

**Training Committee
Meeting Summary
September 29, 2023**

1. Roll Call:

Calista Daigle, Chair, called the meeting to order at 1:00pm Eastern on September 29, 2023, by teleconference. The meeting was attended by 5 Voting Committee members and 1 Associate Member (see Attachment A).

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

The minutes were reviewed but will need to be officially voted on at the next meeting.

June 23, 2023 – no changes recommended.

August 3, 2023 - add Joe Manzella to attendance. The reference on page 2 is Attachment A and not Attachment 1.

August 25, 2023 – no changes recommended.

2. Membership

Elizabeth has volunteered to be Vice Chair for the Committee, and this will need to be voted on at the next meeting.

Veronika Kerdok is back from leave.

Mark Alessandroni has resigned from the Committee and has been removed from the roster. The Committee appreciates his work over the last years.

(Addition: The Committee needs to establish term dates to begin a rotation of membership. This needs to be done by the end of November.)

3. SOP on Examination Questions (SOP 1-129)

Jerry started a DRAFT SOP for the Committee review and update.

Section 5.2.4 -

Areas for improvement cannot be done with software. There was agreement that it is important for people to know where they struggled if they failed the test.

Dee noted that she has taken tests where you don't know where you are having issues. It would be better to know.

There was general agreement that it is only needed when someone fails a test. This could help keep the costs manageable. Salima thinks the Credentialing Committee wants it done. Jerry will look to see what language the Credentialing Committee is using in their Credentialing Handbook make sure the language in the SOP is consistent.

Once Jerry checks, he should be able to finish the SOP for the next Training meeting.

Jerry noted that there are now over 800 questions ready for the credentialing exams. Marlene Moore, Silky Labie and Tony Francis are reviewing the questions.

More questions are still needed for WET.

4. SOP 1-128 – Content of TNI Training Courses

Calista, Elizabeth and Ilona will meet to take the meeting minutes from the Minneapolis meeting and see if anything needs to be added to this SOP. Updates will be made and the SOP will be presented at the October meeting for a vote.

5. Training Opportunities Workgroup

The group has met and has started work on a new RFP for distribution in December.

6. Action Items

See Attachment B.

7. New Business

None.

8. Next Meeting and Close

The next teleconference meeting will be on October 25, 2023, at 1:30pm 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 |
| 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@bureauveritas.com |
| Joe Manzella Present | Lab | Orange County Sanitation District | JManzella@OCSD.COM |
| Mitzi Miller Absent | Other | | mitzmi@comcast.net |
| Dee Shepperd Present | Other | ddms, Inc. | ddbergere@gmail.com |
| Jerry Thao Absent | Lab | Pace Analytical Services, LLC. | Jerry.Thao@pacelabs.com |
| Elizabeth Turner Absent | Lab | Eurofins | elizabeth.turner@et.eurofinsus.com |
| Melanie Ross Absent | Other | ANAB | mross@anab.org |
| Veronika Kerdok Present | Lab | NYC Environmental Protection | veronikaz@dep.nyc.gov |
| Wanda Harney Absent | Lab | City of Cincinnati – Metropolitan Sewer District (MSD) | Wanda.Harney@cincinnati-oh.gov |
| 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 |

| Voting Members | Represent | Affiliation | Contact Information |
|--------------------|-----------|----------------------------------|----------------------------|
| | | | |
| Mike Michaud | | 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? |

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|----|--|------------------------|--------------------|--------------------------|-------------------|----------------------|----------------------|---|
| | | | | | | | | |
| 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. 8/3/23: Review comments from 8/3/23 meeting and incorporate into SOP as needed. Update and Committee vote needed. |

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| | | | | | | | | 9/28/23 – Calista, Elizabeth and Ilona assigned to review comments and finalize SOP for a vote in October. |
| 22 | Prepare SOP for developing tests. | SOP 1-129 | Ilona/Jerry | Marlene Mark Jerry | 2/2023 | | | Added 10/14/22. 2/17/23: Marlene and Mark will start work on this to present at March meeting. 8/3/23: Marlene, Mark and Jerry's work on this SOP was presented. Incorporate comments and begin working on final SOP. Jerry will represent Credentialing Committee input. 9/28/23: Jerry presented a DRAFT of the SOP. Updates are being made and a final DRAFT will be submitted to the Committee for vote in October. |
| 24 | Help develop SOP 1-128 (Content of TNI Training Courses) | SOP 1-128 | | Calista Ilona Elizabeth | | | | Added 11/22/22. See item 21 above. |
| 25 | Trainer Evaluation – Charter | | | | TBD | | | 3/17/23: Started discussion. Will start work on this topic in Fall 2023. |
| 26 | Follow-up on LASEC proposal to have mentor and assessor forums be managed by the Training Committee. | | | Calista Ilona Jerry | TBD | | | |

