

## Minutes

FDOT DCTA's Teleconference  
July 2, 2015 from 9:30 a.m. to 11:30 a.m.  
Teleconference Bridge #2  
850-414-4972  
Pin # 490513

### Attendees:

Susan Robeson  
Darla Hunsicker  
Lori Spruce

Mark Toigo  
Johnathon Upfold  
Tamii Chapman

Franck Demorcy  
Debbie Glatz  
Windy Parrish

### Agenda Items:

1. Greetings and introductions (share updates in your district)
  - D1
    - Everything is good
    - Blue beam training
    - Special session on Concrete – CMEC is working with them
    - Susan – CTT issue
  - D2
    - Spent money given to D2
    - CMEC / Andria Myers is working well with D2
    - Ready for budget to send people to class / resident offices are working well in feedback
  - D3
    - Doing okay
    - A+ and AS&W is in the area providing training
    - Smith Construction is working well in providing course / but haven't sent invoices
  - D5
    - Juan Castellanos provide Auger Cast Pile
    - Advanced MOT being provided in district
    - Metric Eng. resulting contract changes CPM 101
  - D6
    - It is quite right now in the district
    - Had IMSA class in April 9 & 10 – certificates showed up in June
    - Am wondering about A Plus training? (SMO said that they worked well with them, whole process including billing)
  - TP
    - Thanked Mark for the spreadsheet
    - Adjusted Design Build Proposal Evaluator Training recently
    - TP Administration doesn't want CO CTQP budget allotments

- SMO
    - Training Providers meeting – Ken has been setting up training
  - SCO
    - Training Development Team (TDT)
    - SCO intern
    - Construction Academy
    - CTQP TRT vacancies
    - Asphalt course updates
2. Review of Minutes from last teleconference
- accepted
3. CTQM review and updates
- Administrative chapters to be combined (chapters 1 and 10)
  - Established review and update schedule – all due by the August joint meeting of the DCEs & DMREs
  - Ch. 2, Reviewed & updated (JR) – to be sent to DCEs & DMRE prior to joint meeting (Aug)
  - Ch. 3, currently being updated (JR)
  - Ch. 4, Reviewed & updated (JR) – to be sent to DCEs & DMRE prior to joint meeting (Aug)
  - Ch. 5, pending updates (DH)
  - Ch. 6, currently being updated – at 95% (DH)
  - Ch. 7, pending updates (JR)
  - Ch. 8, currently being updated – at 50% (DH)
  - Ch. 9, pending updates (not assigned)
  - Ch. 10, included in Ch. 1
  - Ch. 11, pending updates (JR)

Darla added the content follow up for the CTQM updates

4. Follow up from May meeting
- Budget allotments – still pending
  - FDOT facilities for CTQP courses – policy still pending
  - CTQP providers' meeting – to be scheduled in August/September, after update to CTQM
  - CTQP providers' meeting – DCTAs to send possible agenda items
  - CTQP course content – engaging Providers review – still pending (good topic for Providers meeting)
  - CTQP memos – establish distribution list
  - CTQP Providers distribution list to include DCTAs - done
5. Self-Study exams – districts provide there process
- D1 DCTA is the only one to provide
  - D2 DCTA lock up – no one get one to them (DCE sec may have them)
  - D3 DCTA –key sheets locked up, field offices provide the exams

- D5 DCTA the only one who has and provides them.
- D6 DCTA the only one who proctors exams, keeps them locked up
- TP DCTA has never has to provide exams
- SMO – Ken provides exam, assistant grades
- BACKUPS – D1, D5,

6. Discussions on additional topics

- CTQP requalification – auto requalification to be implemented in the next couple of weeks.
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- D3 – change self-study process
- Trainee complaints (how to get better feedback from them)
  - D2 takes his highest and lowest scores on exam and inquires how the course went – specific questions
  - D6 – same issues with Drilled shaft exam that D2 has
  - D6 – AS&W get good remarks from his PAs / FIU is hit or miss