

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

October 3, 2007

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
Tammy Robinson	OTA
George Raymond	ODOT
Shawn Davis	ODOT
John Privrat	Duit Construction
Karl Sirmons	ODOT
Rod Abbott	Sherwood Construction
Don Smith	APAC - Oklahoma
Craig Parker	Silver Star Construction

GUESTS

Bill Gamel	ODOT Consultant
Brent Burwell	ACPA
Waseem Fazal	FHWA
Deanna Loveland	OAPA
Bill Hawkins	ODOT

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 July 11, 2007 made by Craig Parker, seconded by George Raymond. Approved unanimously.
3. Program Director's Report
 - a. The schedule calendar has been posted on the web site. Modules are being scheduled only in the first three months and will be allowed to fill before more modules are scheduled. This strategy will hopefully alleviate the problem of under-enrollment.

- b. The incident involving an applicant retest, in which a member of the Training Center staff was involved in the evaluation process, was investigated. The three people involved were each interviewed separately and the consensus was that the Training Center staff member had been present during the retest as a witness only and had not evaluated the performance of the applicant. It is now part of the program policy that under similar circumstances the same process will be employed. Specifically, if a performance retest is required and the applicant is employed by the same company as the evaluator, both evaluators and a member of the Training Center staff will be present during the retest.
4. Bill Gamel reported on the status of the inspector training program. John Benson has shown an interest in continuing his work on the concrete construction portion of the training and will be available to assist in the development and, perhaps, delivery of that module. The upcoming Soil Stabilization course, developed and presented by professors Jerry Miller and Don Snethen, may be suitable to become part of the curriculum for inspector training. That possibility will be reexamined once attendee feedback had been received and analyzed.
5. Reynolds Toney summarized the subcommittee recommendations for proposed changes to evaluation criteria and continuing education in soils. Under the proposed evaluation criteria, one more strike is allowed during the performance exam for a total of four strikes. One retest is permitted for the performance exam. After discussion, the proposed time limit for retesting on a performance procedure was extended to 60 calendar days. George Raymond moved to adopt the proposed changes. Seconded by Karl Sirmons. Approved unanimously. The subcommittee recommended that AASHTO T 224 “Correction for Coarse Particles in the Soil Compaction Test,” be added to the Soils curriculum and a one-day continuing education module covering the procedure be developed and delivered for those RHCMTs wishing to retain their Soils certification. Motion to approve by Shawn Davis. Seconded by Craig Parker. Approved unanimously.
6. Bill Hawkins summarized a proposed systems approach to independent assurance which included periodic monitoring and evaluation of some RCHMTs in the field. George Raymond suggested that the information gathered might lead to an abbreviated re-certification process for those RHCMTs who are documented by the IA process to be performing competently and consistently.
7. Bill Gamel informed the Board that the emergency rule regarding inspector training is in effect but must be made permanent or it will automatically expire on July 14. Steve Sawyer recommended that the section on fees be altered to allow a flat upper limit for training modules to be set at \$450 for modules of 5 days duration or less. The latest corrections and revisions were reviewed and some minor editorial changes made before George Raymond moved to approve. Seconded by Rod Abbott. Approved unanimously.
8. Meeting dates were set for CY 2008. Feb. 6, May 7, Aug. 6, and Nov. 5.
9. There being no new business, the meeting was adjourned by the Chair.