CPESC Program Committee
Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the CPESC Program Committee conducted in Open Session in accordance with the ECI By-Laws and Policies for Committees. Items discussed were listed on this Agenda noticed on the date below. All Items were not taken in the same order as shown on the meeting notice.

Notice Date: March 10, 2017  Called by: Charles Wilson
Meeting Date: March 13, 2017
Meeting Type: Conference Call  Location: N/A
Notes: Lori Moore
Attendees: Committee Chair Jim O’Tousa
Committee Members Sharon Dotts, Nick Elmasian, Chris Hargreaves, Meike Hoppin, Carlos Labadina, Gary Moody, Marc Theisen
Director Rob Anderson
Technical Chair/Director Alan Black
Trainer Liaison Mike Chase
Staff: Staff Representatives Charles Wilson, Melissa McKinney, Marvin Greer, Lori Moore
Absent: Committee Member Charlie Greene

Item 1.0. Roll Call and Review of Agenda  Charles Wilson

Summary: Roll Call and Introductory Comments

Actions: None

Item 2.0. Organization Update  Rob Anderson

Summary: Past Evaluation and Present Direction were discussed. New committee structure of volunteers to replace the outdated and inefficient council system.

Actions: None
Item 3.0. Administrative Review

Rob Anderson

Summary: Direction of Organization with Committees and expectation of volunteers were discussed. Importance of teamwork was discussed with an emphasis on the importance that the committee take a national approach instead of regional. Staff resources and roles were also outlined.

Actions: None

Item 4.0. Review of Program Committee and Roles

Rob Anderson

Summary: Roles and responsibilities of each position were discussed. This committee will require a time commitment of a couple hours per month and should meet monthly or quarterly.

Actions: None

Item 5.0. Program Committee Kickoff and Approach

Charles Wilson

Summary: Initial tasks were discussed including:

1. Finding additional volunteers – a list of current CPESC certified professionals will be sent to Committee Members to assist with recruiting additional members, if needed.

2. Select Chair and Vice Chair – Jim O’Tousa agreed to serve as Committee Chair. A Vice Chair will need to be selected as soon as possible.

3. Initial tasks assigned:
   a. Compile technical references for certification – find up to date technical references that are readily available such as government resources.
   b. Review Scope and rewrite/redevelop for program based on the six (6) MCM’s (similar format to CPISM) – CPISM scope has been sent for formatting purposes. The committee will work to create a better scope. When scope is reviewed, determine what is missing. References can be built references from that.
4. Future tasks assigned
   a. Glossary of terms – must be national in focus – (Appendix A); keep in mind when reviewing scope.
   b. Test question development sub-committee
   c. TBD

Actions: Committee members will need to be working on initial tasks as discussed.

Item 6.0. Schedule Next Meeting

Summary: Potential date and time were discussed for the next meeting.

Actions: The next meeting was scheduled for Thursday, April 10th at 4:00 PM EDT. CW will send out invites to all attendees.

The following documents will be sent out to all committee members prior to the next meeting:
   • PDF of the most current CPESC Manual
   • PDF of CPESC Certification Requirements
   • Complete list of all CPESC Certified Professionals
   • Copy of the Construction General Permit
   • Meeting minutes and link to the recording of this meeting
   • Calendar instructions for www.FreeConferenceCall.com

Item 7.0. Adjournment

Meeting Adjournment at 4:52 PM EDT