

**Minutes of Concrete TRT Meeting of June 29, 2010**  
**MEETING NUMBER 20**

On June 29, 2010, the Concrete TRT met at 9:30 AM in the 1054 Conference Room at the Turkey Lake Plaza, Orlando, Florida.

Those in attendance were Ronda Daniell, Mike Bergin, Leigh Markert Steve Plotkin and Tim Heath. Also participating were Jaime Carreon, Nina Barker and Michele Zambelli with CTT.

The first order of business was to discuss Approval recommendations for approval of requested Providers and Instructors.

The team discussed the approval of A and SW instructor that was completed by emails due to the instructor had already been approved by the team for an instructor.

Next item was update about Ronnie Henley and his cancelling the presentation to the team.

Discussion of specification change to 105, this change was made to the Construction Training Qualification Manual. It should bring everything up to date to the July 2010 specification.

The team will start for the audit process of the concrete course providers. The team has completed the first half year and the second half year will be started. We will still use the Concrete Experience Level to perform the audits. The Second part of the year will have the instructor's name in a new column for tracking. The team has changes to recommend to Tallahassee for review in the audit process.

The next item that was discussed was the Concrete Experience Level approval. That has been sent to Tallahassee for review but the team is still using it on all approvals and audits.

The issue that was brought to the team's attention that an instructor is giving out information that is incorrect and the team agrees that the information was misleading to the students. The team will make a recommendation to Tallahassee to provide the correct reference to the specification be provided to that instructor for his use. The team agrees that this provider and instructor should be audited over the next half year.

Revised Course update from CTT, the first part in draft with power point, guide text and test questions. The team will continue to receive updates as progress continues.

The Batch Plant Operator study guide has been updated and sent to Tallahassee for posting.

Ronda Daniell, thanked the team for the hard work in getting all the specification changes to CTT for the help in updating the course.

The next meeting date is September 8, 2010 starting at 9:30 AM.

No other business was discussed.

**SUMMARY OF ACTION ITEMS:**

1. Mike to review if the 105 changes and manual changes have been posted.
2. Ronda to send recommendations to Tallahassee for audits.
3. Ronda send Concrete Experience Level to Steve

Meeting adjourned at 10:45 AM.