Joint Training and Certification Program
Advisory Council Meeting – April 22, 2022

SUMMARY OF OPEN ACTION ITEMS:

New Action Items 4/22/2022 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, previous meeting minutes, JTCP statistics, any additional info)	Richard	2-3 weeks prior to meeting
Contact PDPD regarding Caltrans award for JTCP Instructor	Esther	Open
Develop policy for certification extension requests	Richard	Open
Work on SIAD regarding the notification emails to managers and testers	Richard	Open
Send out DRAFT and then FINAL meeting minutes	Richard	Open

Previous Action Items Still Open	Action Owner	Status
Attend/ Observe ACI Concrete Strength Testing Technician Certification as administered by ACI NorCal-WNev and by the ACI Resource center in San Bernardino	Richard	Summer
Set date for AC to tour Regional Resources Center in SB	Richard	Open
Continue development of one day review courses	Richard	Continuing
Cost analysis and breakdown for JTCP initial training program and Recertification	Richard/ Jeremy	On hold

AGENDA ITEM 1: Introduction – Roll Call – Review Agenda
- Roll call – Committee members individually acknowledged the "JTCP Confidentiality and Conflict of Interest Guidelines."
  - Jacquelyn Wong, Charley Rea, Jim Auser and Chris Smith were not present at the time of roll call.
- Agenda reviewed

AGENDA ITEM 2: New Member - Joseph Dongo (CT Construction)
- Former AC member, Ken Solak retired. Joseph Dongo is in an acting role until a replacement for Ken is hired.

AGENDA ITEM 3: CT/CSULB Contract Status– Richard Hibbard
- Current contract set to expire June 30, 2022
- Contract extension request in the works
  - 6-month extension, no additional funding, intended to capture sessions lost in the pandemic
  - In place by June to assure program continuity
  - Will end as soon as replacement contract is in place
- Replacement contract submittal
  - Submitted after extension is approved
  - Estimated to be executed by September 2022

- Will delay 1-day review course recert sessions approx. 3 months

- Richard: The replacement contract was intended to be complete and ready by July 1st. It would be mostly the same as the old contract, except 1-day review courses would be added for recertifying testers. All replacement contract docs were submitted to DPAC on time in January, however, DPAC then requested a model agreement, a requirement that DES & METS were unaware of. A model agreement is apparently required for all contracts between state agencies and universities. Considering the complexity of this required documentation, it was clear that the submittal would not be completed in time, so a decision was made to request 6-month extension. The extension has the additional benefit of utilizing remaining encumbered funds.
- Richard: A six-month extension request was submitted on March 1st, within DPAC deadline. The contract had been revised to reflect changes to the session delivery schedule and the related adjustments to the overall budget. However, DGS rejected the extension request stating the justification for the existing contract was inadequate and several other areas would need updates to meet various requirements. As a result, several parts of the existing contract had to be revised. Once the necessary documents are submitted, DPAC has estimated 60-90 days to review and execute the contract for the 6-month extension. This will be very tight with the impending contract expiration on June 30th.
- Jeremy: We met with DPAC on several occasions to push this through as quickly as possible. The potential issue of contract expiration and the suspension of JTCP has been elevated up the chain of command.
- Russell: Offers support wherever needed to help expedite the process.
- Chu: DGS and DPAC need to understand the importance of this program. It is very critical as it will affect project delivery. FHWA will support whatever is needed to get the contract extended or renewed.

AGENDA ITEM 4: Review Previous Action Items – Richard Hibbard

Action Item List (Previous AC Meetings)	Action Owner	Status
Discuss the potential for a Technical Committee to review expansion to the ACI Strength Tester module (e.g. beam testing)	Tim/Charles	Closed
ADA Compliant meeting minutes for posting on website	Esther	Completed
Attend/observe ACI Concrete Strength Testing Technician certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino	Richard	Summer 2022
Set date for AC to tour the ACI Regional Resource Center in SB	Richard	Open
Begin development of one-day review courses	Richard	Continuing
Cost analysis and breakdown for JTCP initial training and recertification	Richard/Jeremy	On hold

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

- **Previous Action Items discussion:**
  - **Action Item: Discuss the potential for a Technical Committee to review expansion to the ACI module (e.g. beam testing)-On-Hold**.

- Richard: This action item can be removed. Review of the ACI Strength Tester module is in progress.
  - **Action Item: ADA compliant meeting minutes for posting on website- Completed.**
    - Esther: This has been completed.
  - **Action Item: Attend/observe ACI Concrete Strength Testing Technician certification as administered by ACI NorCal-WNev and by the ACI Resource Center in San Bernardino- Open.**
    - Richard: We will likely schedule something this summer.
  - **Action Item: Set date for AC to tour the ACI Regional Resource center in SB-Open.**
    - Richard: We may be able to schedule something this summer.
  - **Action Item: Begin development of one-day review courses- Continuing.**
    - Richard: We have started this project and will discuss the progress today.
  - **Action Item: Cost analysis and breakdown for JTCP initial training and recertification- Open.**
    - Richard: We may get a better idea of the breakdown once the new contract is in place.
    - Russell: The cost analysis and breakdown action item should be a low priority. There are more important items that need the focus and energy. Micromanaging budgets are not what the AC is about – the AC should focus on high-level policy.
    - Jeremy: Supports the transparency of the cost analysis, however we have been addressing the higher priority items first.

