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
 - o 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
 - \circ $\;$ 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
 - \circ $\;$ The State Materials Office was at the TE conducting MAC training
 - o Currently quite due to many people being out of the office

- SMO Julianny Acosta reported the following
 - Had Active Shooting instructor lead class conducted at SMO
 - Attended training on the new LMS (Learning Management System) that will replace TRESS and the expected transition to that LMS
 - June 30 TRESS going away
 - Learning Curve web based system that will replace TRESS
 - Classes can be taught directly from system
 - Will alert trainee when mandatory training is due
 - Will be tied into Outlook email
 - UTC will still have ability to do updates in new system
 - Trainees can register themselves for classes in the system
 - No more ITPs, trainees will submit a request for courses they would like to take
 - System will alert when requested courses are available
 - (question on ITP for scheduling courses)
 - o Pile Driving Analyzer training to be held at SMO later in June
 - In August SMO has scheduled a NHI geotechnical course for its office
- SCO Susan Robeson reported the following
 - SCO is sponsoring two Technical Writing courses in the next two weeks
 - o Discussed Budget / CTQP allotments for the districts
- 2. Review of Minutes from last teleconference
 - approved
- 3. Construction Academy updates
 - Susan & Darla gave updates on planning of 2016 CA
- 4. Technical Review Team Chairmen's quarterly teleconferences
 - The next meeting is scheduled for June 21, 2016
- 5. CTQP Providers' quarterly teleconferences
 - The next meeting is scheduled for June 28, 2016
- 6. OSHA Safety Training
 - The Sustainable Workplace Alliance (SWA)
 - Contact
 - Bryan Heard
 - <u>bryan@sustainablewp.org</u>
 - 863-676-4100
 - Schedule across the state
 - Work with district individually
 - Mark Toigo suggested maybe putting this information in pre-con packages for the contractors and CEI
 - Debbie Glatz of TE has communicated with SWA and with the current grant classes may be available in September.

- 7. CTQP IA Requalification
 - On CTQP website
 - http://www.ctqpflorida.com/cert/Application.aspx
 - Edit profile
 - Submit application for IA Re-Qualification
 - o 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
 - o <u>http://www.dot.state.fl.us/statematerialsoffice/navigation/documents.shtm</u>
 - \circ $\;$ 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
 - o Pending script development
 - Contract Plans Reading
 - o In progress
- 9. Development of LMS for CTQP

- Unsure of where CTQP will go
- Learning Curve to replace TRESS
 - \circ $\;$ Recommended to download transcripts for employees on June 30 $\;$
 - o Currently limited access to new system for testing purposes
 - o Discussion on training on this application
 - Discussion on outside employees, consultants, contactors 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
 - \circ 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
 - $\circ \quad \text{Not updated} \quad$
 - \circ $\;$ 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.