

**Final Estimates - Technical Review Team (TRT)
Teleconference Meeting Minutes, Instructor and Proctor
Approval Recommendation Report, April 21, 2009
Teleconference phone number (850) 414-4972**

Present were David Chason, Chairman, and the Final Estimates Technical Review Team (FETRT) members; Sherry Valdes, John Burnette (via phone), Barbara Espino-Perez (via phone), Eddy Wilson (via phone). Also (via phone) was Scott Tison with the Center for Transportation Training (CTT) at the University of Florida. The meeting began at 10:05 AM. The following items were discussed.

On the Agenda, “Discussion of recommendations for pending requests for approval as CTQP Final Estimates Level II Training Instructor and Proctor”. Also, the CTT’s training course for the Final Estimates Level I training Course approval.

A) Proposed Instructor from Metric Engineering, Inc.
For Final Estimates Level II Course
Dana Branly

1. Instructor Review

After review of the instructor’s credentials and experiences, a unanimous recommendation of approval as instructor for the Final Estimates Level II Training Course was made on Dana Branly.

2. Recommendation

As a result of discussion and after review of the instructor, we recommend approval of Dana Branly as instructor of the Final Estimates level II Training Course.

3. Instructor Contact Information:

Metric Engineering, Inc.
Dana Branly
901 N. Lake Destiny Drive, Suite 379
Maitland, FL 32751
Phone: (407) 660-4720
FAX: (407) 660-4770

B) Proposed Proctor to Administer Exams from Reynolds, Smith and Hills, Inc. (RS & H) Review

For Final Estimates Level I Exams, and
Final Estimates Level II Exams
Ms. Kimberly Tilman

1. Proctor Review

After review of the proctor's credentials and experiences, a unanimous recommendation of approval as proctor to administer the exams for the Final Estimates Levels I and II Training Course was made on Kimberly Tilman.

2. Recommendations

As a result of discussion and after review of the proctor, we recommend approval of Kimberly Tilman as proctor to administer the Final Estimates Levels I and II Training Course Exams.

3. Proctor Contact Information

RS & H, Inc.
Kimberly Tilman
435 Clark Road, # 405
Jacksonville, FL 32218
Phone: (904) 256-2570
FAX: (800) 490-3795
E-Mail Address: kimbelr.tilman@rsandh.com

C) Final Estimates Level I Training Course created by CTT to assist students having problems with this course.

1. Course Review

The course material was received late; the FETRT had little or no time to review the course material in time for this meeting/teleconference.

2. Recommendations

A unanimous recommendation was made to table this item till the FETRT's next upcoming meeting/Teleconference, so that the FETRT would have ample time to review the material submitted.

3. CTT Contact Information

Center for Transportation Training
2006 NE Waldo Road
Gainesville, Florida 32609
Phone: (352) 846-3593
Fax: (352) 846-3596
E-Mail Address: ctt@ce.ufl.edu

Meeting adjourned at 10:30 AM