

**Training Committee
Meeting Summary
July 8, 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 5 Voting Committee members and 1 Associate Members (see Attachment A). Jerry Parr was also in attendance.

The agenda was reviewed. There were no changes to the agenda. It was approved by unanimous consent.

The June 13, 2024, minutes were distributed for review by email. A motion was made by Elizabeth to approve the June 13, 2024, minutes as written. The motion was seconded by Melanie and unanimously approved.

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

The SOP was reviewed. A motion was made by Elizabeth to approve SOP 1-129 as sent by email. The motion was seconded by Joe and unanimously approved.

3. Charter Language

Calista reviewed the Charter that was sent by email.

Discussion:

- Credit for attending a Mentor Session or Assessment Forum can be given toward credentialing. There is a maximum credit of 15 hours over 3 years.
- Ilona will prepare a QR Code to collect information on survey. It will be shared on screen at the conference. Need to let people know how the Survey is being used so it will increase the number of people responding.
- Need to be sure to do a headcount at the sessions in Garden Grove.
- Change schedule – Monthly as needed.

A motion was made by Elizabeth to approve the Charter with the changes above. The motion was seconded by Joe and unanimously approved.

The Charter will be sent to the Board of Directors. They will not be meeting until September. Jerry will include it on the Policy Committee Agenda next Friday.

4. Feedback/Survey for Mentor and Assessments Sessions

Calista reviewed the progress made on the survey. This was sent with the agenda material.

Discussion:

- Turn questions 2 and 3 into choices.
 - o <1, 1-5, 5-10, >10
 - o Assessor, Quality, Data User, Technical Staff, Management
 - o We can customize list of topics and have people choose which was best and least.

- Keep other free form questions.

- What will you do with the information being collected? It is important to consider this when reviewing the survey. Keep it as simple as possible and only include what is really helpful.

Calista reviewed all the final questions with the Committee. The survey will go out for review and an email vote.

(Addition: A motion was made by Elizabeth by email on August 2, 2024, to approve the survey included in the email. The motion was seconded by Melanie by email on August 2, 2024.

Vote:

Melanie – For (8-2-24)

Elizabeth – For (8-2-24)

Calista – For (8-2-24)

Joe – For (8-2-24)

Salima – For (8-2-24)

The motion passed and Ilona will prepare the survey.)

5. Updates

Credentialing Committee

The Committee is working through Technical Specialist.

Training Webcast Tests

William should have everything ready to go in next two weeks. We will continue to do what we have been doing until everything is ready to go. The new process will only apply to Webcasts.

Training Class Surveys

A small group will be meeting to work on the survey with a goal to have it completed by Silky's October class.

6. Action Items

See Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next teleconference meeting will be September 12, 2024, at 1:30 pm Eastern. Training will do a short presentation on Thursday August 8th in Garden Grove. *(Addition: The Committee did not meeting in September. The next meeting was October 8, 2024.)*

Calista adjourned the meeting at 3:00 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	Lab	Orange County Sanitation District	JManzella@OCSD.COM
Dee Shepperd Absent	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner Present	Lab	Eurofins	elizabeth.turner@et.eurofinsus.com
Melanie Ross Present	Other	ANAB	mross@anab.org
Veronika Kerdok Absent	Lab	NYC Environmental Protection	veronikaz@dep.nyc.gov
Wanda Harney Present	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Jerry Parr (ex-officio) Absent	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	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

	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. 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

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								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. 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. 7/8/24: Goal to complete by 10/15/24.
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.

	Task Description	Document Number	TNI Contact	Committee Contact	Start Date	Complete Date	Communication	Notes
								7/8/24: Completed and sent to Policy Committee.
31	Prepare Survey for Mentor Session and Assessment Forum		Ilona		6/13/24			7/8/24: Survey questions completed and Ilona will prepare for Garden Grove meeting.