ATSIP Executive Board Meeting
Meeting Minutes
Wednesday, October 19th, 2011
Teleconferencing, 1 PM Central Time

Attendees:

Executive Board Members Present:

> **Hadi Shirazi**, President, Louisiana
> **Ken Carpenter**, 1st Vice President, SUNY Albany
> **Marty Pollock**, 2nd Vice President, Tennessee
> **Bob Rasmussen**, Past President, Virginia
> **Bob Scopatz**, Secretary, Data Nexus
> **Cynthia Burch**, Maryland
> **Cory Hutchinson,** Louisiana, by proxy to Hadi Shirazi
> **Tim Kerns**, Maryland
> **Nils King,** Indiana
> **Chris Madill**, Washington, by proxy to Bob Rasmussen
> **Angie Schmit,** TSASS
> **Ward Vanlaar,** TIRF, Canada

Non-voting participants:

> **Jim Davis,** New Mexico
> **Martha Florey,** Wisconsin
> **Ralph Zimmer,** Montana
> **Sean McLaurin,** NHTSA
> **Dave Bozak,** InfoGroup

1. **Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)**
   > Bob Scopatz announced a quorum at 1:05 PM Central time

2. **Minutes (Hadi Shirazi)**
   ----- Approval of Minutes from September 21st, 2011 Executive Board Meeting
   > Hadi Shirazi asked to change item 14 to reflect the actual meeting date of October 19th.
   > Bob Scopatz fixed a sentence fragment in Item 13 to note that we will standardize to meet
   > on the 3rd Wednesday of each month.

   MOTION:
   Bob Rasmussen moved to approve the minutes of the September 21, 2011 Executive
   Board Meeting.
   Marty Pollock seconded
   Motion passed

   Hadi reported that he has requested a meeting room for our meeting on Saturday, January
   21st at TRB. We will receive confirmation from Bruce Millar in mid-November.

51
52 **3. 1ˢᵗ Vice President's Report (Ken Carpenter)**
53   Ken Carpenter deferred his report to the agenda item for the 2013 Forum.
54
55 4. **Treasurer Report (Bob Rasmussen)**
56   The monthly financial report: The ATSIP account balance stands at $29,920.10. There is a
57    $25 deposit pending.
58   The forum account is at $90,262.36, but this amount will drop to reflect checks paid to the
59   conference hotel. The State of North Carolina has also contributed $5,000 that has yet to be
60   posted to the balance.
61
62 5. **Liaison Reports**
63   FMSCA: no report
64   FHWA: no report
65   NHTSA: Sean McLaurin reported that NHTSA is proceeding with plans to revise the
66   Traffic Records Assessment process (NOTE: a project plan summary is provided at the end
67   of these minutes). They have issued several contracts. Bob Rasmussen sat in on one of the
68   contract kick off meetings. Another project in the works is to rewrite the Traffic Records
69   Advisory. Sean said that NHTSA hopes that becoming involved with the Assessments can
70   be viewed as a member benefit for ATSIP.
71
72   NHTSA is taking a new direction on the Assessments to adopt an iterative process and do
73   much of the work remotely (phone, email, and webinar). The remote assessment process
74   will use more than one subject matter expert per each system. The hope is that we can
75   involve more people who have to work full time and can't take a week off as is necessary
76   for participation in the current process. NHTSA is going to fund the assessments and pay
77   the assessors.
78
79   NHTSA would like to have ATSIP participate in the Traffic Records Advisory update.
80   Most of the work will also be done remotely.
81
82   They would like to also develop a comprehensive set of yes/no questions and we would
83   plan to pre-answer those questions before the actual assessment based on information
84   already available (the prior assessments, TRIPRS, the state's 408 submission, etc.). There
85   should also be standards of proof for each of the "yes" answers.
86
87   The other change would be to give states "soft" recommendations rather than be
88   prescriptive.
89
90   NHTSA has built in three opportunities to participate in the Advisory update. They would
91   like people to comment on drafts as they are posted on the website. NHTSA would also
92   like to identify subject matter experts who can spend two days in Washington DC to help
93   rewrite the sections of the advisory.
94
95   Bob Rasmussen asked if NHTSA and/or the contractor could supply the sections now that
96   they would like to have rewritten.   Sean said that he would sit down with his team to
97   determine when they could send ATSIP the documents.
98

