

**Highway Construction Materials Technician Certification Board
Meeting Minutes**

January 26, 2011

Meeting was announced by posting at the ODOT Training Center and on the internet web site at <http://oktechcert.org/Meetings>.

The meeting was called to order at 9:00 AM by Reynolds Toney. The following members/guests were present.

MEMBERS

Reynolds Toney	ODOT
Shawn Davis	ODOT
Larry Patrick	Jacobs
Tammy Robinson	OTA
Craig Parker	Silver Star
Rich Horrocks	Manhattan Road & Bridge
George Raymond	ODOT
Clint Mahanay	ODOT

GENERAL COUNSEL

Jan Preslar	OAG
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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. Those present exchanged introductions with the new member, Clint Mahanay.
3. Motion to approve minutes of July 28, 2010 made by Rich Horrocks, seconded by Tammy Robinson. Approved unanimously.
4. Program Director's Report
 - a. Construction Inspector classes had low enrollment. The Board instructed the Program Director to send out a reminder to industry organizations and Residencies and cc Board members.
 - b. One investigation is complete and a hearing has been recommended. A second investigation is nearing completion.

5. General Counsel Jan Preslar reviewed the disciplinary hearing procedures for the Board in preparation for the upcoming hearing (s).
6. Larry Patrick reported on the status of the sub-committee recommendations.
 - a. Changes to the Apprenticeship program include:
 1. The apprentice will not be issued a registration number.
 2. The mentor must be present when QC/QA sampling or testing is performed by the apprentice until competency is demonstrated and documented on the Apprentice Training and Competency Review Record.
 3. The mentor is legally responsible for all results generated by the apprentice.
 4. After demonstrating proficiency in all required procedures, the apprentice may be issued a temporary certification upon passing the corresponding written examination.
 5. George Raymond requested a cover letter be added to the application to explain the program changes and their effect on the apprentice and mentor.
 - b. Optional re-certification procedure for experienced RHCMTs.
 1. An RHCMT that has been certified three times may opt for an alternative process that utilizes personnel from the Materials Division Liaison Branch to evaluate performance in the lab/field within 18 months of expiration. (Reduced from 3 years as requested by Craig Parker.)
 2. The written examination will still be administered at the Training Center.

Craig Parker moved to approve with recommended change (3 yrs. To 18 mos.) Seconded by Rich Horrocks. Approved unanimously.

7. No new business.
8. Meeting adjourned by the Chair.