

# **DCTA Teleconference**

## **Monday, January 24, 2011**

### **Roll Call**

Yvonne Collins – State Construction Office

Districts 1 – 8 and SMO were all represented by the following: Eddy Wilson, Lori Spruce, Mark Toigo, Henri Pico, Geralynn Morgan, Max Pearlstein, Shirley Knapp, Debbie Glatz, Kenneth Cox

Melissa Wildermuth – Red Vector

### **FTBA Conference**

- They are making headway as far as getting all districts to be able to attend. Working on the work assignment. Will let everyone know when final decision is reached.

### **Money Issues**

- District 6 is having issues getting the money to train. Is there anything that can be done? They keep missing classes because it takes so long to get the paperwork signed, the deadline is missed, and then they end up doing all the paperwork again.  
Yvonne will talk to Brian to see if they can get the District Secretary to be able to approve training.
- Please remember to send in your monthly spending reports to Yvonne, so she has something to show how much money we need. Shirley will email Max a copy of her report.

### **CTQM Updates**

- Providers Meeting – Chapters 1, 2, 5, 6, 7 and 9 need revisions. Chapter 5 is almost finished and out for review.
- Asphalt has a new TRT chairman, Richard Hewlett
- DCTA's will be called upon to help review chapters. Please review and send comments back.
- Paving 1 requires a exam if it has expired. However, if level 2 is current, they do not need to renew their Level 1. When Paving Level 1 expires, it automatically updates to the same date as the Level 2 expiration. Email Melissa, if you do not see this happening.
- The manual needs to be changed concerning Final Estimates Level 2
- Prerequisites are for DOT employees only. Consultants are waived. There was a comment put in the manual recently. It may only be in the Administration chapter now, but may need to go in all the chapters.
- Please bring to Yvonne's attention anything that we find in our everyday operating procedures that does not read correctly in the manual and needs to be changed.
- Course revision – concrete pilot course - Concrete Field Spec Course. CTT has been writing it and we are trying to finish it up. It will probably be ready by the end of February or March 1<sup>st</sup>.

### **Recap of the Provider's Meeting**

- Graded exams – October /December there were 6,646 graded exams
- Exam schedules – need start and end times for providers
- CTQP expired exams. Exams now have a 6 month expiration date. Providers can either return the exams for a refund, or exchange them for current ones.

- CB Training Updates Final Estimates, Paving 1 and 2. Send verbage to Melissa explaining they will be given no qualification for the CB Training.
- CTQP Materials updates/additions: - Qualification application has been made easier to understand. Personal Data Sheet has been updated. Also, FAQ now includes 3 PDF's for CB Training.
- Concrete Field Level 2 requirements – need to change verbage about no level 2 without Level 1 . They are accepting Associate qualification now too.
- Ongoing OIG investigation within the CTQP program. Employee from District 5 came forward with some problems with one of the providers instructors, giving out answers. Instructor was fired on the spot. However, we need to be making sure the providers are teaching and giving exams correctly, and doing what they are paid for. Whenever they are in your districts, please go and check out the classes. Yvonne will inform the TRT's that we will be stopping in periodically.
- Providers scheduling rooms. Please periodically check to make sure that the providers are teaching the correct number of days/hours for each class that they are supposed to – x amount of hours of instruction and x amount of hours for the exam.

Action Item for Yvonne – TRT's need to give us the minimum amount of hours for instruction - we need verbage for first and second day as well as testing time.

### Questions/Concerns

- Stephen Sedwick has put in a recommendation to extend the CTQP qualifications from 5 years to 7 years. In Yvonne's opinion, we have too many spec changes to extend the qualifications. However, after the meeting, Yvonne asks that the DCTA's send an email with their comments.
- Critical Structures Issues – Yvonne will send out the link so that the names of those folks that you receive from now forward can be put on the list. If you have anyone that needs PDH credits she will put those in, but please send her a copy. Some of the DCTA's have access, they can go ahead and enter them, but she will still need a copy.
- The TRT is going to be auditing classes. A procedural form is being worked on.
- Several districts are having problems with Providers booking rooms for weeks at a time and then cancelling. All DCTA's have a right to refuse them use of their facility. Yvonne will put out a Training Bulletin and will also mention the 7 – 14 days cancellation policy.
- Nothing new on Travel approval right now.
- Next DCTA meeting will be in April or May, unless other items come up that need to be discussed.
- Osha refresher course – email Stanley Youmas to get approval from him. Course is required once every 5 years for all DOT employees.
- Ken Cox will mention the Stephen Sedwick memo in the DME meeting this afternoon.