99   NHTSA counsel said that the process of updating the Advisory has to be done in separate
100   pieces in order to avoid turning the meeting into a "conference" and/or requiring OPM
101   approval.
102   Angie Schmit reminded the board that we have already conducted an outreach survey
103   among the membership and could update that.
104
105   The plan is to implement the new Assessment and Advisory in 2013.
106
107   They are also working with TSASS to allow free information exchange via TRIPRS.
108
109   Other agencies: none present
110
111 6. **Committee Reports**
112
113   Constitutions   (Ralph Zimmer and Jim Davis)
114   Ralph Zimmer reported there are no changes to the Constitution.
115
116   Best Practices   (Tim Kerns)
117   Tim Kerns said there will be nothing to report until January.
118
119   ATSIP Strategic Planning   (Larry Cook)
120   No report
121
122   Membership/Outreach   (Bob Rasmussen)
123   Bob Rasmussen said that we have the capability to update our membership roster. We have
124   information on members and interest areas over the past 1 ½ years. We have updated all the
125   people already in our database. We will also update the listings for non-members who have
126   attended the Forum. We will send them letters to invite them to become a member.
127
128   A reminder of dues will go out before our year end.
129
130   Data Quality & Improvement   (Bob Scopatz)
131   No report.
132
133   Policy/Positions & Resolutions   (Kathleen Haney)
134   No report.
135
136 7. **2012-2013 Nominating Committee (Bob Rasmussen)**
137   Bob Rasmussen asked the Board members to identify potential board member candidates.
138   Bob also said that by next month he plans to present names of participants on the
139   Nominating Committee.
140
141 8. **Web Site Progress, and Webinar Evaluation (Dick Paddock, Angie Schmit)**
142   Angie Schmit reported that nothing has changed on the ATSIP static website. We are
143   looking at the member list and how best to support the Traffic Records Assessment
144   revision process. We have data on members' experience and interest areas. We have
145   data on new members that has not yet been entered into the database. The Traffic
146   Records member website is in need of expansion and improvement. TSASS will submit
147   a proposal for executive board approval.

148
149   Hadi asked if we have any evaluations of the Virtual Forum (webinar). Angie reported
150   that we will need to change our approach for web access to support presentations to a
151   web-based audience. She recommended that she would recommend smaller rooms and
152   increasing the focus on the remote attendees. Cost is a factor because the internet
153   connections cost money and there has to be someone there to manage the webinar—also
154   costs money. We also need to have a way to support this so that when the remote
155   technology fails we aren't also interrupting the in-person presentations.
156

157   9. 2012 Forum Update (Marty Pollock)

158   Marty Pollock reported that the cost/benefit of the webinar support should be looked at
159   by the board so we can make a sound economic decision on how to proceed. Marty said
160   that he knows that Angie has a good set of comments and a cost/benefit analysis that the
161   board could look at and make a decision. Angie said that she will put together a proposal
162   for the new web-based process and that will include the cost elements that need to be
163   addressed. Marty said that the comments from Charlotte seemed to indicate that the
164   webinars would benefit from having a second person in the support role—perhaps a
165   volunteer so that it doesn't add to the overall cost—to stay connected with remote
166   participants and answer questions.
167

168   Marty asked about the budget for 2012, especially for 2012. Bob Rasmussen said that
169   Marty will have to create the budget. ATSIP has signed a 5-year agreement for $50,000
170   per year. The money can be used for items related to the Forum, including creating
171   databases. The $50,000 is outside of the partner agencies making other contributions and
172   paying for a booth. Marty said that he will keep this in mind as he puts together the
173   budget for 2012, especially for identifying money to pay for the keynote speaker.
174

175   Ken Carpenter said that he has an electronic version of the budget from 2011. He also
176   has shared the spreadsheet file he used for planning the Forum.
177

178 10. 2012 Vendor Update (Pete d'Oronzio)

179   No report.
180

181 11. 2012 Mississippi Department of Transportation

182   Hadi said that Kristi Nord sent a reply regarding online registration to Hadi and Marty.
183   Hadi still has more questions to determine if the online registration will work with the
184   capabilities available to Wanda Vick.
185

186   Hadi said that he checked with his bank about use of PayPal and that doesn't look like an
187   option because there is a 2% fee on each transaction.
188

189 12. 2013 Forum, Ken Carpenter

190   Ken reported that Dan Crane with Helms Briscoe is working on possible locations for the
191   2013 Forum. We have 20-30 sites that responded. About 1/3 of those are eliminated
192   because they do not recognize government per diem. There are 2 responses from Orange
193   County, CA. 5 in Houston, 2 in Dallas, 3 in Kansas City, 3 in St. Louis, 2 in
194   Minneapolis, and 1 in Baltimore.
195

196   Bob Scopatz suggested that we contact the various state highway safety offices to see
197   which ones are able to support the conference. Cynthia Burch said that she would bring
198   this up with the Maryland highway safety office. Kathleen Haney is going to check with
199   the new Governor's Highway Safety Representative in Minnesota. Ken said that he has
200   also been in contact with Leanna DePue.

