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: November 6, 2017  
Called by: Charles Wilson

Meeting Date: December 4, 2017  
Location: N/A

Meeting Type: Conference Call  
Notes: Lori Moore

Attendees:  
Director Rob Anderson  
Committee Chair Jim O’Tousa  
Vice Chair Carlos Labadia  
Committee Members Nick Elmasian, Gary Moody, Marc Theisen, Meike Hopkins

Staff:  
Staff Representatives Charles Wilson, Melissa McKinney, Lori Moore

Absent:  
Technical Chair/Director Alan Black  
Trainer Liaison Mike Chase  
Committee Members Charlie Greene, Sharon Dotts, Chris Hargreaves

Item 1.0. Roll Call and Review of Agenda

Summary: Roll Call

Actions: None

Item 2.0. Approval of Minutes

Summary: Minutes from November 6, 2017 were presented.
Actions: Motion to approve minutes as submitted was made by Carlos Labadia and seconded by Marc Theisen.

Approval: Six (6) in favor, none against, no abstentions.

Item 3.0. New Business

Summary: The following subcommittees were discussed:

- Subcommittee to be formed that will be tasked with coming up with topics and creating white papers to be added to the General Principles Review manual.
  - Chair Jim O’Tousa was asked to coordinate the efforts of this subcommittee.
- Subcommittee to develop additional questions for the exam
  - Will not receive copies of the existing exam
  - To Develop large database of exam questions
- Review courses and classes that IECA / Forrester offer to see if they are suitable and applicable for PDH credit so a list of potential PDH opportunities can be developed. This will also be used for the purposes of developing references.

Actions: Subcommittee members to select topics in January to begin working on white papers for manual content. Jim O’Tousa to send out an email to committee members summarizing what was discussed during this meeting.

Item 4.0. Review of Technical References

Summary: Technical References were not discussed during this meeting.

Actions: References will be looked at in more detail later.

Item 5.0. Review of Scope

Summary: Scope of Practice is being reviewed and vetted by various people.

Actions: Feed-back will be given to the committee upon completion of review.
Item 6.0. Manual Expansion

Summary: Manual expansion was discussed. Existing manual is to be maintained and updated. New topics / additional modules can be added as an expansion to the existing manual. References need to be updated and added. Staff will send out an email requesting volunteers that have expertise in a particular subject matter upon request.

Actions: Track changes will be used to show any strike outs or additions to the manual.

Item 7.0. Schedule Next Meeting

Summary: Date and time for next meeting was discussed.

Actions: The next meeting was scheduled for Monday, January 8, 2018 at 4:00 pm EST, 1:00 pm PST. Staff will send out invite to all attendees.

Item 8.0. Adjournment

Meeting Adjournment at 4:42 PM EDT