

## Meeting Minutes

FDOT DCTA's Teleconference  
June 15, 2016 from 9:00 a.m. to 11:00 a.m.  
Teleconference Bridge #2, 850-414-4972  
Pin # 490513

### Attendees:

Susan Robeson  
Darla Hunsicker  
Jonathon Upfold

Henry Pico  
Mark Toigo  
Franck Demorcy

Debbie Glatz  
Julianny Acosta

### Topics:

1. Greetings and introductions (share updates in your district)
  - D1 Not in attendance
  - D2 Mark Toigo reported the following
    - Have received money from other offices, \$17,000 -18,000, it has all been utilized for training.
    - Has been able to provide training for everyone needing requalification or new qualification.
    - Began tracking PDHs for his P.E.
    - Has questions concerning the new LMS to replace TRESS
    - Passed information on SWA to his contractors – the contractors are happy to have additional safety training available at no cost to them.
  - D3 Jonathon Upfold reported the following
    - FDEP is providing Training on Stormwater/Erosion Control in Pensacola
    - Their full budget has been utilized for this year
    - They have people scheduled with CMEC for ACI courses in July
  - D4 Henry Pico reported the following
    - Their entire budget has been used
    - They have one more class scheduled
  - D5 Not in attendance
  - D6 Franck Demorcy reported the following
    - Training expenditure are slow currently, due to being the end of the fiscal year
    - They have approximately \$100 left in budget
    - They will need additional money for next FY due to 3 new hires that will need training
  - D7 Not in attendance
  - TE Debbie Glatz reported the following
    - The State Materials Office was at the TE conducting MAC training
    - Currently quite due to many people being out of the office



## 7. CTQP IA Requalification

- On CTQP website
- <http://www.ctqpfloida.com/cert/Application.aspx>
  - Edit profile
  - Submit application for IA Re-Qualification
  - Report a Requirement
    - ACI
    - Nuclear Safety Certification
    - Grouting and Post Tensioning Work Experience
    - Work Experience for Earthwork, Asphalt Paving, and Plant
- State Materials Office – IA Re-Qualification Program Report
  - <http://www.dot.state.fl.us/statematerialsoffice/navigation/documents.shtm>
  - Discussion on difficulty accessing the IA Re-qualification report

## 8. CBT Development

- Earthwork Construction Inspection Level 2
  - Submitted to be considered under Chief Engineers contract for course material update and script development
- Concrete Field Inspector Specification
  - Material update in progress
  - Pending script development
- Asphalt Paving Level 2
  - Pending script development
- Asphalt Plant Level 2
  - Development of scope-of-services to have course material updated and script developed
- Construction Math
  - Pending script development
- Contract Plans Reading
  - In progress

## 9. Development of LMS for CTQP

- Unsure of where CTQP will go
- Learning Curve to replace TRESS
  - Recommended to download transcripts for employees on June 30
  - Currently limited access to new system for testing purposes
  - Discussion on training on this application
  - Discussion on outside employees, consultants, contractors availability in this application
  - Application to be live July 15, 2016

## 10. Follow up from April's meeting

- Sustainable Workplace Alliance (SWA) – provide information and flyers
  - done

#### 11. Discussions on additional topics

- D4 – CPM Scheduling,
- TP – MAC & CTQP data sharing question
- OIT Learning Curve training – a CBT will be available
- D4 – Critical Structure
  - Not updated
  - Not able to get to update spreadsheet to log – talk to Andrew
  - Discussion on if this training is required by the CEI service contract – talk with John Westphal

#### Follow up items

- DCTAs wants to know what happens at the TRT Chairmen's quarterly meetings – maybe publish minutes
- DCTAs wants to know what happens at the Providers' quarterly meetings – maybe publish minutes
- Develop an instruction sheet on how to on how to get to the IA Re-qualification report
- Discuss with the Organizational Development Office on training on the new LMS for the DCTAs
- Critical Structures Construction Issues, review CEI Scope of Services for requirements
- Critical Structures Issues training spreadsheet, unable to update – talk to webmaster

Teleconference concluded at 10:50a.m.