Training Committee
Meeting Summary
June 12, 2025

1. Roll Call:

   Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on June 12, 2025, by teleconference. The meeting was attended by 6 Voting Committee members and two 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 May meeting summary. A motion was made by Elizabeth to approve the May 8, 2025, minutes as written. The motion was seconded by Melanie and there was no further discussion. The motion passed unanimously.

2. Summer Meeting Registration – St. Louis, Missouri

   Registration is open. Hotel rooms should be booked as soon as possible.

3. Credentials Committee Update

   Through the end of June, the credentials committee is focused on developing instructions for creating and generating KSAs. Once finalized, these guidelines will be distributed to the technical specialist groups, who will then begin drafting KSAs specific to their respective areas. This effort will continue through June, after which they will resume work on developing the KSAs for Chemistry.

4. Training Opportunities

   RFP responses have been received, and all 3 opportunities have been bid on. Ilona will be meeting with the trainers this month and setting up contracts and dates for training.

   Ilona took a look at the class opportunities that Tracy Szerszen (PJLA) offered. More information is needed, and she will meet with Tracy in St. Louis to see what will work.

5. Training Materials Review Workgroup

   The workgroup will be meeting 30 minutes before each Training Committee Meeting. Significant progress has been made. Each of the classes needing review have been assigned to a reviewer and the class material was sent to each reviewer. The workgroup is on target to complete the current reviews by the end of August and then the list of courses will be reviewed to establish timing for the next set of reviews.

6. Assessment Forum and Mentor Session

   The Assessment Forum will be on Monday from 9am to noon and the Mentor Session will be on Wednesday from 1:30-5:00pm.

   The Assessment Forum is being hosted by Judy Morgan and is titled “Beyond the Checklist: Continuous Improvement”.

   The Mentor Session is titled “Beyond the Checklist: Best Practices Before and After Assessments”. There are two presenters planned: Millie Rose from Illinois EPA will present Pre-Assessment Best Practices and Jessica Jensen from KC Water will present Post-Assessment Best Practices. Calista will send titles to Jerry by 6/23/25.

   Ilona confirmed that surveys will be used for these sessions. She will need speaker details by mid-July to prepare these surveys.

   This led to a conversation about using online surveys to collect general conference feedback that is currently collected through paper surveys. Jerry will send Ilona a copy of these surveys and she will put an example together by mid-July to see if an online version would work. He will send the General Conference Survey and Session Chair Survey they complete in their sessions. Surveys for individual Committee meetings is not needed at this time.

7. Training Committee Agenda

   Training Committee has a meeting during the conference on Thursday from 2:30-4:00. The following is currently planned for the program:

   The Training Committee’s mission is to develop, support and expand a comprehensive training program for the environmental measurement community.

   - Introduction
   - Current and future training courses
   - Need for technical training courses
   - Open Discussion

   Calista is starting to develop slides for the conferences.

8. Professional Development Program

   The Task Force will begin working on the Charter during their first call tomorrow. They will work on the role of the Executive Committee. It does not need to direct the Training and Credentialing Committees but does look to make sure they are working well together. The Executive Committee will also work on the Jack Farrell scholarship and the Young Professionals initiative.

7. Exam Preparation Course

   There are 20 people signed up for the class and there are 12 people signed up to take the Exam in St. Louis.

8. New Business

Professional Development Hours (PDH)

It was suggested that TNI consider whether PDH should be put in place for our conferences and possibly training classes.

The Committee discussed ways to possibly do this. Perhaps people interested in this can pick-up a form at the registration desk or design their own form and then have Session Chairs sign-off on it at the end of the session. How would this be handled for people that listen to the recording?

This can get complicated because it may be difficult for a Chair to verify that the person was in the session the whole time. We would not want the form to say the Chair is attesting the individual was there for the whole session. The Committee will discuss this further next month. Ilona can make a form if the Committee decides to pursue this.

For TNI classes, 1 CEU is equal to 10 PDH. Jerry noted that people understand this conversion and does not think it is necessary at this time to add PDH to our classes.

It was noted that some states can advertise our classes if we add PDH. This will need to be looked into further to decide if this makes sense to pursue.

9. Action Items

See Attachment B.

10. Next Meeting and Close

The next teleconference meeting will be July 10, 2025, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:31 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 at 1:50p**	Lab	Orange County Sanitation District	Jmanzella@OCSD.COM
Dee Shepperd **Absent**	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner **Present**	Lab	Eurofins	4shley4at.turner@et.eurofinsus.com
Melanie Ross **Present**	Other	ANAB	mross@anab.org
Veronika Kerdok **Present**	Lab		kerdokv@gmail.com
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	X	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	X	Advanced Systems, Inc	
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		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				