

DCTA MEETING MINUTES
JULY 20 – 21, 2004
EMBASSY SUITES HOTEL
FT. LAUDERDALE, FL

ATTENDEES:

Douglas Townes
Yvonne Collins
Max Pearlstein
Ken Cox
Debbie Glatz
Lorie Spruce
Brenda Haygood

Sybil Jordan
Eddie Wilson
Sandy Greenwood
Daffney Mahagan
Henri Pico
Randy Borgersen

Yvonne opened the meeting and introduced Randy Borgersen and Sybil Jordan who had previously joined us via teleconference, but had not been introduced to the group in person.

CTQP Issues

Contract Update – Randy Borgersen –

- Contract will change to allow providers other than University of Florida.
- Still have the CTQP website and database.
- Will need DCTA's help in billing.
- Schedule of courses with providers listed.
- DCTA's voted they would like one full calendar with hot links or website links

Paying for CTQP Classes

- Have gotten approval to use P-Card for payment
- Spreadsheets need to be sent to Randy on the third day of every month
- Budget amounts were distributed
- Looking at four quarterly transfers
- None of the DCTA's currently have P-Cards except Ken Cox, and voiced their opinions about wanting or not wanting to have one.
- Discussion about who will be getting the invoices and how it will be to reconcile payments
- Discussed getting one P-Card per District that would be used for Training only – but that is not settled yet.
- Many P-Card have amount limits such as \$2,500. This could be a problem.
- Travel still goes to Yvonne in Tallahassee
- Payment for Training will be pay-as-you-go.
- Several DCTA's had concerns about their budgets – however the new P-Card system has not started yet – so Yvonne is still paying for training now – no money has been transferred – so they agreed their budgets should be all right.
- CTQP has agreed to work with us while we are in the transition period. If problems occur, contact Randy and they will work with each person on a case-by-case basis.

- When asked if they want charges other than training on their P-card the DCTA's voted: D1 yes, D2 yes, D3 yes, D4 yes, D5 did not vote, D6 yes, D7 yes, D8 does not affect, SMO yes.
- Randy will get back to his office to see where the CMEC payments are going to come from.
- Douglas said he probably doesn't see another provider coming on board until January 2005.
- The EAS Level Column on the spreadsheet should be relabeled Class Code – for these positions. Administrative Assistants in each department should have an organization chart with the information that is needed.

Future Direction of Training

- There will be multiple providers.
- All costs will be spread across the board.
- UF will provide many services such as presentation of course, grading, qualifications, etc.
- Other providers will build these services into their price
- We will not set the prices
- If anyone wants to become a provider they should contact Randy

Director's Position Update

- Janet and Nina are handling the position at the present time.
- Four names have been chosen from the last round of applications
- It will probably take at least 6 – 8 weeks before any decision will be made
- No names were given out.
- This will be a faculty position for UF.

Staff Changes and Additions

- They have downsized some temporary positions. The Org Chart on the website should be up to date.

Audit Update

- Just need to square away costs for last year, July 2003. Please respond by July 28th, if you have not already.
- OIG on board with settling out some of those costs. Still working on the details.
- Three or four districts have already sent everything in.
- Global settlement – attorneys are involved as well.

Budget Allocations

- Yvonne assured everyone that everything that she has authorization to pay has been charged to her P-Card currently. If there is a change she will let you know. Needs start date and end date to match up CTQP invoices.
- There will be no more approvals for Yvonne's P-card as of last Friday (7/16)

The New Phone System at CTQP

- Janet made the management decision to switch to the new phone system to allow those in the office to concentrate more on their work.
- Phone numbers are posted on the website. Extensions are included in voice mail messages.
- Comment was made that the “live” phone operator did not seem “thrilled” with that duty.
- Sandy will send out a phone list again. It was requested that it include duties/responsibilities and email addresses as well
- Yvonne noted that she does like the personal touch with an operator
- DCTA’s expressed the opinion/concern that industry must be having as much, or more trouble as they have been having
- CTQP has a blanket email address on their website that can be used should someone need to send an email that needs immediate attention, just in case the person you are sending the email to is out of the office for a few days. Douglas suggested each DCTA create a group email address in Lotus notes for their own use as well
- It is noted that this is a trial period with this phone system and they are going to collect all the input and decide how it can be improved upon.
- “Recently Updated” tags were requested for the website.

CTQM Changes/Updates to the Manual

- Major change to pile driving Chapter 6 – had to have Module A and Module B.
- Ananth has said no more new courses, fees, until they are approved.
- Training Manager is responsible for updates to the Manual

Database Update

- Expiring qualifications are on the Website now.
- CTQP has done everything we have asked them to do – complements to Neil, he has been a big help.
- Some discussion about the wording of the expiring qualifications

Prometrics (Remote Testing) Update

- Hoping to pilot it within the four weeks. Programming issues and work issues have caused some delay.
- 12 different locations – anytime the place is open. Gives a flexible time and location for testing.
- Use the standard application – then send a notice to prometrics that this person is authorized to test.
- It will electronically exported to CTQP to be put in their database.
- They will be able to get their exam result right then and there.
- They will give them a copy with an embossed stamp and it’s official
- The charge is exactly the same as it is to take an exam anywhere else.
- They will ID to make sure it is the right person taking the exam.

