

**Training Committee  
Meeting Summary  
June 13, 2024**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on June 13, 2024, by teleconference. The meeting was attended by 3 Voting Committee members and 1 Associate Members (see Attachment A).

The agenda was reviewed. There were no changes to the agenda, but Calista was not sure that it would be completed since there was no quorum. It was approved by unanimous consent.

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

2. SOP 1-129 (Development of Tests and Examinations)

The SOP will be voted on at the next meeting or by email since there is not a quorum.

3. Charter Language

Calista would prefer to discuss the Charter next month when there are more committee members present.

Calista shared the last survey used by the Mentor Session and Assessor Forum. The group reviewed it and offered suggestions for consideration next month. The same questions will be asked for each of these meetings.

- Add a question about how much of the meeting they attended.
- Combine questions 14 and 15 since they are similar.
- Added a question: What were you hoping to learn at the mentor session (assessor forum)?
- Instead of “Why did you attend?”, what did you hope to gain from attending.
- Ilona commented to look carefully at the questions. Make sure you are going to use the information you are receiving or shorten the survey. Also, open ended questions may be harder to answer on a phone. Keep this in mind.
- Take out visual aids and presentation skills.

4. Action Items

See Attachment B.

5. New Business

None.

6. Next Meeting and Close

The next teleconference meeting will be July 11, 2024, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:12 pm Eastern.

**Attachment A**

**Participants  
TNI Training Committee**

<b>Voting Members</b>	<b>Represent</b>	<b>Affiliation</b>	<b>Contact Information</b>
Calista Daigle Chair <b>Present</b>	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
Jack Farrell <b>Absent</b>	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker <b>Absent</b>	AB	A2LA	dfricker@a2la.org
Salima Haniff <b>Absent</b>	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella <b>Absent</b>	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd <b>Present</b>	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner <b>Present</b>	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross <b>Absent</b>	Other	ANAB	<a href="mailto:mross@anab.org">mross@anab.org</a>
Veronika Kerdok <b>Absent</b>	Lab	NYC Environmental Protection	veronikaz@dep.nyc.gov
Wanda Harney <b>Joined 2pm Eastern</b>	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Jerry Parr (ex-officio) <b>Absent</b>	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton <b>Present</b>	Program Administrator	TNI	ilona.taunton@nelac-institute.org
<b>Associate Members:</b>	<b>Present</b>		
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	ashley.larssen@kcmo.org
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

	<b>Task Description</b>	<b>Document Number</b>	<b>TNI Contact</b>	<b>Committee Contact</b>	<b>Start Date</b>	<b>Complete Date</b>	<b>Communication</b>	<b>Notes</b>
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

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								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. 6/13/24: No quorum. Worked on survey for Assessor Forum and Mentor Session.

