

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

October 26, 2011

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 Scott Seiter. The following members/guests were present.

MEMBERS

Scott Seiter	ODOT
Craig Parker	Silver Star Construction
Shawn Davis	ODOT
Larry Patrick	OAPA
Tammy Robinson	OTA
George Raymond	ODOT
Rich Horrocks	Manhattan Road & Bridge
John Privrat	Duit Construction

TRAINING CENTER STAFF

Steve Sawyer	Program Director
Karla Irvin	Administrative Assistant

1. Scott Seiter determined that a quorum was present and called the meeting to order.
2. Motion to approve minutes of July 27, 2011 made by George Raymond, seconded by Rich Horrocks. Approved unanimously.
3. Program Director's Report
 - a. Annual Financial Report for FY 2011 - Beginning balance was ≈\$183,000.00 and ending balance was ≈ \$182,230.00. Major equipment expense was \$24K for the Superpave Gyratory Compactor. Invoice payments are much improved over past years due to the new invoicing process.
 - b. The program director demonstrated the functionality of the new data base application for scheduling, enrollments, invoicing and other tasks. Email notifications and invoice attachments are generated upon enrollment. George Raymond suggested that the new programming be documented and shared with other knowledgeable ODOT personnel.

- c. Training videos suffered a setback due to ineffective communication between the technical experts and production experts. A meeting has been scheduled to correct the problems and improve the process.
 - d. Rule changes were approved by the Governor but the legislature adjourned before getting to them. They should be approved in the next legislative session.
4. Scott Seiter presented a review of the ODOT Quality Assurance Program as it pertains to RHCMTs. Technicians will be evaluated by random selection or other criteria and these evaluations may be substituted for the usual performance evaluations at the Training Center (pending legislative approval of the rule change) for RHCMTs with 14+ years of continuous registration in the pertinent discipline. The focus will be on technicians actively working on state projects.
 5. Meeting dates for CY 2012 will be the last Wednesday of January, April, July, and October.
 6. Meeting adjourned.