

## **CWMA Professional Development Committee (PDC) 2020 Interim Meeting Report**

Ms. Brenda Sharkey, Committee Chair  
South Dakota

### **INTRODUCTION**

The PDC (hereinafter referred to as “Committee”) submits its Report to the Central Weights and Measures Association (CWMA). The Report consists of the CWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in **bold-faced italics**.

Presented below is a list of agenda items considered by the CWMA and its recommendations to the NCWM Professional Development Committee.

**Subject Series List**

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Education .....	EDU Series
Program Management.....	PMT Series
Other Items.....	OTH Series

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**Table B  
Glossary of Acronyms and Terms**

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<b>Acronym</b>	<b>Term</b>	<b>Acronym</b>	<b>Term</b>
ADDIE	Analysis, Design, Development, Implementation, and Evaluation	NEWMA	Northeastern Weights and Measures Association
ANSI	American National Standards Institute	NIST	National Institute of Standards and Technology
BOK	Body of Knowledge	OWM	Office of Weights and Measures
CWMA	Central Weights and Measures Association	PDC	Professional Development Committee
ISO	International Standardization Organization	RSA	Registered Service Agents
ICE	Institute for Credentialing Excellence	SME	Subject Matter Expert
NCWM	National Conference on Weights and Measures	SWMA	Southern Weights and Measures
		WWMA	Western Weights and Measures Association

**Details of All Items**  
*(In order by Reference Key)*

**EDU – EDUCATION**

**EDU-1 I Professional Certification Program**

<b>EDU-1</b>
<p><b>Regional recommendation to NCWM on item status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</li> <li><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</li> <li><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></li> <li><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></li> <li><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></li> <li><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></li> </ul>
<p><b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i></p> <p>Don Onwiler (NCWM) shared that both Arkansas and Louisiana have asked for universities to be authorized to provide proctoring and have been granted that request. Mr. Onwiler mentioned that this may be an option for other states to explore as well.</p> <p>John Albert (Missouri Weights and Measures) added via Zoom chat that Missouri’s HR department has agreed to proctor the exams for their employees.</p> <p>Sherry Turvey (Kansas Weights and Measures) and Brenda Geist (Kansas Weights and Measures) reported that their HR department will not provide proctoring but Barton County Community College has agreed to proctor and is charging by the hour.</p> <p>Rachelle Miller (Wisconsin Weights and Measures) added that they have had a difficult time with proctoring with the pandemic restrictions but had been able to proctor themselves with the aid of other divisions. Ms. Miller also commented that the City of Milwaukee has done the same.</p> <p>Don Onwiler (NCWM) noted he has suggested that the states that are having issues with proctoring for large scales could apply for Associate Membership Committee (AMC) funding for this purpose.</p> <p>Greg Vanderplaat (Minnesota Weights and Measures) shared the fact that Minnesota has not done any professional certification tests since the proctoring requirement was put in place. They used the testing heavily before that but are having difficulties finding the time to find anyone to proctor for them.</p>

**EDU-2 I Training**

**EDU-2**

**Regional recommendation to NCWM on item status:**

- Recommend as a Voting Item on the NCWM agenda
- Recommend as an Information Item on the NCWM agenda
- Recommend as an Assigned Item on the NCWM agenda  
*(To be developed by an NCWM Task Group or Subcommittee)*
- Recommend as a Developing Item on the NCWM agenda  
*(To be developed by source of the proposal)*
- Recommend Withdrawal of the Item from the NCWM agenda  
*(In the case of new proposals, do not forward this item to NCWM)*
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**Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)*

Tina Butcher (NIST Office of Weights and Measures) provided a presentation on NIST OWM training activities during the period of January to July. She noted that this presentation was provided during the NCWM PDC's virtual meeting in July 2020 and at the three prior regional weights and measures association meetings. Mrs. Butcher highlighted OWM's efforts to support weights and measures jurisdictions by providing training and other professional development materials in a virtual format during the time that restrictions of the COVID-19 pandemic prevented field inspectors and service personnel from working in field installations. She noted the shift to include more virtual training options has a profound impact on OWM's ability to reach more people than it can for in-person classes alone.

Mrs. Butcher also noted OWM is taking the opportunity to consider how this virtual training might be incorporated into OWM's regular training offerings and rather than just adding in virtual classes. OWM is considering how virtual offerings can be integrated into OWM's overall training program even following the pandemic. In the future, OWM may offer multiple formats and consider hybrid approaches such as presenting the lecture portions on line and conducting hands-on portions in person with smaller classes held back-to-back. OWM is considering various approaches that might not only help its trainers to continue to provide training during the pandemic restrictions, but that would also allow OWM to reach more people than is possible with in-person classes alone. OWM is mindful that a very important part of the in-person classes is the hands-on portion, so it's necessary to consider different options to ensure what is provided will still meet the needs of the jurisdictions and students. There may be various combinations of options that could be used.

Elizabeth Lambert (Missouri Weights and Measures) noted in Missouri, Lab Manager, Kevin Upshulte and several of their inspectors have taken the Evidence, Search, and Seizure online course and they all said it was great and they got a lot out of information out of the course. Mrs. Butcher noted she will share this feedback with the NIST OWM team responsible; Ken Butcher, who developed the webinar, and David Sefcik, who has been presenting it.

