

**Training Committee
Meeting Summary
May 9, 2024**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on May 9, 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 Committee met to share updates, but no official business or voting could be done.

(Addition: The December, March and April Minutes could not be approved due to lack of quorum. These minutes were reviewed and approved by email:

A motion was made by Elizabeth of June 10, 2024 by email to approve the December 19, 2023, March 14, 2024 and April 11, 2024 minutes for approval as written. The motion was seconded by Melanie on June 11, 2024 by email.

Vote: For – 6 (6/11/24: Wanda, Elizabeth, David, Jack, Joe and Salima) Against – 0, Abstentions – 0. The motion passed.)

2. SOP 1-129:

The SOP was reviewed and there appeared to be no controversial items. The SOP will be voted on at the next meeting or by email since there is not a quorum.

3. Charter Language

The Committee reviewed a revision to the Charter reviewed last month.

Discussion:

- Should there be a sign in sheet at the session and forum? Ilona commented that a QR code could be used to bring up a survey and verify someone was in attendance.
- Elizabeth sees people go in and out of meetings. Do they need to sign-in for a specific amount of time?
- Should a certificate be issued for attending a session or forum? Should this count towards credentialing?

This needs to be further discussed by the Committee since decisions there is not a quorum. It would take a lot of work.

Should the Committee develop a survey for the session? A QR code? Calista thinks this could be beneficial, but also noted that she does get feedback unofficially.

Calista, Val, and Judy will work on questions for a brief survey that can be given at the end of the session/forum. Ilona asked if a QR Code could be put into the program with the session descriptions. Jerry said yes and is considering whether something like this could be done for other sessions too.

4. Update on Credentials

Jerry provided an update. There were 4 test question reviewers. There were 833 questions and 199 were revised and 50 were deleted. The Committee is hoping to finish this review this week so the program can be launched in June.

The Committee is working on knowledge skills and attributes (KSAs) for Technical Specialists. Lab Assessors will need similar skills. This has been a lot of work and they are still just beginning. They are working on Inorganic – Non-metals.

5. Course Survey Update

Ilona reported that she spent a more time looking at the details of the Microsoft Forms survey program and still prefers this program. It can be accessed through a link within Webex to encourage people to fill it out after the class and the link/QR Code can be emailed as part of the material that is sent prior to class.

Ilona would like to form a workgroup to work on questions but there were no volunteers. Ilona will look back at the minutes from the Columbus meeting and see if she can reach out to the people commenting on ways to improve the survey. She would like a new survey process to be complete in July in time for new courses.

6. RFP

Proposals were received for 3 out of the 4 RFP classes. There are two proposals for the ISO/IEC 17025:2017 course and each of the field related courses received a proposal. There was not a proposal for the “Validation of User-Developed Computer Software”. Ilona asked that people think about options for a trainer. Perhaps someone from one of the networks laboratory companies? It was suggested to reach out to LabTopia.

7. Completed Classes

Sampling and Analytical Considerations for National Primary Drinking Water Regulations for PFAS - Class was held on May 7, 2024. 19 individual students.

- There were not a lot of certificates purchased, but people did not do as well on the Test. Jerry noted that the test was a more difficult test. Ilona saw the test was more difficult and gave people additional time to take it when it was offered.
 - o Do we need more sets of eyes looking at tests before they are given? As noted last month, this would not be a bad idea, but it would take more lead time to make this happen. Jerry noted that looking back at questions when preparing the credentialing exam showed that some questions should not have ever been worded as they were.

Back to Basics for Analysts: Lab Skills and Techniques – Class was held on May 8, 2024 – 31 individual students and 7 groups of 5-10 students.

8. Training Materials Review

Need to get this group going again and could use more volunteers.

9. Social Media Update - get from agenda.

All the new training courses have events created in LinkedIn. Reminder posts have been created and are scheduled to post about a week before the course to remind people about registering.

Reminder: Members can share/repost the training course events into your own LinkedIn pages to help spread the word.

10. Action Items

See Attachment B.

11. New Business

None.

12. Next Meeting and Close

The next teleconference meeting will be June 13, 2024, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:32 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 Absent	Other	Analytical Excellence, Inc.	aex@ix.netcom.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	elizabeth.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 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
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.