. Hoping to be done with Organics within the next 6 months. Then questions will need to be developed for all the KSAs.

   There are 3 people that have signed up to take the Credentialing Exam but have not made it to a meeting to take it. There was thought to figure out a way to let them take it remotely, but the decision is now that they will need to take the exam in Houston or Long Beach during these upcoming conferences.

3. Professional Development Program (PDP) EC – Joe Manzella

   The Committee met last Tuesday and focused on the Jack Farrell Scholarship. They received more information about the candidates and have proposed an award of $1695 to each candidate. They will both be pursuing the digital badge pathway. Suzanne is working on database to track all the scholarships, and the Committee is finalizing the award letters. The Committee talked about whether it is a mentor or advisor role that will be used to work the award recipients. This will be determined at the next meeting. The program budget and the Houston slides were also discussed. The next topic worked on will be the Emerging Leaders initiative.

4. Training Budget

   Jerry shared the 6-month PDP budget. There was a small loss. Labor and cost were more than expected.

Jerry is looking at course pricing to ensure we have at least a 45% profit. He asked how much the Committee wants to be involved? A review line by line needs to be done or the Finance Committee can make decisions. The Committee decided to ask Ilona, as the TNI Training Coordinator, to do the peer review and respond to Jerry. It will then go to the Finance Committee.

There was some discussion about changing pricing between the class webinar where it is live and the self-paced webcast recorded version. Look at increasing the TNI split for the webcasts.

5. Professional Development Hours

The Committee briefly revisited the possibility of awarding professional development hours for TNI training but postponed any decisions due to the lack of a quorum at previous meetings.

Jerry clarified that TNI does not need formal accreditation to offer professional development hours. However, acceptance ultimately depends on individual states or licensing organizations deciding whether they will recognize those hours.

Without a quorum today, this will be added to the July meeting schedule for final discussion.

6. Training Opportunities

Summary of courses in development:

- Discipline-Specific Technical Training Proposal – Matt Sica

  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 Committee expressed interest, noting alignment with broader training goals.

- FSMO-related training presented in Boston. It is being converted into a Webcast and will go on the next Training flyer.

- Radiochemistry training (Houston, with future webinar version)

- Internal audit training (field-focused on May 29th)

- Marlene Moore will be teaching a class on writing non-conformances on July 10th. There are already 19 registrations.

- Mary Johnson courses:
  - June: Integrating Training into Laboratory Operations (May 27th)
  - July: BOD Technical Training (June 30th) – 27 people are already registered.

- Emerging and Supporting Training
  - Advocacy Committee: new member orientation and accreditation overview
  - Emerging Professionals: Simplified EPA regulations/history 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 – Nicole said she can't provide anyone from Chemistry to work with Jerry. Calista or Elizabeth will work with Jerry on it. Jerry discussed revising the existing MDL course to focus on practical implementation rather than theory. The Committee supported this direction and confirmed that MDL training remains necessary, particularly for newer personnel.

- FSMO / "Scared Straight" Training Course Update. – Marlene in the Fall

  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.

7. New Business

   None.

8. Action Items

   See Attachment B.

9. Next Meeting and Close

   The next teleconference meeting will be July 24, 2026, at 1:30 pm Eastern.

   The meeting was adjourned at 2:26 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 **Absent**	Other		kerdokv@gmail.com
Wanda Harney **Absent**	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Mei Beth Shepherd **Absent**	Other	Shepherd Technical Services, LLC	mbshep@sheptechserv.com
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

Attachment B: Training Committee Action Item Summary 2025/2026

	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					COMPLETE	4/11/24 – Ilona presented the Microsoft Forms Survey program. 5/22/26: New survey is now being used for classes. COMPLETE
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. 5/22/26: Looking at providing vendors with information in Houston and preparing an RFP focused on technical training classes.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
34	Help Develop Credentialing Exam Preparation Course		Jerry		4/10/25	4/10/25		COMPLETE	
36	Look into PDH related to States advertising our classes.				6/12/25				Discussed in June and July meetings. 5/22/26: To be discussed in July.
37	Re-do 2017 MDL training class.		Jerry		9/11/25	5/22/26			5/22/26 – Jerry is looking for review to be done of training he is developing.
38	Provide QR Codes in conference Programs		Ilona		4/24/26				