

Joint Training and Certification Program
Advisory Council Meeting Minutes
9/17/2021

SUMMARY OF OPEN ACTION ITEMS:

New Action Items 9/17/2021 Meeting	Action Owner	Status
Send out next meeting invitation to AC	Richard	ASAP
Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, Session Comments and Feedback, Session Statistics, any additional info)	Richard	2-3 weeks prior to meeting
Attend/observe ACI Concrete Strength Testing Technician certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino	Richard	TBD – Likely scheduled for beginning of 2021
Set a date for the Advisory Council to tour the ACI Regional Resource Center in San Bernardino	Richard	Open
Begin development of a one-day review course to be paired with recertification exam days.	Richard/TC	Development to begin Oct-Nov 2021
Send out DRAFT and then FINAL meeting minutes	Richard	Open

Previous Action Items Still Open	Action Owner	Status
Discuss the potential for TC to review expansion to the ACI module (e.g. beam testing)	Tim/Charles S.	On Hold- Track
Cost analysis and breakdown for JTCP program and Recertification	Richard/ Jeremy	Open
Make JTCP Advisory Council Meeting Minutes ADA Compliant for web	Esther	Open
AC members to use their communication avenues to amplify the message of benefits of JTCP	All	Ongoing

AGENDA ITEM 1: Introductions – Roll Call – Review Agenda

• **Discussion:**

- Roll call – Committee members individually acknowledged the “JTCP Confidentiality and Conflict of Interest Guidelines.”
- Tim Greutert, Ken Solak, Chu Wei and Chris Smith were not present at the time of roll call.
- Jackie Wong is out on leave. Sarah Hartz is Acting Office Chief for METS-OCL.
- Agenda reviewed.

AGENDA ITEM 2: New Member- Chris Smith (AGC)

- Chris Smith, who is replacing Kate Mergen on the AC, was not present. Richard will follow up with him.

AGENDA ITEM 3: Previous Action Items

Action Item List (Previous AC Meetings)	Action Owner	Status
Discuss the potential for a Technical Committee to review expansion to the ACI module (e.g. beam testing)	Tim/Charles S.	On-Hold - Track

Action Item List (Previous AC Meetings)	Action Owner	Status
Discuss stats of CT 216 with Technical Committee and explore the possibility of a Field Tester module	Richard	Closed
Attend/ Observe ACI Concrete Strength Testing Technician Certification for potential PCC module expansion	Richard	Closed
Actual cost savings attending a Recertification session versus a regular training session	Jinesh	Closed
Revise AC charter to reflect current membership	Richard	Closed
Schedule a tour of JTCP at the SJSU campus with Former Senator Jim Beall	Russell	Closed
Outreach to Kate Mergen and AGC involvement in JTCP AC	Charley	Chris Smith to represent AGC
Engage the Technical Committee to discuss various changes/additions/subtractions for program improvements.	Richard	Closed
Make JTCP Advisory Council Charter ADA Compliant for web	Esther	Closed
Richard to email out the list of Action Items for this meeting	Richard	Closed
Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, Session Comments and Feedback, Session Statistics, any additional info)	Richard	Closed
Send out DRAFT and then FINAL meeting minutes	Richard	Closed

Bin List	Action Owner	Status
Develop a formal recognition for AC participants	Richard	Bin List
Develop a CT 125 only module after PMPC updates to CT 125 are complete	Richard	Bin List
Track additional comments related to the inclusion of CT 216 in the Soils and Aggregate module	Richard	Bin List

- **Discussion, previous Action Items:**

- **Discuss the potential for a Technical Committee to review expansion to the ACI module (e.g. beam testing)- Open.** Richard: There is a possibility to expand, Caltrans needs to decide whether or not to allow unbonded caps.
- **Schedule a Tour at SJSU with Senator Jim Beall- Closed.** Richard: The event occurred on August 27th and was a great success.
- **Actual cost savings for attending a recertification session versus a regular training session- Closed.** Jinesh: The actual cost savings is about 50%.
- **Discuss CT 216 stats with Technical Committee an explore he possibility of a Field Tester module- Closed.** Richard: This will be further discussed in the meeting.
- **Revise AC charter to reflect current membership- Closed.** Richard: The charter has been revised, however the membership list needs to be edited to include Chris Smith.
- **Develop a CT 125 only module after PMPC updates to CT 125 are complete.** Richard: This will be moved to the Bin list.
- **Cost analysis and breakdown for JTC initial training and recertification- Open.** Richard and Jeremy still need to discuss this action item.
- **ADA compliant AC Meeting Minutes for the website- Open.** Esther: Will follow up on this and get it completed as soon as possible.
- **Engage Technical Committee to discuss changes/improvements to JTCP- Closed.**

