

**MEETING TITLE: DCTA Teleconference**  
**DATE:4-4-13**  
**TIME:1:30p.m. – 3:00p.m.**  
**LOCATION: Teleconference bridge #5 (850) 414-4976**

**AGENDA**

ITEM #	DESCRIPTION	TIME	LEAD
1	<p>Introductions</p> <p>BACKGROUND: New Members of Training Staff (SCTA and D3 DCTA)</p> <p>DESIRED OUTCOME: Get to know members of staff and their background with training. What other duties are part of your position?</p>	1:30	Susan Robeson
<p><b>MINUTES:</b></p> <p>In attendance at the teleconference were Susan Robeson, SCTA; Lori Spruce, D1 DCTA; Mark Toigo, D2 DCTA; Jimmy Miller, D3 DCTA; Henry Pico, D4 DCTA; Chad Tavares, D5 DCTA; Max Pearlstein, D6 DCTA; Shirley Knapp, D7 DCTA; Debbie Glatz, TE DCTA; Ken Cox, SMO Training Administrator</p> <p>Everyone introduced themselves, provided their history in training and other duties. Susan Robeson and Jimmy Miller were introduced as new members of the DCTA Team</p>			
2	<p>Upcoming changes in CTQP</p> <p>BACKGROUND: Executive Meeting discussion on CTQP changes  Attachment – Executive Workshop Minutes  Attachment – CTQP Requalification presentation from Executive Workshop</p> <p>DESIRED OUTCOME: Awareness of Executive Meeting discussion. DCTA’s thoughts on the subject. How can we provide positive direction in this process?</p>	1:50	Susan
<p><b>MINUTES:</b></p> <p>DCTAs discussed the Executive Workshop Minutes and presentation. Ken provided some history on the subject as it relates to the Materials Office. Discussions included getting the involvement of construction personnel, specifications as an issue for requalification, qualification areas and how the Material’s IA program is being considered in the evolution of the program.</p> <p>The DCTA Team will await the charter from David Sadler and Tim Ruelke, then provide information and counsel to the carter team.</p>			
3	<p>Sharing of resources</p> <p>BACKGROUND: Training resources such as newsletter, website links, etc.</p> <p>DESIRED OUTCOME: To discuss and determine if there is a need to share resources amongst the DCTAs.</p>	2:15	Susan
<p><b>MINUTES:</b></p> <p>Discussion on non CTQP Training sources indicate that FICE can provide that information to CEI firms and FTBA can provide it to contractors. Further discussion included assistance DCTAs provide to counties and consultant firms.</p>			

4	CPR in Districts' Training Practices	2:25	Susan
<p>BACKGROUND: Discussion with a district indicated we might have "CPR" issues in the various items sponsored/performed by DCTAs</p> <p>DESIRED OUTCOME: Open discussion of approaches taken in districts to help determine if we are CPR in how Training is applied in the districts.</p> <p>MINUTES:  CTQP Vendors use of FDOT meeting space for providing CTQP training was a topic of discussion. Five of the team members stated they did provide access to vendors, usually with provisions of reduced cost for Departments participants in these trainings.</p> <p>Blanket approval on CTQP training and travel was another topic of discussion. A travel approval memorandum will be forwarded to the members of the DCTA Team.</p> <p>OSHA 10 hr Safety Course was the final topic of our CPR discussion. Clarification needs to be made as to which FDOT personnel are required to attend this course, and if there is alternative training available. The Safety procedure, CTPM chapter 11 and FDOT website will be reviewed to try and make this determination. Ken Cox needs any information found on this topic by the DMRE meeting Monday (4-8-13) afternoon.</p>			
5	Open discussion on training issues	2:40	Susan
<p>BACKGROUND: SCTA is new in position and is unaware of many issues in the program</p> <p>DESIRED OUTCOME: DCTAs openly discuss issues that they see in the program</p> <p>MINUTES:  Discussion of making correction and updates to the CTQM (topic no. 700-000-001) was initiated. At this time, with possible widespread changes in the CTQP process possible, the DCTA Team did not believe a full review and update of the procedure was warranted. Susan will collect known errors and issues from Team member and begin a draft update of the CTQM.</p> <p>Due to the many training overlaps between Construction and Materials the DCTA Team will develop a relationship with the SMO. Ken will be our liaison with the SMO, charged with communicating concerns and ideas between the SMO and DCTAs.</p>			
6	Future DCTA Teleconferences and Meetings	2:55	Susan
<p>BACKGROUND: It is the understanding of the SCTA that there have not been many teleconferences or meetings for the DCTAs.</p> <p>DESIRED OUTCOME: Discussion of how often a teleconference would be needed to facilitate .an effective program.</p> <p>MINUTES:  Discussion on this subject resulted in and agreement that DCTA Meetings should be held when there were 4 to 5 topics needing discussion. Currently the assumption is that we will have monthly meetings for the next two months, then a meeting every couple months.</p> <p>A topic request on the budget was suggested for the next meeting, along with that meeting being a video conference.</p>			