

Training & Education Committee Minutes -
Wednesday, October 27, 2021
Zoom meeting

Members attending: Mitch Burghelea, Micah Brown, Melanie Lewis, Alba Vogland, Kitty O'Keefe and Josh Thomas.
Guests: Scott Gallegos and Terry Hogan w/ One Call Concepts.

Agenda

1. Announcements and Introductions
 - a. Mitch called the meeting to order at 11:04 am and introductions were made.
 - b. Micah moved to accept the minutes and Alba 2nd the motion. The minutes were accepted. Kitty to post on website.
2. Chair Statement – Mitch welcomed members and guests.
3. New Business-
 - a. OCC discussion on ITIC.nxt training tools:
 - i) Mitch commented he likes the video tutorials on our website for ITIC.nxt. Go to: <http://or.tryitic.com/>
 - ii) Scott shared the following updates w/ nxt:
 - 10 video online to use as tutorials.
 - Eblast went out on 10/11
 - Quick learning curve
 - Bookmarks; you need to update your bookmarks or you go back to the old system
 - Will have his ITIC.nxt experts present at the Excavator Safety Training classes on Nov. 16th.
 - iii) Members discussed further training ideas:
 - Continue Eblast
 - Invite OCC nxt experts to our Locate and Ex Safety in person classes.
 - Add a new module to our free online Ex Safety 101 course.
 - Use of search engine/cost effective to get the work out.
 - Fix the problem with focus approach to those

repeat offenders.

- Provide a virtual training to folks

4. Old Business -

a. 2022 Forecast Budget -

- i) See Attachment 1 & 2
- ii) Mitch went through each line item for the 2022 budget.
- iii) 2021s current budget was viewed.
- iv) Micah wants Josh to combine 2021 & 2022
- v) Josh to provide a combined budget. What's being carried over? Create Summary tab.

b. Review proofs for 2022 OUNC Calendar:

- i) Members reviewed.
- ii) Email your edits to Kitty; she's working w/ OCC creative on this project.
- iii) Printing 2,000. 500 will be mailed to our customers; remaining calendars for our online store to order.

c. Locator Training updates:

- i) Micah spoke at the Tuesday locate class providing OR811 dig law Q&As. He asked & suggested the following:
 - Have OCC nxt experts at upcoming locate classes
 - Do we ask Bob to add nxt training to his ppt?
 - Provide 'how to read a ticket'; from Call Center
 - Search & Status is another free tool.
- ii) Melanie would like follow up trainings and specific trainings to understand our dig law rules.

5. For the Good of the Order –

a. Covid-19 reminder:

- i) What are other state agencies doing?

Motion to adjourn by Micah & 2nd by Alba. Meeting adjourned at 12:18p.m.

Minutes submitted by Kitty O'Keefe on 10.29.21

2021 Training & Education Budget Forecast

Line Item #520 on monthly budget report, will include the following:	BUDGET	PAID	DIFFERENCE
Training			
Locator Training Classes: includes virtual and in class sessions Feb.9, Mar.9, Apr.7, June 8, Aug.26 VIRTUAL CLASSES @\$1,800 ea. October 18 & 19, 2021 LIVE IN PERSON CLASSES @ \$2,800 ea. (budget includes cost to cover meeting space & catering @\$1,200 a day)	\$25,000	\$17,000	
Excavator Safety Training Nov. 17 & 18: cost per class by Clint is \$1,000 x 2 = \$2,000 + 2K travel (budget includes cost to cover meeting space & catering @ \$850 a day)	\$7,500	\$5,700	
Digging Danger Videos	\$280	\$215	
On-line Excavation Safety 101: maintenance cost	\$1,200		
SUBTOTAL		\$33,980	\$22,915
Printed Materials			
3- folded OR811 Brochure: English & Spanish	\$3,200		
Pocket Guide: English & Spanish	\$2,000		
2-sided Excavator Checklist - Laminated	\$2,000	\$1,735	
OUNC Wall Calendar for 2022	\$8,000	\$8,000	
SUBTOTAL		\$15,200	\$9,735
MISC.			
Currently these printed items below fall under Publicty Budget; line item #518 Misc. Standard Manuals Spanish version English version Dashboard Calenders			
SUBTOTAL		\$0	\$0
	\$49,180	\$32,650	\$16,530

2022 Training & Education Budget Forecast

Line Item #520 on monthly budget report, will include the following:	BUDGET	PAID	DIFFERENCE	
Training				
Locator Training Classes: includes virtual and in class sessions 3 Virtual Classes and 3 In-person Classes taught by Bob N.	\$25,000			
Excavator Safety Training 2 In-person classes taught by Clint K.	\$14,000			
ITIC.NXT Training	\$10,000			
Digging Danger Videos On-line Excavation Safety 101: maintenance cost	\$300 \$5,000			
SUBTOTAL		\$54,300	\$0	\$54,300
Printed Materials				
3- folded OR811 Brochure: English & Spanish	\$3,200			
Pocket Guide: English & Spanish	\$2,000			
2-sided Excavator Checklist - laminated	\$2,000			
2023 OUNC Calendar- print 2,000	\$8,000			
SUBTOTAL		\$15,200	\$0	\$15,200
Sponsorships				
Mid Oregon Safety Summit (GOSH Conference is in 2023)	\$1,500			
SUBTOTAL		\$1,500	\$0	\$1,500
	\$71,000	\$0	\$71,000	