- **Bin List discussion:**
  - 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 (leaving on Bin list)
  - Track additional comments related to the inclusion of CT 216 in the Soils and Aggregate module (leaving on Bin list)

AGENDA ITEM 5: Class Statistics and JTCP Dashboard – Richard Hibbard

- **Discussion:**
  - Richard: A typical fiscal year in JTCP is roughly 900 students. Currently, JTCP is already at that mark with 3 months to go. The volume in early 2022 has been quite high as can be seen in the "Monthly Student Volume" chart. 2022 has had the highest volume per month compared to previous years.
  - Richard: From a program management standpoint, we would like to have one class per week. Currently we are running 2 classes a week, one at each location for 3-4 months now. The program has been extremely busy especially for the instructors. One instructor in particular, Mark Switzer has really exemplified his dedication to this program by traveling from Riverside to SJSU to deliver Soils & Agg sessions. His average Instructor Evaluation scores are very high on the JTCP Dashboard.
  - Jeremy: Suggest giving a PDPD training award to Mark Switzer. **Action Item: Esther to follow up with Michelle Valdez with PDPD to see if they are doing that this year.**
  - Russell: Would like to see the criteria the PDPD group uses to merit recognition.
  - Jeremy: Wrote one up in the past, not necessarily set on specific criteria.
  - Richard: On a different topic, attendees have suggested improvements the SJ state facility. We have been exploring how we can improve the facility, will discuss this again later in the meeting.
  - Russell: Why is the volume is so high right now?
  - Richard: Covid delay, i.e. testers putting off the training until available. Additionally, in 2019 the volume was very high and now, 3 years later, those testers are returning to recert. SB-1 project money is also increasing volume of new testers. Due to this surge in enrollment, we have caught back up to the volume proposed in the contract.

AGENDA ITEM 6: Program Updates– Richard Hibbard
  1. SJSU Lab Reorganization/ Improvements

2. Recertification session development

3. ACI Updates

    1. – SJSU Lab Reorganization / Improvements (completed February 2022)
- Removed unneeded equipment
- Reorganized storage space
- Planned upgrades to exterior space
- Add / improve lab stations

- The AC is shown a series of interior and exterior SJSU lab pictures before and after improvements were made.
- Russell: Everything looks great. What are the main reasons the SJSU lab got low scores?
- Richard: Physical space, the lab can feel cramped with 25 people present, lab stations lack space for tools. During the Covid years, the lab was cold in the winter due to the university shutting off the HVAC. May take a year to see a trend of improvement with SJSU facility evaluations and on the JTCP dashboard.

AGENDA ITEM 7: Break

AGENDA ITEM 8: Program Updates (cont)– Richard Hibbard

    1. SJSU Lab Reorganization/ Improvements

    2. Recertification session development

    3. ACI Updates

    2. – Recertification session development
- Shortened version of regular training
- Quick review of procedures
- Open lab time
- Focus on open discussion and networking
- Will use a slightly modified versions of current handbooks

- AC is shown a draft version of the HMA I "One-Day Review" PowerPoint presentation.
- Richard: Development of review courses is continuing, with the focus on open discussion and networking. The recert sessions will use existing handbooks with a few minor modifications. The presentation will be highly modified to meet time constraints and new slides will be added to encourage open discussion. The review sessions will have roughly 6 hours of classroom review, then move to open lab time for a couple more hours. For the lab time, each lab station will focus on a specific test method and students can rotate around as needed. The instructor and student assistants will be available for questions or test sample needs.
- Richard: One review session has been completed and the presentation has been sent to the Technical Committee as well as Roger Khoudessian and Dave Aver for comments.
- Jeremy: Likes the approach, however in comparison to regular sessions, there is more of a challenge for the instructor to get through the material in a timely manner. The instructor should focus on any topics the class appears to be struggling with. Provide answers to the study questions in the book in case the instructor is not able to cover all the information.

    3. – ACI Updates
- Session completed at ACI Resource Center
- ACI Concrete Strength Tester
    - Revised presentation

      - Planned session audit in May
      - Other comments?

- Richard: One session has been completed at the ACI resource center, however there were only 5 enrollees that showed up to the training session. Will work to get the numbers up for the next session in July 2022.

- Mikki: The evaluation and feedback we got for the training and exam day were positive. There were some difficulties with the paperwork that was submitted to Shadi – they are working through that and getting the class evaluations and release for the exam results taken care of. The next session should run smoother regarding the paperwork, but overall everybody was pleased with the facility. They have processed over 500 candidates (industry & Caltrans) so far this year and on track to do 78+ programs by the end of the year. Does not see enrollment slowing down anytime soon.

