

# Highway Construction Materials Technician Certification Board Meeting Minutes

July 11, 2003

The meeting was called to order at 1:35 PM by Reynolds Toney. The following members/guests were present.

## MEMBERS

Reynolds Toney	ODOT
Scott Seiter	ODOT
John Jones	Duit Construction
Rod Abbott	Sherwood Construction
Jack Stewart	ODOT
Gary Evans	ODOT
George Raymond	ODOT
Randy Robinson	ACCO
Don Smith	APAC

## GUESTS

Bill Gamel	ODOT Consultant
Eric Strong	OTA

## 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 7-11-2003 made by John Jones, seconded by George raymond. Approved unanimously.
3. Images of the proposed board seal were reviewed. Motion to approve design made by Jack Stewart, seconded by Rod Abbott. Approved unanimously.
4. Example of the proposed Board certificate design was reviewed and discussed. Randy Robinson moved to approve the design with two modifications - the Board seal will be embossed over the Chair signature and the issue date will be changed to expiration date. Seconded by George Raymond. Approved unanimously.

5. Steve Sawyer presented the Program Director's annual financial report.
  - FY '02 ending balance - \$12,969.18
  - FY '03 Revenue - \$136,930.00
  - FY '03 Costs - \$106,301.50
  - FY '03 ending balance - \$43,588.68
6. Bill Gamel asked to delay discussion on agenda item 6 (Rule Changes) and move to item 7 (Changes to certification requirements.) Sub-committee chairs had no recommendations for changes.
7. Bill Gamel reviewed the proposed rule changes (Chapter 20) and reminded the Board that the changes did not address the potential problem of a non-certified technician taking samples and/or performing tests that require a RHCMT. George Raymond moved that the changes be approved subject to some minor changes in formatting, terminology, and clarifying introduction. Formal adoption to be approved at next meeting. Seconded by Rod Abbott. Approved unanimously.
8. Steve Sawyer asked for clarification on the Board's position regarding translation of test questions for non-English speaking applicants. The Board reiterated its previous assertion that tests should not be translated to other languages.
9. Motion to adjourn made by Randy Robinson and seconded by John Jones. Motion carried - meeting adjourned.