Doug Rathbun (Illinois Weights and Measures) thanked Mrs. Butcher and all the people at NIST for their hard work. Illinois' program has two metrology staff members in training who are anxious to get back to in-person training and they all appreciate how NIST has stepped up in this and other arenas to present online training.

Ivan Hankins (Iowa Weights and Measures) concurred and shared he also participated in the "Search and Seizure" webinar and found it jam packed with information. He would like to take the seminar again to catch anything he may have missed while taking notes. He noted David Sefcik (NIST OWM) is a wonderful instructor and NIST has done a great job with this. Mr. Hankins asked if there might be a possibility of having "private tutoring" once you are able to travel. For example, Mr. Sefcik might travel to Iowa and work one-on-one with individuals or small groups to provide training. Mr. Hankins noted that it is difficult to have full dialog and get all questions answered during the short space of a webinar, particularly if the primary mechanism for asking questions is to type questions into a chat box.

Mrs. Butcher reported that at present NIST OWM is restricted from traveling; however, once travel is once again permitted NIST OWM will consider various options for delivering training based upon any pandemic-related restrictions that remain in place. One of these scenarios might include something like Ivan suggested or even modified classes in which a much smaller group of students participate in a classroom setting coupled with some online training in advance. This will depend on the conditions and restrictions.

Mrs. Butcher also reported that a small group of OWM staff have been developing a strategy for OWM's online training, not just during the pandemic restrictions but afterward since this mechanism provides an opportunity to reach far more customers than in-person alone. She acknowledged Ivan's point about the challenges of discussions during a webinar and noted OWM has been considering offering some "Information Hour" sessions (patterned after those used in the Laboratory Metrology Program) during which a particular technical topic would be discussed in a more informal format allowing participants to ask questions and discuss technical issues.

Tina also shared that another option OWM has used in the past prior to pandemic restrictions is that of conducting a webinar to a group of people located in the same (or several) rooms. A laptop and projector are set up and logged into a webinar to be presented by OWM and a microphone is used to provide sound to the group of people in the room. The webinar is conducted and participants are able to ask questions and talk amongst themselves much like

a normal, in-person classroom.

John Albert (Missouri Weights and Measures) made a similar comment via the Zoom meeting chat, sharing they have required all of their inspectors to take this training. Ivan Hankins noted Iowa has done the same.

Jeff Fantozzi (Erie County, Ohio) commented that following the death of Fran Elson-Houston, past director of Ohio Weights and Measures, there have been some challenges getting training events up and running again, and they very much appreciate the training NIST has been able to provide.

**EDU-3 I Instructor Improvement**

<b>EDU-3</b>
<p><b>Regional recommendation to NCWM on item status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</li> <li><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</li> <li><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></li> <li><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></li> <li><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></li> <li><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i></li> </ul>
<p><b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i></p> <p>Tina Butcher (NIST OWM) reported that no work has been done in the area of instructor improvement since the onset of the COVID-19 pandemic. Mrs. Butcher expressed appreciation for the work done by those trainers in the program and noted that OWM looks forward to continuing to work with these trainers who have generously shared their expertise during NIST training events. OWM will also consider how these trainers might collaborate with NIST in delivering virtual training while pandemic restrictions prevent in-person training events.</p> <p>The Committee received no comments on this item. The Committee would like to thank NIST OWM for the continuing work with its train the trainer program and the contributions of those trainers who continue to work in cooperation with NIST to extend our collective training resources.</p>

**EDU-4 I Recommended Topics for Conference Training**

<b>EDU-4</b>
<p><b>Regional recommendation to NCWM on item status:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda</li> <li><input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda</li> <li><input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i></li> <li><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i></li> <li><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i></li> </ul>

<input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i>  The Committee received no comments on this item during its open hearings. Acting PDC Chairman, Elizabeth Lambert (Missouri Weights and Measures) encouraged CWMA members to submit suggested topics for training to the NCWM PD Committee.

**PMT – PROGRAM MANAGEMENT**

**PMT-1 I Safety Awareness**

<b>PMT-1</b>
<b>Regional recommendation to NCWM on item status:</b>  <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<b>Comments and justification for the regional recommendation to NCWM:</b> <i>(This will appear in NCWM reports)</i>  Acting PDC Chairman, Elizabeth Lambert recognized Brenda Sharkey (South Dakota Weights and Measures) for her work as the CWMA’s Safety Liaison to the NCWM. Ms. Lambert thanked Ms. Sharkey and recognized a recent safety-related article Brenda contributed on CWMA’s behalf to the NCWM newsletter.  Ms. Lambert also expressed thanks to Lori Jacobson (formerly of South Dakota Weights and Measures) who has agreed to serve in the capacity as Safety Liaison to the NCWM PDC Committee.

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- Ms. Brenda Sharkey, South Dakota | Committee Chair
  - Ms. Elizabeth Lambert | Member
  - Ms. Brenda Geist, Kansas | Member
  - Mr. Mike Bohler, Nebraska | Member
  - Mr. Ryan Rogers, Hoidale Company | AMC Representative
  - Mr. Scott Ferguson, Michigan | NCWM Representative

**Professional Development Committee**