- Richard: Caltrans will be accepting neoprene caps for acceptance testing. This is expected to be in place by summer. Caltrans is also looking at moving to cylinder breaks for acceptance testing on PCC pavement. This will reduce the amount of beam casting and breaking substantially.

- Keith: Industry has been using neoprene for years. The decision document states neoprene caps can be used as an option. This document will be running through PMPC and has not been approved yet although we have high confidence it will.

- Jinesh: For PCC pavement acceptance, the process changed primarily to cylinders in Oct 2021. The only time they need to do beams is for mix design qualification. From a JTCP perspective as far as acceptance testing, it will all be cylinders for projects after Oct 2021.

AGENDA ITEM 9: Program Decisions
    1. Future Meetings: In person or Webex?
    2. Certification extension requests: Where do we draw the line?

    1. Future Meetings – in person or Webex?
    - Richard: Should future meetings should be in person, WebEx or hybrid meeting?
    - Russell: Would like the meeting to be in person with having a phone in option in case someone cannot make it.
    - Mikki: Agree with Russell, nothing beats the interaction of people being in the same room together.
    - Shadi: Also agree with Russell, have the meeting in person with phone-in option.
    - Jeremy: IT dept is looking at a hybrid option with getting mics for the people attending the meeting in person. Agree with having the in-person meeting with WebEx option.
    - Richard: The next meeting will be here at the Translab with the tentative date of Friday, Sept 23rd.

    2. Certification extension requests – Where do we draw the line?
    - Richard: Processing certification extension requests is time consuming due to the various steps required such as review of current tester profile, evaluating the reason for the extension, general back-and-forth discussion between IA and the tester, and (sometimes) eventual SIAD entries. There are a myriad of excuses for needing an extension, but the most common is that the tester has realized their certs will expire within a few days or are already expired. There needs to be some level of expectation for them to keep up with their certs. We suggest putting some verbiage on the websites with a defined policy regarding cert extensions. We need to keep this fair for all technicians and labs involved with the program.
    -Jinesh: Agree that there should be a standard policy for certification extensions. There should be a 90-day email reminder that includes information on the extension policy.
    -Richard: There is an email reminder currently being sent already, will verify the 30- and 60-day notifications are being sent. Suggest the testers must be enrolled 30 days in advance to be qualified for an extension. For extension requests less than 30 days, they can allow one "Mulligan" per tester and

that is it. Extenuating circumstances will be reviewed however this will not be advertised as a possible route to an extension.

-Jeremy: There is a need to tighten up the cert extension policy on both websites (Caltrans JTCP and CSULB). Would like to get something drafted up and posted as soon as possible.

-Russell: Would like to see more proactive efforts regarding notifications and get supervisors involved as well.

-Jim: 30 days in advance is fine for extensions with good reason.

-Mikki: Recommend the first notice sent at 120 days in advance, then another at 60-days. This gives the employer some time to help with their scheduling as well.

-Jeremy: The lab manager currently gets notifications of testers with expiring certs.

Action Item: Richard to work with SIAD administrator to provide JTCP-specific expiration notices. These should go out at 120 days and 60 days in advance of a JTCP module expiration. The notice will be cc'd to the lab and will include the cert extension policy.

AGENDA ITEM 10: Roundtable / Review Action Items / Next Meeting – Richard Hibbard

- **Discussion:**
- All: Express appreciation for the program and acknowledge the progress being made
- Review of action items generated during this meeting.
-Richard: To clarify the recertification policy: To qualify for recert course, a tester must be signed up for a session that occurs before their certs expire. If their certs are expired, they will need to attend a regular training session.
-Russell: Would Shadi like to have another open house tour sometime next year at CSULB?
-Shadi: Like this idea, will help JTCP in many ways, will reach out to Russell for some suggested dates.
-Russell: 10 out of a possible 10 for program which has matured well and is solidly hitting its mission on every high-level goal.
-Shadi: Give the program a 10 as well, program keeps improving.
-Richard: Give the program 10, but might be somewhat biased.
-Mikki: Kudos to Shadi for keeping the program alive during COVID.
-Jinesh: Give the program a 9, there is always room to improve but overall great.
-Jim: Agree with Jinesh.
-Jeremy: Appreciate everyone's input and effort, there's always room for improvement. Thank you to Richard and Shadi for making those new innovative ideas happen.

Action Items:
- Develop policy for certification extension requests, improve SIAD notification system - Richard
- Contact PDPD regarding Caltrans award for JTCP Instructor - Esther
- Send out next meeting invitation to AC- Tentative Friday Sept 23, 2022 - Richard
- Send out pre-read items in advance of meeting to improve effectiveness of the meeting (to include: Agenda, Previous Meeting Minutes, Session Statistics, any additional info) - Richard
- Send out DRAFT and then FINAL meeting minutes- Richard

Parking lot