

**Highway Construction Materials Technician Certification Board
Meeting Minutes**

February 25, 2009

Meeting was announced by posting at the ODOT Training Center and on the internet web site at <http://oktechcert.org/Meetings>.

The meeting was called to order at 9:00 AM by Reynolds Toney. The following members/guests were present.

MEMBERS

Reynolds Toney	ODOT
Scott Seiter	ODOT
Tammy Robinson	OTA
Larry Patrick	Jacobs
John Privrat	Duit Construction
Shawn Davis	ODOT
Rich Horrocks	Muskogee Bridge
Craig Parker	Silver Star

GUESTS

Waseem Fazal	FHWA
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TRAINING CENTER STAFF

Steve Sawyer	Program Director
Karla Irvin	Administrative Assistant

1. Reynolds Toney determined that a quorum was present and called the meeting to order.
2. Motion to approve minutes of made by Craig Parker, seconded by Tammy Robinson. Approved unanimously.
3. Program Director's Report
 - a. All outstanding invoices have been processed and the balance is reconciled with the ODOT Comptroller.
 - b. Video has been shot for all of Aggregates and most of Asphalt. Concrete will be shot this summer. Steve Sawyer and Nate Peil are working on scripts and time codes (rough edits) for the Aggregates video and intend to have it submitted to the ODOT video production branch by the end of March, 2009. The Asphalt video should be

ready by the end of this calendar year and the Concrete video by the end of FY 2010. Videos will be made available on DVD and, later, on the internet.

4. Four courses are scheduled and accepting enrollments. A table for tracking the progress of the Inspector Training Program development was made available to members. Four more courses should be ready for delivery in 2010 and the remainder by 2011.
5. The qualification criteria for evaluators will include the following:
 - a. RHCMTs must be certified in the pertinent area and have a minimum of two years experience.
 - b. Technical experts must have equivalent education and experience.
 - c. Academicians must have an acceptable combination of degree(s) and experience.
 - d. All evaluators will be reviewed by a committee of three consisting of two Board members and the Program Director. Two alternates will be also selected from the Board and/or other qualified personnel.

The Program Director will draft a policy and submit it to the Board for review.

6. A small waiting list exists. The Program Director will collaborate with the ODOT Materials Division to determine whether or not another round of Mix Design certifications is warranted.
7. Motion to adjourn made by Randy Robinson and seconded by John Jones. Motion carried - meeting adjourned.