

**Training Committee
Meeting Summary
July 8, 2022**

Addition: August 4, 2022 – Training Update in Crystal City

1. Roll Call:

Calista, Chair, called the meeting to order at 1pm Eastern on July 8, 2022 by teleconference. The meeting was attended by 7 Voting Committee members and 6 Associate Members (see Attachment A).

The minutes will be reviewed at the next meeting because of a lack of quorum for voting. There are now 2 sets that need approval.

There were no changes to the agenda.

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.

Jerry asked if Calista has anything to present at the meeting? She does not, so could start the open forum at 1:45.

3. Update from Competency Task Force

Jerry sent out a PowerPoint for a 20 minute presentation that he shared with the Committee. Comments:

Jack suggested sharing information about the courses:

- number of students.
- Number of courses offered in a given year.
- Why should we be taking courses.
- What were the popular courses?
- 95 classes turned into Webcast

This will be considered when preparing for the Crystal City meeting.

4. Training Review Workgroup

Ilona reviewed the spreadsheet being used to track the review of training material. This group will meet each month after the training meeting.

5. Social Media

Jerry Thao reported that she is spreading out the information on all the new trainings being posted. She asked Committee members review the posts she is doing and share them on Linked In.

Ilona asked if Jerry could share training opportunity posts to other groups/sites that might have an interest. Jerry will look into doing this. A few Committee members noted that they are sharing the posts.

Ilona noted half the people signed up for classes right now are not TNI members.

6. Training Catalog Update

A Beta DRAFT of the catalog was shared with the Committee.

It would help the look and flow of the catalog if there was more consistency between all classes. Not all classes have Learning Objectives. Could a template be made? Ilona will discuss with the Training Opportunities Workgroup. They are writing example course descriptions for all the new classes suggested in the RFPs. Ilona will invite Elizabeth to the next meeting so she can share her ideas about a template.

American Society of Quality course descriptions all look the same and it looks polished and professional.

In the catalog, you can click on classes or print the whole document. It can be used in multiple ways.

7. Action Items

See Attachment B.

8. New Business

None.

9. Next Meeting and Close

The next teleconference meeting will be on Sept 9, 2022 at 1pm Eastern.

Calista ended the meeting at 2:15 pm Eastern.

(ADDITION – The Training Committee met on August 4, 2022 at 1pm in Crystal City, VA. There were not enough members present to be an official meeting, but the Committee did provide information at this conference:

- 1. Elizabeth talked about the new training Catalog being prepared. She shared slides to show examples. The GLP category is being retired, but the classes will be placed under more appropriate categories. The categories are being reorganized.*

She showed what we expect the catalog to look like. It will include information on digital badges too.

- 2. The Chair of the Competency Task Force gave a presentation to summarize the work to date. He confirmed that this program will be optional and not required.*

Open Floor/Discussion:

- How do you envision Credentialing being used? TNI has specific requirements for technical specialists. For some labs this has been problematic for labs to find someone with all the requirements. Maybe credentialing may help. Jerry Parr reminded everyone this is voluntary and not required.*

A Quality Manager (QM) or Analyst may want to get credentialed so they can add it to their resume. A lab may want their QM to do this so it may help in audits.

You can get credentialed by taking a test and having experience. The other option would be that you take courses and take tests toward the credential. This does not remove the option for the lab to require the degree. Potentially allows different options.

- The Task Force is currently focused on quality manager. The Quality Management Systems (QMS) Expert Committee is working on Technical Specialist language to put in the new Standard.*
- Thinks this a great thing. Helps people know what to do if they want to grow into new position. TNI needs to offer more technical classes.*

- *Person asked if exams offered by states would roll into some of this to be used as qualification too. An example is Ohio. Jerry Parr does not think our program can merge with some other program. It could be possible that being certified by some other program may meet the qualification. You can have either.*
- *What happens if people start requiring it? This is supposed to be voluntary. ABs can't require it unless it is written in the Standard. Jerry doesn't expect this to happen, but dialogue with NELAP AC will confirm.*

There will be a special session in San Antonio on Wednesday that will be related to what we are talking about here.

Additional thoughts:

- *TNI needs a good graphic artist to help design digital badges. A hexagon shape works well because they stack well. They link together.*
- *Need to figure out administration fee as this gets set-up. Need to stay in industry. Fee to award badges and track them.*
- *There would be continuing education to maintain credential.*
- *Might be a renewal every 3 years. Jerry needs to develop a business plan for this.*
- *Some courses overlap between badges.*
- *. It was asked if there are models. ASQ, ASTM, etc ... Prices are all over the map.*
- *Work on this is still in progress. There will be required classes and then optional classes to choose from for each badge. Someone will apply for a badge and provide proof of classes and experience. People can apply for badges and credentialing.*
- *It was suggested that tests should be prepared with multiple questions that are drawn from a master list of questions, so each test is unique. People can volunteer to help write questions and or review them.*
- *The new TNI trainings generally have questions related to CEUs and a Certificate of Completion is offered. It was commented that some companies do not want to pay extra to do tests.*
- *TNI will need to standardize the courses available now. This could take some work. Can we use what we have?*

- *Open book vs closed book tests? It depends on the class. Some need open book because of references and regulatory requirements. Jerry expects that the tests for credentialing will be open book and proctored.*
- *It was commented that some credentials programs won't let you take advanced tests until you have a certain number of years of experience. Jerry noted that experience is factored into credentials.*

Jerry asked if people would sign up for things like this.

- *In some remote locations it is hard to meet some of the technical manager requirements. They have to borrow people for oversight. They would do it. It meets a need they currently have.*
- *There could be some use for it, but would they would not require it. Need to look at cost to determine if it is something their company would invest in. They do a lot of in-house training. Need to sell it to them. There is definitely value ... but need to convince them it is worth the investment.*

3. Future Training classes.

Are there classes people would like to see added to TNI's curriculum?

- *NEFAP would like to work more closely with the Training Committee.*
- *Anyone can send proposals if you have classes you'd like to teach.*
- *Starting up a new method - PFAS. 533 and 537. Jerry will look into this class and talk to some vendors.)*

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 Present	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@bvlabs.com
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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 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

Voting Members	Represent	Affiliation	Contact Information
Associate Members:	Present		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching	X	Weck Laboratories, Inc.	alan.ching@wecklabs.com
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Melanie Ross	X	ANAB	
Jennifer Best		EPA	
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
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

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								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.

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								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

