

**Training Committee
Meeting Summary
June 23, 2023**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 11am Eastern on June 23, 2023, by teleconference. The meeting was attended by 4 Voting Committee members and 5 Associate Members (see Attachment A).

The Committee did not meet in April and May 2023.

There were not enough voting members on the call to do business, but the Committee did meet to review information.

There were no changes to the agenda.

2. Competency Task Force

The Task Force is being turned into Credentialing Committee.

The new Committee is looking for additional members – especially ABs. William is working on getting software running. The Committee is working on quizzes and needs to do twelve. Six quizzes are done. They are looking for volunteers to develop questions and will be asking trainers for help. They are hoping the effort will be done by July.

3. SOP 1-128 – Content of Training Courses

Calista, Elizabeth and Ilona worked on this SOP. The Committee reviewed and commented on changes made to the SOP:

Section 1 - None

Section 2 – remove “either webinar or webcast” This applies to all training.

Marlene asked about the need for an Agenda. She thinks they should be available for all courses. This would require going back to all courses and adding it. Classes now don’t have it. Remove this.

Section 3 – OK. Add a link for the “Writing Measurable Learning Outcomes” document.

Section 4 - Definitions – Format changes.

Typo corrected.

Section 5 – Correct all numbering.

Section 5.1.1:

Remove “either by contract or agreement”, “following information” (change to “details”) and reference to STP.

Section 5.1.2 – start at “Training Courses” and remove “provided either as a webinar and webcast”. “Details” instead of “elements”. Remove 7a.

Section 5.1.3

- Remove webinars and webcasts information.

Section 5.1.4 – OK

Section 5.1.5 – delete list and refer to Section 5.1.2

Section 5.2.4 – “Measure” instead of test.

6.0 – Records

Do we need to provide a copy of the STP or put as described by the Training Coordinator. Maybe too much information. Simplify the statements. Remove STP throughout document. It is also in 5.1.1.

Attachment A – Example Course

Customer Service Job – Pick another class.

Ilona and Jerry will work on the examples.

(Elizabeth joined the meeting.)

Put a section in the catalog – Meet our trainers. Put their biographies and pictures in one place they can go back to.

Marlene asked about the need for a Catalog – should be a synopsis of the courses – no fees, etc ...

Comments were made that the catalog should be posted as a webpage and not a Word document. Makes it easy to review.

The Summary page on the website will go away.

The catalog and current training page will be one document that will come up when the Educational Delivery page is accessed. There will not a separate catalog and separate web page.

SOP –

Need to update the examples and then send out the updated SOP for comment. Ilona will prepare and send out update.

4. Agenda for Summer Conference

The Committee will meet at the conference on Thursday afternoon from 1-3pm.

Possible meeting topics:

Activities

Courses

Linked in

SOP on Testing

5. Voting members stay on-line.

Associate members left the call and possible new Voting membership was discussed. There were not enough voting members present to vote, so new membership will be handled by email.

(Addition: A motion was made by Joe on July 28, 2023 to add the following associate members as voting members to the Committee:

Wanda Harney

Melanie Ross

Elizabeth Turner

The motion was seconded by Jerry Thao. Vote:

Veronika – For (7-28-23)

Salima – For (7-28-23)

Mark – For (7/28/23)

Jerry Thao – For (7/28/23)

Joe – For (7/28/23)

Calista – For (9/29/23)

Jack – No vote

David – For (9/29/23)

Mitzi – No vote

Dee – No vote

The motion was approved.)

6. Action Items

See Attachment B.

7. New Business

None.

9. Next Meeting and Close

The next teleconference meeting will be on July 28, 2023 at 1pm Eastern.
(Addition: The meeting on 7/28/23 was canceled and a group met to work on the presentation for the summer conference meeting in Minneapolis.)

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
Mark Alessandrone Absent	Other	Markay Consulting Group	mark@markaycg.com
Jack Farrell Absent	Other	Analytical Excellence, Inc.	aex@ix.netcom.com
David Fricker Absent	AB	A2LA	dfricker@a2la.org
Salima Haniff Present	Lab	Bureau Veritas Laboratories	Salima.Haniff@bvlabs.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
Dee Shepperd Absent	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Present	Lab	Pace Analytical Services, LLC.	Jerry.Thao@pacelabs.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	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney		City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Mike Michaud		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov
Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larssen			ashley.larssen@kcmo.org

Voting Members	Represent	Affiliation	Contact Information
		City of Derby, KS	
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore	X		
Elizabeth Turner	X – joined late	Pace Analytical Services	elizabeth.turner@pacelabs.com
Melanie Ross	X – 2pm	ANAB	mross@anab.org
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo	X	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?

	Task Description	Document Number	TNI Contact	Committee Contact	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.
14	Reach out to vendors for possible training opportunities.		Jerry		3/12/21 HOLD			Discussed: 3/12/21 Placed on Hold – 5/21/21
16	Develop FAQ for potential Trainers.		Jerry		4/9/21			Jerry and Ilona worked on this and Jerry has sent to William for posting.
20	Update EDS site to eliminate GLP category once SOP 1-110 complete.		Ilona/Jerry		TBD			
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.
22	Prepare SOP for developing tests.		Ilona/Jerry	Marlene Mark		TBD		Added 10/14/22. 2/17/23: Marlene and Mark will start work on this to present at March meeting.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
24	Help develop SOP 1-128 (Content of TNI Training Courses)	SOP 1-128		Calista Ilona Elizabeth	TBD			Added 11/22/22. See item
25	Trainer Evaluation – Charter				TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023.