

2/12/04

DCTA Meeting

Douglas Townes, Chris Sullivan, Max Pearlstein, Henry Pico, Eddy Wilson, Ken Cox, Lori Spruce, Wendy Kaufman, Yvonne Collins, Brenda Haygood, Morris Scott, Debbie Glatz, Vivi Kavadas

CMEC contract – CTQP has had further discussion with CMEC and they are willing to continue handling registration and instruction for the concrete courses as in the past. The contract should be in place by March 1.

How much does each district spend with CMEC to provide instruction or registration for concrete courses? DCTAs are to get amounts for each district to Yvonne by next Friday, 2/20. CTQP can administer ACI concrete written exams in addition to the full ACI Concrete Field Technician Grade 1 course and all exams. CTQP has the Strength Testing equipment. Next course to be offered will be Concrete Lab Technician Grade 1. Since this course content is very similar to the ACI Aggregate Field Testing Technician and the CMEC contract to present that course no longer exists, CTQP is considering offering the course and allowing people to take either the Concrete Lab Testing Technician Grade 1 exams and/or the Aggregate Field Testing Technician exams. DCTAs will solicit their people, especially the materials folks, and get the number of trainees planned to take the Aggregate Field Testing Technician and the Concrete Lab Grade 1 to Douglas by Friday, 2/27. Additionally, John will prepare a cost analysis for the course offerings.

Prometric Update – For open book and open book specs, shrink-wrapped books will be sent to the FDOT training contacts and industry trainees. The shrink-wrapping prevents trainees from taking in answers to the exams. Personnel changes at Prometric may prevent meeting the March 1 implementation deadline.

Online reservation system did not work well for Lori. Her trainees are not sorted alphabetically and too much paper is required. The only way this system could be beneficial is if the person in the field could register and an electronic message is sent to the DCTA and the DCTA then approves the reservation. The signature would be obtained at the time of the exam. The trainee should really read the manual and understand it prior to arrival at the site of the course. Lori suggested CTQP obtain one signature per person rather than at the time of the application. Douglas states that getting the signature one time is not enough since the signature verifies work experience, too. The group went through the on-line reservation process. Much discussion followed related to the benefits and disadvantages of the process. How the department decides to handle the signature/paper requirement is really the issue, which exists primarily because of the FDOT requirements of the current process. CTQP may write some queries to allow the DCTAs to review what their field coordinators are doing, but a two-tiered process would require much programming. Henry and Kelly will test the system beginning next week.

CTQP application – changes are coming.

MSE Wall training – The first session will be in Chipley or Tallahassee. Yvonne will let the group know when the letter of authorization for teaching this course is in place.

The subcontractors requested a maximum class size of fifty. It's possible the limit will be set at 40. This is not required training. Every trainee pays the same fee, about \$250 a person.

PDI course update – Two presentations of the new software to a small group still show some work needs to be done before incorporating this into the course materials. Jim Savidge, Williams Earth Sciences, Inc., participated in the second meeting. FDOT is still looking at presenting this in two modules with laptops and PDAs. This course should roll out by July 2004.

Safety OSHA 10 course – Shenille has retired and Ed Rice will not fill the position. Shanaz Sahrifpour, State Safety Coordinator in Emergency Management, will meet with district safety coordinators. This course is designed for anyone that visits a roadway construction site. Three or four people in your district should go through Mark Clemens or Mark Wiseman to participate in and review this course. They will probably have to go to District 5 to see the course since it's loaded on the servers there. This computer-based training includes twelve of nineteen possible modules; these twelve are the modules that Mark found, not necessarily the modules the state agreed to. As reviewers, you're testing the course delivery more than the content. Additionally, each district safety coordinator has a cd and a manual from the Association of Road and Transportation Builders Association that should be reviewed and tested by someone from each district before the next State Construction and Materials Safety Training Task Group meeting July 12 in Tampa. The field people prefer computer training, while the safety people prefer face-to-face training.

Self-Studies update – FDOT met with Red Vector and this company took one existing self-study manual and made something equivalent to a power point presentation with interactive quizzes at the end. The price was \$6,000. For about \$18,000, Vivi is developing a much better product. The DCEs voted unanimously for eliminating the paper copies of the self-study manuals. Douglas recommended putting all the self-studies online. Vivi is concerned about eliminating the hard copies of the plans themselves due to their size. District 7 is concerned about making the self-studies available only on computer because so many trainees don't have access to a computer. D-1, 2, 3, 4, 5, 8 accept paperless manuals, but want to keep the exams. D-5 is 50-50 on exams, but leans toward eliminating them. D-7 wants to keep the manuals. SMO accepts eliminating the manuals and the exams. D-6 wants to keep the paper manuals and the exams. DOUGLAS, REVIEW THIS PART AGAINST YOUR NOTES. I'M NOT SURE THE TALLY IS CORRECT. Vivi will put the Math self-study on-line next; she'll get the electronic version from Yvonne. Vivi will scan the remaining self-studies of all but the Plans Reading self-studies and put them on-line within the next ninety days. Vivi will research the printing capabilities of Authorware self-studies. John will provide a cost for developing interactive self-studies; this is dependent upon the required delivery date of the final products.

