

Meeting Minutes

FDOT DCTA's Statewide Meeting

February 18, 2015 from 1:00p.m. to 4:30p.m.

Duval Room

Double Tree by Hilton at the Entrance to Universal Orlando

5780 Major Blvd., Orlando, FL

Video Conference Bridge #2

850-414-4972

Pin # 490513

Attendees:

D1, Lori Spruce

D2, Mark Toigo (via teleconference)

D3, Jonathon Upfold (via teleconference)

D4, Henry Pico

D5, Nicole Hanna (via teleconference)

D6, Franck Demorcy

D7, Shaun Meagher

TP, Debbie Glatz

SMO, Windy Parrish

RedVector, Melissa Wildermuth

Agenda Items:

1. Greetings and introductions (share updates in your district)

- D1 Have no CTQP money left, upcoming courses are being paid for out the expense money
Hosting claims & supplemental courses
- D4 Hosting a Site Manager class for const personnel (taught in-house)
\$20,000 left in budget, with upcoming course requirements budget will be used
The District is working on developing CPM Scheduling training. SCO requested that the course information be shared with SCO as they are also developing a Task Work Order to have the same training developed.
D4 working on a share point site, similar to that of District 1's

At this time the teleconferencing equipment was installed and districts 2, 3 and 5 were able to join

- D2- District has a short fall of \$23,000.00 in budget
CTT to provide a FE2 course for FDOT in D2. Have not had FE2 courses available in the D2 area on the CTQP schedule
- D3 CTQP budget is depleted, had received additional money from CO Budget Office, current needs require approximately \$15,000
There are CTQP courses scheduled through the spring in the district
- D5 The district has used 90% of their CTQP budget
DBRD course scheduled in district

UF trainings scheduled in district
Ongoing courses scheduled in district
Mutual Gaines course scheduled in district

- D6 District waiting to hire 2 new employees to determine how much money will be needed for CTQP training
District has a Signal certification course scheduled, will utilize HRD money, the course -- will be in March or April
- D7 The district has Contract Modification Training scheduled
FDEP Stormwater course scheduled in district
District budget is okay
District is having an issue with classes being canceled

(Discussion ensued concerning cancelation of courses and why do we need to wait on Providers to provide courses)

- TP The Turnpike has 2 new FDOT employees and their CTQP training is coming out of expense money. (Turnpike is not given a CTQP budget allotment)
The district inquired about Construction Academy for Turnpike employees.
TP doesn't allow any outside training at TP facilities and inquired what is FDOT's policy concerning this

(Discussion ensued on how and each district handled use of FDOT facilities for CTQP training)

- SMO Has used all of the allotted budget and is in the red
SMO hosted an NHI course

(In depth discussion concerning pending "Auto" Level 1 Requalification and how SMO will be involved and what coordination needs to take place between the Materials Office and the CTQP Administrator)

(Discussion on Construction Academy being paid for out of CTQP money)

- SCO Construction Exam has been updated, currently 25 questions updated monthly. Still trying to get a larger pool of questions.
SCO sponsored High Strength Bolting training on Feb. 3 & 4 to approx. 80 attendees.
SCO & LAP coordinated FHWA-NHI course Contract Administration Core Curriculum on January 7 & 8.
In negotiations on TWOs to develop CPM Scheduling training
- If TWOs are approved through the Chief Engineer's contract the training will
 - TWO 1 - Develop basic training for CPM Scheduling
 - TWO 2 - Provide basic training statewide
 - TWO 3 - Develop and provide advanced training for CPM Scheduling for a select group

- SCO had interviews on 2/9/15 & 2/10/15 for two Training Development positions
 - These positions will:
 - Create electronic versions of CTQP courses and exams
 - Assist TRTs with updating courses and exams
 - Convert Level 2 courses to CBTs for requalification
 - Convert/Create CBTs from FDOT Self Studies
 - Create and maintain Informational Video Library (Construction U-Tube)
 - Research alternative training sources
 - Monitor CTQP website and database
 - Assist in review and update of CTQM
 - Assist all of Engineering & Operations with training needs

2. Review of Minutes from last teleconference

- Minutes from last meeting accepted
- D5 reminded me that he would never be available on Monday for teleconferences.

3. CTQP Contract renewal

- Renewal period 7/1/2014 – 6/30/2019
- Due to the anticipated changes in the CTQP we did not want to initiate a new contract. Red Vector has been supportive of the program since July 1, 2009 when they took it over from University of Florida.