- **Discussion, Bin List:**

- Develop a formal recognition for Advisory Council participants (leaving on Bin list)

- Develop a CT only module after the PMPC updates to CT 125 are complete (moving to Bin list)
- Track additional comments related to the inclusion of CT 216 in the Soils and Aggregate module (leaving on Bin list)

AGENDA ITEM 4: Class Statistics / JTCP Dashboard

- **Discussion:**

- Richard: ACI Irwindale has a low rating due to facility problems. There are issues with ACI SoCal and San Diego Chapters struggling with handling the Friday sessions for Caltrans people. ACI International opened a resource center in San Bernardino and JTCP may utilize the center for training.
- Michelle: The great advantage to having the Regional Resource Center is that JTCP programs can be scheduled for any weekday—not just Fridays – which provides more flexibility.
- AC Members: Would like to visit and tour the new ACI Regional center. Richard to get potential dates for tour.
- Richard: The program has a relatively low rating for HMA II regarding training materials. Facility ratings for San Jose are low as well. To address this, improvements will be made on the HMA II handbook and presentation. The Technical committee will review the training material edits and to assure consistency and accuracy.
- Russell: Why the score is lower in San Jose despite the training material being the same?
- Richard: Without getting into the details, we are aware of the issues in San Jose and will work with Shadi to improve program there.
- Jeremy: HMA I and Soils & Agg training materials have been revised to match up with the presentations. HMA II is still due for revisions. The low ratings have triggered an audit to shed light on areas that need improvement.
- Richard: The Dashboard demonstrates that attendance is heavier in the first half of the year then thins out later into the fall and holiday season. This information will help with planning and future session scheduling.

AGENDA ITEM 5: Program Updates

- 1. Recertification Sessions**

- Regular sessions now at full 24-student capacity (was cut in half to 12 for about 1 year)
- Discontinued recert-only sessions. Recertifying testers will enroll in regular sessions, but may opt out of training
- Recert process to be clearly defined for new contract

- 2. COVID Vaccination Self-Certification (CSU requirement)**

- CSU expects compliance by Oct 1
 - CSULB & SJSU have online cert process
 - Explanation on CSULB JTCP website
 - Directions included with JTCP session confirmation email
- Richard: Regarding the vaccination self-certification, there is a high percentage of technicians that are not vaccinated. How this requirement will affect the program is uncertain at this point.
 - Charley: This is a difficult situation.
 - Richard: We will wait until Oct 1st and address issues as they arise. We will also need to develop messaging to the IA's who proctor on exam day.
 - Jeremy: Is there still a medical or religious exemption?
 - Shadi: Our duty is to ensure the survey is sent out to each registered participant. The survey data is submitted directly to the University. That is all the University is requesting. Regarding exemptions they can choose medical or religious exemption.
 - Russell: Is there anything that stops someone from registering in JTCP after completing the survey?
 - Shadi: You must be registered in a JTCP session first in order to receive the survey email. The survey data does

not go to the JTCP program, but to the University directly.

AGENDA ITEM 6: Module Changes - Technical Committee Recommendations

- **Discussion:** Tasks and deadlines
 - Technical Committee to explore module changes and recert process – **completed.**
 - Advisory Council to review Technical Committee recommendations, determine improvements/changes, if needed – **decision today, Sept 17.**
 - Richard and Shadi to develop SOW and determine enrollment volumes – **due December 2021.**
 - Richard and METS staff to complete contract through DPAC – **due May 2022.**

1. Review initial proposals

- **Discussion:** Technical Committee explored module changes and recert process (4 individual meetings) TC Meeting 1: Initial proposals
 - Requested Technical Committee members input on potential changes prior to first meeting
 - Reviewed comments/suggestions during the meeting
 - Resulted in “JTCP Module Structure Proposals” spreadsheet
 - As a summary of the discussion, Richard sent out Module Structure Proposals spreadsheet and Option Matrix

2. Pros and cons

- **Discussion:** Technical Committee discussed pros and cons of various options TC Meeting 2: Discussion of proposal summary, options matrix
 - Reviewed the Module Structure Proposals spreadsheet:
 - Option 1 - No Change.
 - Option 2 - Keep existing program but include a 1-day review class for recertifications.
 - Option 3 - Remove CT 216 from S&A and create a new 2-day “Field Tester” module
 - Option 4 – Keep existing program but move CT 216 out of JTCP
 - Option 5 – Create combined recert session for HMA I and S&A
 - Option 6 – Develop and add an HMA Design Tech module
 - Sub-options A thru J: Identified various options for recertification.
 - Provided an explanation of the “Options Matrix”, discussed the main options and suboptions
 - Final points of discussion
 - Votes, preferences to be submitted prior to Meeting 3
 - To assist with voting, Richard sent out “JTCP Proposed Changes - Pros and Cons” document

