

Training Committee Meeting Summary

June 24, 2022

1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on June 24, 2022 by teleconference. The meeting was attended by 7 Voting Committee members and 3 Associate Members (see Attachment A).

There was one change made to the Agenda – add: Discuss agenda for summer meeting.

The minutes will be reviewed and approved by email or at the next meeting because of a lack of quorum for voting.

2. Agenda for Summer Meeting

Registration is open for the Aug 1-5, 2022 meeting in Crystal City, VA. The Training Committee meeting is August 4th – 1-4pm.

Calista shared the Proposed Agenda.

Agenda for the NEMC 2022 meeting in Crystal City, VA
Thursday, August 4, 1:00 - 4:00

1pm Activities since the Winter Forum

- Training Courses Offered
- Training Courses in Development
- TNI Linked-In Page
- Training Course Catalogue

1:30pm Efforts of the Training Committee and Competency Task Force to Develop Credentialing

2pm Open Forum on the Credentialing Initiative

3pm BREAK

3:30 Open Forum on Future Training Courses

Session ends at 4pm

Jerry commented that Ken Brown will interweave a presentation at 1:30 to update people on the work of the Competency Task Force. Ask Ken to sit up front with the training committee

3. Update from Competency Task Force

The Task Force is still plugging through the KSA's for Quality Manager. They completed 2 more sections but need to schedule additional calls to complete this effort. This may be complete by early Fall.

4. Workgroup Reports

Training Opportunities Workgroup

Contracts are finalized with training dates for all but one training with ANAB. The Training flyer has gone out. Jerry will look at KSA's for other classes to help develop ideas for new classes. The Committee will start meeting again as soon as the information is received from Jerry.

Social Media Workgroup

Jerry Thao read through the new training courses and the information looks great. She hasn't had a chance to post anything yet but will make some posts this afternoon. She is taking the registration deadline into account for order of promotion. The Linked In page is gaining followers each week.

Catherine noted Jerry Thao posted information for the meeting in August. She suggested that everyone should be sure to share posts on their own LinkedIn sites in order to get the information to more people.

Training Materials Review Workgroup

The group will be meeting after class. Derek has completed a number of reviews the group will look at this afternoon.

5. Review of Training SOP (SOP 1-110: Educational Delivery System)

TNI staff has made changes to this SOP and would like the Training Committee's comments. Most of the changes are in staff functions and classification/categories of trainings. Once this SOP is reviewed and approved by Policy and the Board of the Directors, Jerry and Ilona will update the website with the changes.

Jerry prepared a list of trainings and the recommended categories they should be placed in on the website. The Committee reviewed this list and made suggested changes and additions that staff will use to update the website.

The Committee is asked to review the EDS SOP for any recommended changes over the next week. Recommendations will be considered and then the SOP will be sent to the Policy Committee for review so the Board can review it in July.

6. Catalog

Elizabeth and Calista spoke prior to the meeting. Elizabeth put together an example outline (template) for the Catalog that Calista shared with the group on Webex. Elizabeth will go into more detail next month during the meeting.

Ilona noted that the template shared has different categories. The template looks great but use the categories we just went through in the DRAFT of SOP 1-110.

Elizabeth would like to see that course descriptions be standardized. Older classes do not seem to follow a set format. This could be discussed with the Training Opportunities Workgroup to help develop a template for the trainers to complete when developing their courses.

7. Action Items

See Attachment B.

8. New Business

None.

9. Next Meeting and Close

The next meeting will be on July 8, 2022 at 1pm Eastern.

The meeting was adjourned at 2:13 pm Eastern. (Motion- Jack. Second – Catherine. Unanimously approved.)