Construction Academy – July 18 is the start date for the two-week school. Ft. Lauderdale will be one city. The other week will be either in Gainesville or Jacksonville. Complaints about the Hilton in Gainesville related to the small sizes of the rooms and lack of refrigerators, microwaves, difficulty getting in and out of the parking lot and the selection of break food was better at the Ft. Lauderdale Embassy

Suites. To accommodate a Jacksonville hotel, the group could meet on Monday morning at the SMO about 10am. Time will be allowed for lunch and it could be delivered to the SMO. The group could be dismissed at 2 to check in at Jax. Douglas and Yvonne will let everyone know when the venue decision has been made. May 15 is the due date for the names for Construction Academy.

As a possible addition to the Academy agenda, Douglas considered that FDOT recently won a claims case and a significant amount of money primarily due to excellent documentation by the Project Engineer. Douglas asked these two construction employees to speak during Clay MacGonnagil's session at the Construction Academy. No qualification will be offered in conjunction with the Academy.

Budget – D-3 had one person take an exam in December and has not yet been billed for the qualification or requalification. Eddy discussed this with Bill at the CTQP office and Bill said he would get back with Eddy about this. At DOT's request, the fee for the course and exams is assessed at the time of the course and the exam. The qualification/requalification fees are assessed at the time of the qualification. The discrepancy in D-3 is probably due to a bug in the query program and will be easy to fix. Reasoning for splitting the qualification fee from the course/exam costs. CTQP will take on the programming to produce reports sorted by last name. Another problem for tracking corrections appear on the following months bill. Several districts found problems on January bill. Ken Cox has about \$28,000 left and wants to let half of that go back to other districts. Ken will call Yvonne. Districts with Operations Centers use more training dollars than those without operations centers. Douglas will decide how to level the training funds to accommodate this difference.

Career Days funding – State Construction Office will be funding three Construction Career Days. Send budget request to Ananth.

DCTA meetings per year – DCTAs voted on three meetings each year. Teleconferences will be scheduled as needed. Every other district agreed on a third meeting this calendar year. Second meeting will be during the Construction Academy July 20, 1:00 to July 21 at noon. The third meeting will be Dec 7 at 1:00 through Dec 8 at noon in St. Augustine.

TCCC and need for Construction Survey course – D-1 believes this is necessary to properly prepare surveyors. Douglas believes these courses are available through community education or vocational schools. D-1 accepts this solution rather than developing another course in house.

Karass training – Each district is looking for additional claims training.

CTQP Contract is signed; FDOT will not be paying for services in advance.

CTQP Audit – The director of the Inspector General's Office (OIG) reports directly to the secretary. Chris Sullivan is the Performance Audit Manager. The OIG is currently reviewing issues reported by a CTQP employee. An audit must be conducted in accordance with standards, a report is issued and management is required to respond. A review is more informal and response is not required.

CTQP Accounting Coordinator – A formal offer will be made this week to Lia Mignone, an accountant with about twenty-five years of experience. She comes from the UF Comptroller's Office and should be on board within the next four weeks.

CTQP Billing issues – have already been covered. Douglas and Yvonne have been tasked with actually visiting the CTQP site and reviewing their records and detailed time sheets. DCTAs are invited to accompany Douglas and Yvonne on their next visit, Feb 19. They are also welcome to visit CTQP independently.

Construction Training Qualification Manual (CTQM) – Aggregate and Structures chapters are out for review now with comments due by 2/23 to Douglas. Max recommended that Grouting – Level 1 requirements be rewritten to include only watching the training video. The ASBI certificate should be required only for Grouting – Level 2 qualification. Each DCTA should go online and review Chapter 8, Structures, and formally submit comments.

Training Qualification Database – FDOT is having major problems with People First software. Bill Bryan was unable to answer questions regarding communication between CTQP Database and People Soft software. CTQP data is in one TRESS module, but is not where the People First system can pull it out. Douglas advocates keeping FDOT training records in two places, TRESS and CTQP, and will go to personnel for that approval if this group recommends it. CTQP is handling database issues exclusively with internal resources. The Tybrin contract will not be renewed. Work to improve the communication between the database and the accounting system continues. Lori identified a person who had met all the qualification requirements but hadn't been qualified. This was related to a historical issue and not a recent exam. For historical issues, please call Sarah. Joan handles all the current exams.

Final Estimates - Sandy will send all FDOT Final Estimates Seminar lists to Terry, Lori, Debbie and Kelly by Friday, 2/20. CTQP must have an application before the qualification will be granted.

Concrete Batch Plant Operator course materials – District 2 has materials, but the Technical Review Team elected not to distribute it because they don't want to continually update them. Eddy will find the names of the TRT members and let them know these materials need to be distributed and maintained. The lack of material and high exam failure rate was a topic of concern at the last Advisory Committee meeting. Douglas has a hard copy of the manual and requested an electronic version of this manual for Vivi to post to the web.

Dream Schedule for 2004 and 2005 was distributed. Not all these sessions will be posted to the web. The old PDI course will be scheduled until the new modules are available. Paving 2 was not scheduled in the panhandle due to lack of demand. CTQP has the capacity to put out almost every course as demanded. Just let them know you've got about eight to ten people, give CTQP enough time schedule it and develop a full class. Sandy will add Spec to the Concrete header and fill in the PDI schedule and email new schedule to DCTAs by Feb 20. Douglas will put this on the agenda for next year's meeting so we can see how CTQP fares with the prediction. Douglas expects this group to better predict the sessions to be delivered.

Critical Path Method – Yvonne will find a company other than Transpath to deliver this course and will send out the information by Feb 20.

Next teleconference date is April 7, 9:00 am.

Next DCTA meeting is July 21, 8-3pm during the Construction Academy.

Meeting Adjourned at 2:55.