Final Estimates Level 1

- Final Estimates CBT is now given by CTQP – the cost is on the website

Self Studies Update

- Eddie asked if there could be an easier way to print material off. The manuals are so long it causes the system to lock up.
- See if Vivi can change them to Adobe files so they will be easier to print.
- Asphalt self study is online. No manual anymore
- All materials we have now can still be used as reference material only
- Eddie – Structure inspection part I and II – send to Yvonne, she will take care of it.
- No other updates on self studies – per Vivi.
- Question was brought up about grading consultant studies – check with your DCE – make sure they know what you’re doing.

Notification to CTQP of people no longer employed by DOT

- Make sure to go over your lists at least twice a year and send any notifications of people no longer employed by DOT to Cindy and Debbie. This will insure we do not get charged for anyone by mistake.

Viewing expired qualifications on the CTQP website

- DCTA’s did not like the word “superseded”
- If you find an error, email Cindy or Debbie.
- Sandy will see about getting a query to check qualifications, online registration

Online/Web Registration Update

- D1 likes, D2 likes, D3 not using, D4 likes, D5 not using, D6 likes, D7 likes, D8 not using so far, SMO likes.
- D5 needs a system – will discuss with Sandy
- More discussion about P-Card. How many would like invoices to come to them? D1 – Card holder, D2- Card Holder, D3 – See them, D4 See them, D5 Card Holder, D6 – Card Holder, D7 Card Holder, Turnpike – Card Holder, SMO – Card Holder
- It was noted that this may cause a problem for CTQP because there are multiple P-card holders.
- Lorie will work on the new spreadsheet – it will be given a universal password to protect it, so that confidential information can be sent.

CMEC Courses and CTQP

- Same as before – still able to send people.
- Yvonne and Douglas will check into the new providers fitting into the “Charles Johnson” criteria of \$25 Thousand per year per district
- Problem resolved

CTQP Application Update

- Changes we want to make passed on to Sylvia Dawson

Team Building Exercise 1:00PM to 5:00PM

DCTA Meeting Continues July 21, 2004 – 8:00AM to 12:00 PM

Sybil Jordan – out this morning – due to illness.

MSE Wall Training Course

- MSE Wall Training course will be the same as the pile driving courses.
- American Engineering will be doing the training
- X amount for Consultants. X amount for FDOT
- Sastry Pucha will be setting up the training. Price is already set.
- 40 Students per class.
- Probably looking at 3 classes. D4/D6 and D1/D7 together
- Will probably last one and a half days. No exam
- More info to follow

Pile Driving Course Update

- Procedure was written – they did not like it.
- There will be a Module A and Module B Class for a while until Module B gets absorbed into the pile driving class. Module B must be taken before July 05.
- Final estimates people are going to want to go to Module B
- Before taking Module B they must take the tutorial which is available
- Must have taken Module A and B by July 05 or their qualification will be taken away.

Safety Training

- Task team set to determine the best way to use the money that has been made available.
- Asked each District to send in ideas as to how use the money
- The subject of cards was discussed. Not all the providers issue cards.
- Computer based training will be available to everyone.
- Actively trying to prevent accidents from happening, as a lot of young people who are currently working have never had any type of training.
- Two companies will probably bid on the training
- D1 is on target, D2 will keep doing what they have been doing, D3 is on target, D4 and D7 are waiting.
- Douglas has been using the computer based OSHA 10 hour program to evaluate it for use in all districts
- The official minutes from the Safety Training meeting will be sent to all Districts

Construction Academy

- Sandy discussed some of the problems they had with the hotel during the week.
- Price will probably go up next year – depending mostly on any classes that may be incorporated in it during the two weeks.
- Next year's Construction Academy will be put out to bid so it will be open to other providers.

Engineering Task Team

- An Engineering Task Team has been appointed. Lori Wilson will be chairing the meeting.
- They would like a bigger say in what is being taught in Construction Academy
- They will come up with a curriculum for the Academy
- They may revive some engineering subjects from the old school
- The first meeting of this Task Team is August 3rd in Orlando
- May divide Construction Academy into two weeks. Administrative week and Technical week.
- A few DCTA's have been asked to attend the Task Team meeting

QC Material Training

- Lims Training new and improved. Allen Hughes and Susan Blazo.
- Very good. Make sure all your people go through it if possible.
- Call Susan Blazo if you do not have a session set up already.

Combining Concrete Field and Concrete Lab

- Some feel concrete lab spec course is redundant.
- Spoke with Vivi – possibility field and lab made into one two-day course with a combined exam.
- Have a different class for those who are concrete lab techs only
- Mention it to the TRT
- Keep the field courses the same as they are now.
- May revamp the Lab level II course more toward mix design
- Suggested adding a new qualification for concrete plant
- Sandy and several DCTA's thought there would be a demand for a concrete batch plant operator course – right now the main complaint is there is no study material.
- The concrete field spec course is not changing

CPM Training

- Yvonne will send Henry some info on this.

Budget

- Amount is still the same. Keep sending all things to Yvonne for now.
- Travel will still need to go to Yvonne.
- Biggest problem is that some people forget to send Yvonne the hotel receipts. She needs name, level, job title. She is able to negotiate tax exempt status with hotels. Please discourage your people from making their reservations on Expedia.com, because it immediately charges their credit card and they cannot get the tax exempt credit.
- Please make sure you have the correct project ID number.

CTQP Advisory Committee Meeting

- Anath wants them to act like the MOT Committee – regarding choosing the providers

Douglas Townes will be leaving us. His last day will be July 30, 2004. All the DCTA's expressed their appreciation for all he has done for them during his time with the Department.

His knowledge and leadership will be greatly missed. Everyone is truly sad to see him go, but wish him well in his new position.

The next DCTA Teleconference date is September 23, 2004 9:00AM