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 Present	Other	Markay Consulting Group	mark@markaycg.com
Aaren Alger Absent	Other	Alger Consulting & Technology	aaren@alger-consulting.com
Derek Chen Present	Lab	City of Sacramento Water Quality Lab	cydchen@gmail.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
Catherine Katsikis Present	Other	LDCFL	catherinekatsikis@gmail.com
Veronika Kerdok Absent	Lab	New York City DEP	VeronikaZ@dep.nyc.gov kerdokv@gmail.com
Joe Manzella Present	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Mitzi Miller Absent	Other		mitzmi@comcast.net
Tami Minigh Absent	Lab	City of Daytona Beach	MinighTami@CODB.US
Dee Shepperd Present	Other	ddms, Inc.	ddbergere@gmail.com
Jerry Thao Absent	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

Voting Members	Represent	Affiliation	Contact Information
Associate Members:	Present		
Robin Cook	X	City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
Wanda Harney	X	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
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			
Elizabeth Turner		Pace Analytical Services	elizabeth.turner@pacelabs.com mross@anab.org
Melanie Ross		ANAB	
Natalia Larrimer		ANAB	nlarrimer@anab.org
Jennifer Best		EPA	
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
1	Complete Charter			Calista	5/12/20	10/23/20		7/10: Sent to Policy Committee Policy Committee sent recommended changes for review in September. 9/18: Agreed with updates. Calista will correct tenses by October meeting. 10/23: Charter was approved by Committee and will be sent to the Policy Committee.
2	Gather previous training course statistics.		Jerry	Jerry	7/10/20	9/18/20		Document reviewed with committee. Available when Workgroup begins looking at additional courses.
3	Reach out to TNI states and ask about training weaknesses.			Mitzi	7/10/20	10/23/20		9/18: Initial information reviewed. Will continue to discuss at next meeting when Mitzi there.
4	Check on IT possibilities for Training.		William - IT	Ilona	7/10/20	8/16/21		9/18: Still waiting on response about options on catalog. 2/12: Ilona will continue to work on this. 4/6/21 – Checked to see what William needs to get started. 8/16/21: William responded. Catalog is possible.
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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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.
6	Develop talking points on TNI training program and send that to the NELAP ABs		Jerry	Jerry	2/12/21			1/15/21: Combined with #9. 2/12/21: Jerry is working on a tri-fold brochure. Combine with #9.
7	When webcast is complete, send William instructions to post Website training Jerry just did in multiple places on TNI website.		Ilona	Ilona		1/15/21		Complete. Link became available.
8	Potential for subscription pricing training courses for ABs. Maybe just the TNI owned courses?		Jerry	Jerry	TBD	2/12/21		Not viable option due to lack of interest and complexity.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a		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.

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	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.							3/12/21: Combine with #6 – are talking points for ABs needed?
10	Credentialing Workgroup		Jerry		10/23/20	10/8/21		1/15/21: Recommended adding Competency Task Force members. Planning 1 st meeting. 4/9/21: Group is developed and ready to start meeting. 5/21/21: Group has started meeting. Removed “Develop Digital Badges /” from action item. 10/8/21: Workgroup disbanded and work will be incorporated into Committee meetings.
11	Develop Training Materials Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/11/21. 3/12/21: Group has started work.
12	Develop Training Opportunities Workgroup		Ilona		10/23/20			1/15/21: Workgroup started work by email. 2/12/21: First meeting was 2/12/21.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								3/12/21: Group has DRAFT courses for RFP. 4/9/21 – RFP complete. Need to develop process to develop training classes. 5/21/21: need to look for training gaps. 7/9/21: Develop monthly flyer format to summarize upcoming classes. 10 th of month?
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
15	Make update to training email sent 4/22/20 and send out this April.		Jerry		3/12/21	7/9/21		Discussed: 3/12/21 4/9/21: Send out flyer with new courses instead. 7/9/21: Flyer went out and new classes are available.
16	Develop FAQ for potential Trainers.		Jerry		4/9/21			Jerry and Ilona worked on this and Jerry has sent to William for posting.
17	Look into meeting with NELAP AC to discuss training opportunities.		Jerry					4/9/21: Discussed.
18	Increase Social Media presence.			Jerry Thao	6/11/21	2/11/22		6/11/21: Look into LinkedIn – Group Page or Organization Page? 7/9/21: Ilona look at adding slide to trainings. Jerry looking

