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: February 23, 2018
Meeting Date: March 5, 2018
Meeting Type: Conference Call
Called by: Jim O’Tousa
Location: N/A
Notes: Lori Moore

Attendees:
- Director: Rob Anderson
- Committee Chair: Jim O’Tousa
- Vice Chair: Carlos Labadia
- Technical Committee: Rick Hajas
- Committee Members: Gary Moody, Marc Theisen, Meike Hopkins, Rick Hajas

Staff:
- Staff Representatives: Melissa McKinney, Lori Moore

Absent:
- Technical Committee: Mike Chase, Kee-Hwee Ngiam
- Committee Members: Charlie Greene, Sharon Dotts, Chris Hargreaves, Nick Elmasian, Kee-Hwee Ngiam
- Staff Representative: Charles Wilson

Item 1.0. Roll Call and Review of Agenda

Summary: Roll Call

Actions: None
**Item 2.0. Approval of Minutes**

*Lori Moore*

**Summary:** Minutes from January 8, 2018 review and approval postponed until next meeting.

**Actions:** Minutes from the January 8, 2018 meeting to be reviewed and submitted for approval at the next meeting.

---

**Item 3.0. Review of Status of Manual Chapters and Manual Format**

*Jim O’Tousa*

**Summary:** Jim O’Tousa sent out an email today with CPESC manual format that included numbered headings and subheadings to aid committee members with putting together white papers on their topics. This format was discussed. Title for manual was discussed including CPESC Preparation Manual and the existing title, which is General Principles Review Manual. This will be discussed further later in the process. White paper assignments and statuses were discussed. Committee members are working on papers as well as putting them into a format. Meike Hopkins will work with Ruth Wallace on Rules and Regulations. Ms. Wallace is currently working on a manuscript for Rules and Regulations, that will be used for all five (5) certifications. Carlos Labadia has requested any information that anyone has on construction site inspections. Marc Theisen is collaborating with Australia to get an international perspective on his topic. It was requested that he include Michael Frankcombe in any discussions with Australia. An offline meeting will be scheduled to discuss. Soil science and soil mechanics were discussed as it pertains to the certifications. Meeting about Scope of Practice was discussed. 3-4 months will be required for drafts of white papers.

**Actions:** Lori Moore to send Meike Hopkins contact information for Ruth Wallace.

---

**Item 4.0. Schedule Next Meeting**

**Summary:** Date and time for next meeting was discussed.

**Actions:** The next meeting was scheduled for Monday April 9, 2018 at 4:00 pm EDT, 1:00 pm PDT. Staff will send out invite to all attendees.
Item 5.0. Adjournment

Meeting Adjournment at 4:41 PM EDT