

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

September 14, 2021

Meeting was announced by posting at the Bert Cooper Engineering Laboratory and on the internet web site at <http://oktechcert.org/Meetings>.

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

MEMBERS

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|----------------------------|------|
| Matt Romero (Chair) | ODOT |
| Larry Patrick (Vice Chair) | OAPA |
| T.J. Dill | OTA |
| Brent Burwell | ACPA |
| Allan Hinton | ODOT |
| Clint Mahanay | ACCO |
| Craig Parker | AGC |
| Joe Echelle | OTA |
| Kenny Seward | ODOT |

STAFF

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|--------------|--------------------------|
| Dan Cook | Program Director |
| Steve Sawyer | Program Coordinator |
| Susan Ramsey | Administrative Assistant |

1. The Chair determined that a quorum was present and called the meeting to order.
2. Motion to approve minutes of December 8, 2020 made by K. Seward, seconded by B. Burwell. Approved unanimously.
3. Program Coordinator, Steve Sawyer reported:
 - a) New financial report includes all expenditures in spreadsheet format. Due to SARS-CoV-2, expenditures for FY 2021 were down to about \$300,000. An updated report will be emailed to the members prior to each regular Board meeting.
 - b) New tables with pressure laminated tops will replace the old blow molded tables in the classroom area of the lab.
 - c) ASSHTO T 11 will be replaced by ASTM D1140 for the Soils training and certifications.

4. Steve Sawyer reported on the results and recommendations from the ODOT contract audit.
 - a) OSU will work with the ODOT Comptroller to improve the reporting of payments made by non-ODOT organizations.
 - b) A policy will be included in the new manual for requiring payment in a timely manner and describing consequences for delinquent payments. The Board generally agreed that 90 days was a maximum time to allow for payments and consequences will include suspension of certification and/or a moratorium on the organization's enrollments in program modules until the payments are made. A draft of the policy will be presented at the next regular meeting.
 - c) The Program Coordinator will begin work on a comprehensive policy & procedures manual for the program and present the first draft to the Board at the next regular meeting.
 - d) Among the missing inventory items is a Troxler New Technology Oven which has not been located. The Program Coordinator will continue the search for this item.
 - e) OSU Professional Development will increase their efforts in cross training personnel in the operation of the program.
5. Matt Romero reported that proposed changes to the Act that created and governs the HCMTCB were not enacted by the legislature but there may still be further action on that front in the future.
6. Matt Romero reported on the possibility of including training on the Indirect Tension Asphalt Cracking test when the Department moves to Balanced Mix Design. If that happens, there will likely be new equipment acquisitions required for training and certifying Asphalt Mix Designers.
7. Matt Romero reported that there was still a lot of work to be done with FHWA and the Department will need to revisit the applicable specifications before moving forward with Mean Roughness Index Training.
8. There was no new business.
9. Meeting adjourned by the Chair.