AGENDA ITEM 7: Break

AGENDA ITEM 8: Module Changes – continued

1. TC discussions and vote

- **Discussion:** TC initial vote TC Meeting 3: Discussion of vote tally
 - Option 2, providing a 1-day review course for recertification was heavily favored
 - Sub-option F – requiring full training every 6 years was favored, with the recert review day being mandatory
 - Vote on CT 216 was inconclusive. The vote was split among the following: 1) leaving as is; 2) removing from program; 3) creating a new module, and 4) leaving as is, but allowing CT 216 certification outside

the program

- Continued discussion of what to do with CT 216. Planned one more vote on CT 216 and one more meeting to discuss the vote tally

- To assist with voting on CT 216, Richard sent out “CT 216 – Pros and Cons” document

- **Discussion:** TC vote on CT 216

- TC Meeting 4: Vote tally for CT 216 options

- Reviewed results of voting

- The conclusion was to leave it in the program as is but also offer it outside of the program.

- Summary of recommendations prepared for the Advisory Council

- **Discussion:** Technical Committee recommendations

- Add mandatory one-day review course for recertifications

- Require full training program attendance every 6 years

- Keep CT 216 in the S&A module, but allow certification outside of JTCP

2. Items for the bin list

- Bin list the HMA Design Tech Module for future discussion

- Monitor CT 216 certifications and issues in the field

AGENDA ITEM 9: JTCP Module Structure Proposal – Final discussion and vote

***NOTE:** The live meeting recording was lost due to technical issues. The following record is based on limited notes taken during the discussions.

- **Discussion:** Technical Committee recommendations

- Richard: The TC had a majority vote toward requiring full training every 6 years and allowing for a recert class on opposite certification cycles. The TC also voted toward the one-day recert class being mandatory to assure full discussion and networking, particularly among veteran testers.

- Richard: Despite the recommendations, CT 216 remains rather inconclusive as to where it should really go. The TC was heavily weighted toward having some level of training, but also leaned toward allowing certification outside the program to provide options for the various types of labs.

- **Discussion:** Advisory Council roundtable on recommendations

- Advisory Council: During the roundtable, council members discussed the merits of allowing CT 216 certification without any formal training. The conclusion was that the Soils & Agg module should remain as is, and both the AC and TC should continue to evaluate the data and feedback. The potential for a Field Tester module should be explored. The council members repeatedly expressed gratitude for the Technical Committee’s efforts in performing a full program evaluation, but generally believed that eliminating CT 216 training, or providing an option to avoid the training, at this time was inadvisable.

- **Discussion:** Advisory Council vote

- The Advisory Council was given the following options to vote on:

- 1. Adopt all TC recommendations

- 2. Keep the program as is

- 3. Adopt TC recommendations except for the decision on CT 216

- 4. Take an alternate course

VOTE

Russell Snyder: 3

Jim Auser: 3
Charles Stuart: 3
Charley Rea: 3
Michelle Craig: 3
Sarah Hartz: 3
Shadi Saadeh: 3
Jeremy Peterson-Self: 3
Jinesh Mehta: 3
Chu Wei (via email): 3
Richard Hibbard: 3

- Richard: We will begin developing recert sessions with the guidance of the Technical Committee. This process should be kicked off in October, if possible.

AGENDA ITEM 10: Roundtable / Review Action Items / Next Meeting

- **Discussion:** Roundtable.
 - Council Members expressed appreciation for the program and acknowledged the progress being made
 - Council Members recognized the Technical Committee as a well-balanced group that provided constructive input and valuable recommendations
 - Action items from the meeting were review.

- **Discussion:** Action Items.
 - Send out next meeting invitation to AC – Richard
 - Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, Session Comments and Feedback, Session Statistics, any additional info) – Richard
 - Begin development of recert sessions with Technical Committee input – Richard/TC
 - Attend ACI Strength Tester at NorCal facilities and at ACI Regional Resource Center – Richard
 - Set a date for Advisory Council to tour the ACI Regional Resource Center – Richard
 - Send out DRAFT and then FINAL meeting minutes – Richard

Parking lot