

## MINUTES

### FDOT District Construction Transportation Administrators' Annual Meeting

February 12, 2014 from 1:30 PM to 4:00 PM

Duval Room

Doubletree Hotel at Entrance to Universal Studios

5780 Major Boulevard

Orlando, FL 32819

Teleconference number 850-414-4972 (CO-Burns, Teleconference Bridge 2)

Toll-Free # 866-374-3368 Ext. 4972

#### Attendees:

Melissa Wildermuth (Red Vector) via  
teleconference

Susan Robeson (FDOT/SCO)

Amy Tootle (FDOT/SCO)

Michael Sandow (FDOT/D2)

Henry Pico (FDOT/D4)

Mario Cabrera (FDOT/D6)

Barbara Espino (FDOT/D6)

Debbie Glatz (Parsons/TE)

Lori Spruce (FDOT/D1)

Dee Zink (FDOT/D5)

Shirley Knapp (FDOT/D7)

Ken Cox (FDOT/SMO)

Ray Hodge (FDOT/D3) via teleconference

#### Agenda Items

1. Introductions (1:45 – 1:45) Attendees introduced themselves, gave their title and included duties additional to those of the DCTA position.
2. Final Estimates Level 1, CBT vs. Provider lead course (Amy Tootle) (1:45 – 2:15) A lively discussion was held concerning the need of a provider lead course and the current approved Providers for the FE level 1 course. Ms. Tootle will present the information learned from this meeting to the District Construction Engineers for determination of the direction of the availability of this course.
3. DCTA's responsibilities via CTQM (2:15 – 2:30) Discussion on the DCTAs' responsibilities as listed in the Construction Training Qualification Manual to determine accuracy of procedure, updates needed and consistency in districts' processes. This discussion pinpointed the need for update in the manual concerning CTQP course application retention, self study exam supplies, and receipt of certificates for Critical Structures Construction Issues. The differences in district processes seem to be a matter of delegation of task.
4. FDOT Self Study program (2:30 – 3:00) The topic of the self studies was discussed during the DCTAs' responsibilities discussion and during the self studies CBT development discussion. Points made concerning the FDOT self studies are:
  - Scoring of the self study exams including the use of bubble answer sheets versus non-use of bubble answer sheets and the weight of each answer on the exams
  - The issuing of certificates to trainees who received training on a self study through a college program
  - Developing CBTs based on the FDOT Construction self-studies  
Discussion of conversion of the paperback self-studies into CBTs indicated that the Technical Review Teams would be better suited for the conversion as they would have the knowledge of the specific specialty area.

5. CTQP Program (3:00 – 3:40) Discussion of overall program by DCTAs, topics included:
  - Lack of availability of courses on CTQP schedule
  - Separating “exam only” out of the CTQP course schedule
  - Methods for encouraging Providers to list their scheduled courses in the CTQP schedule
  - Scheduling a Provider meeting to discuss course availability
6. CTQP Contract (3:40 – 3:45) If no issues occur the CTQP Administrative contract will be extended.
7. CTQP Requalification revisions (3:45 – 3:50) Update on the CTQP Requalification Teams progress was briefly reviewed
8. CTQM review and update (3:50 – 3:55) Discussion on the CTQM review included:
  - Discuss schedule of this year’s CTQM review and update
  - DCTAs’ desire to have input on all chapters being reviewed
9. Review of TRESS numbers for CTQP courses/qualifications (3:55 – 4:00) Discussion of the available TRESS numbers for CTQP qualification revealed that the DCTAs are in agreement that there are too many available number and many should be deactivated.

Meeting adjourned at 4:00 due to pending hazardous weather.

Follow up items developed from meeting:

- Red Vector to schedule a Providers meeting
- DCTA & SCTA to review current TRESS number for CTQP to determine which to have deactivated
- SCTA to schedule bimonthly teleconferences for DCTAs
- SCTA to rewrite CTQM schedule to include a review for DCTAs