4. CTQP Administrative Update from Red Vector

- Melissa reviewed quarterly reports and answered questions on what information the reports contained
- Discussion on lack of evaluations – follow up will be to have evaluations on the agenda at the Providers' meeting
- Discussion of what information is needed on quarterly reports
- Discussion on Website being too old to do provide ad hoc reporting
- Discussion on the progress of implementing Level 1's auto requalification
 - Process
 - Fees

(SCO will work with Red Vector to set up an Annual Providers meeting later this spring)

5. CTQP Website and Database needs

- What works
- What needs improvement
 - List instructor on schedule
 - Track courses vs. exam only sessions
 - Track instructor in database
- How can we verify the contact information of the trainees in the database?
 - Implement a mandatory contact information submittal for each initial qualification and each requalification

- How can we update the website?
 - Create e-forms to reduce the amount of secondary data input
 - Trainee Personal Data Sheet
 - Qualification Application
 - Grouting/PT Work Experience
 - Implement/create e-signature for e-forms
- Web security, explore website to determine weaknesses
 - Use of DL numbers is currently being reviewed by General Counsel
 - Restricted area not a secure site, exposes DLs and information to hackers
 - Individual usernames and passwords for the restricted area
 - Ability to track number of times each username accesses restricted site
 - Ability to track computer accessing restricted site

6. CTQP Course material updates.

The SCO has executed three Task Work Orders with UF/CTT to update asphalt course material to reflect current specifications

- TWO BDV31-982-01 Asphalt Paving Level 1
- TWO BDV31-982-02 Asphalt Plant Level 1
- TWO BDV31-982-03 Asphalt Paving Level 2

(Discussion on having a third party review for content of updated materials / suggestion that a provider be engaged for this review)

(Discussion on how to review exams / no suggestions provided on how this could be done)

7. CTQP Level 2 Courses Requalification CBTs

Update on the status of the Level 2 course CBT – BSSO currently working on Drilled Shaft – Slow progress overall due to budget restrictions

8. CTQM review and updates

- Administrative chapters to be combined (chapters 1 and 10)
- Review and updates to chapters #3 (Asphalt), #5 (Earthwork), #7 (Quality Management), #9 (Final Estimates), #11 (OSHA Awareness)
- Establish review and update schedule

(Discussion on the chapter review established that reviewing each chapter by the DCTAs would be very time consuming – suggested that DCTAs should be assigned a chapter to review and not review all of the chapters. – All DCTAs will review the combined chapter 1 & 10)

9. Training Memos

SCO plans to utilize Training Memos to implement direction and changes in the CTQP

(Red Vector suggested that the DCTAs could be added to the CTQP Providers distribution list so that they would receive these Memos)

(Discussion on distribution of these memos - DCTAs to develop district distribution lists to ensure their areas of responsibility are in compliance)

(DCTAs request that they be forwarded DCE memo notices, as most do not receive notice of these)

(DCTAs request that they be forwarded notices of updates to CTQP website)

Meeting time for the DCTAs' Statewide Meeting expired; the following topics were mentioned to determine if any urgent discussion was needed

10. CTQP TRESS numbers to inactivate

To be discussed at a later date

(Discussion on getting the CTQM & CEI scope of services to match up)

11. Status of FE 1's course completion certificate

To be discussed at a later date

12. CTQP budget

Request a list of courses that can be paid for with the CTQP budget allotment

Request a date to have the budget exercise for determining allotment amounts completed

13. Discussions on additional topics

To be discussed at a later date

Follow up from meeting

SCO - to send out list on courses on which CTQP budget allotment and be spent

SCO – to discuss with Director applying CTQP budget allotment to Construction Academy

SCO – establish policy for utilizing FDOT facilities for CTQP (it is alright to use DOT facilities if DOT people are in there)

SCO & Red Vector to set CTQP Providers teleconference

SCO – develop agenda for CTQP Providers meeting – include cancellation of courses

Districts – to compile CTQP budget needs for the 2015/2016 FY

SCO – to establish deadline for districts to submit their 15/16 FY CTQP budget needs

SCO – develop a third party review for content of updated materials / suggestion that a provider be engaged for this review

SCO – conduct discussions with TRTs on review of exam updates

SCO – to assign CTQM chapter reviews to districts

SCO – establish CTQM chapter review schedule

Districts – establish district distribution list for CTQP memos

Red Vector – to include DCTAs to CTQP Providers distribution list