202   Ken said that they have asked each facility for possible dates in July through October.
203   Ken is going to look for potential conflicts with other conferences.

205   Bob Rasmussen asked if we were going to standardize on a particular month rather than
206   move it around. Ken said that October is going to be a tough time of year because
207   anyone relying on NHTSA money for travel may have a problem.

209   Ken also said that he would send out the names of the various properties. He has
210   annotated spreadsheet with descriptions of things that are available in the area and how
211   good the airport access is. Some of the venues have limited airport access.

213   Ralph Zimmer said that Texas, Minnesota and Missouri are not in ATSIP's Western
214   region. Ken replied that we had previously decided that we aren't necessarily following
215   the established regional rotation but rather consider where we will get good support to
216   hold the Forum.

218 13. **City of Edmonton, Canada for Mini-Forum in the Mid-year??? Discussion**
219   Hadi Shirazi said that we are keeping this on the agenda in order to determine how best to
220   respond to Edmonton.
221   Bob Scopatz stated that he, Pete d'Oronzio, and Martha Florey have not been able to
222   conduct the planned discussion of the options to present to Edmonton. But, to review, the
223   items discussed previously were:
224   1) Hold a mid-year Forum in Edmonton
225   2) Piggy-back on another conference, especially one that is international in nature.
226   Edmonton already runs a conference of this nature and perhaps we could combine
227   efforts.

229   Ward said that he has spoken with Jerry in Edmonton and they are receptive to both
230   ideas.

232   Bob Scopatz volunteered to write a letter to the City of Edmonton.

234   Ralph Zimmer pointed out that Edmonton is in the Western Region as per the definitions
235   of ATSIP regions in the Constitution.

238 14. **New Business**
239   •   Dave Bozak asked Bob Rasmussen if he had shared his e-mail regarding posting USDOT
240   TRCC hot topics on the ATSIP website. Dave had suggested in a meeting with Karen
241   Scott, NHTSA that using the hot topic slides from the Forum Town Hall meeting,
242   converting the topics into hot links, leading to whitepapers and other topic information
243   could provide valuable ongoing updates for both the ATSIP and USDOT TRCC
244   websites. Upon learning that the DOT TRCC website relies on volunteer support for

245   updating the content of its website; and that the website has not been updated for at least
246   5-6 months; Dave was unsure when this suggestion might be acted upon for posting to
247   the ATSIP website. Karen Scott suggested that other information such as the traffic
248   records assessment brochure distributed at the Forum could be posted to the website.
249   Angie Schmit added that she welcomes any articles or items that anyone might have to
250   post on the ATSIP website.
251
252   •   Hadi Shirazi said that Scott Falb is retiring from the State of Iowa on Monday October
253   24th. He asked if we could send a card on behalf of the Executive Board.
254
255 **MOTION:**
256 **Bob Rasmussen moved that we send a card to Scott on behalf of the ATSIP Executive**
257 **Board.**
258 **Cynthia Burch seconded**
259 **Motion passed**
260
261   Bob Scopatz will deliver the card on behalf of the ATSIP Executive Board on Monday at
262   Scott's retirement party.
263
264 15. **Future Executive Committee Meetings – Meeting on Wednesday November 16th,**
265 **Teleconferencing**
266
267 16. **Adjourn**
268 **MOTION**
269   **Marty Pollock moved to adjourn**
270   **Angie Schmit seconded**
271   **Motion Approved**
272
273   Meeting adjourned at 2:14 PM
274
275
276 Submitted for review 10/19/2011 by Robert A. Scopatz, Secretary
277 Submitted for Executive Board Approval 11/09/2011 by Robert A. Scopatz, Secretary
278 Revised 11/16/2011 per comments received prior to the Executive Board Meeting.
279 Approved as amended 11/16/2011 by vote of the Executive Board.

ATSIP MONTHLY FINANCIAL STATEMENT
Friday, September 30, 2011

JPMorgan Chase Bank, N.A.		Main Street Financial FCU	
Balance August 31, 2011	$31,328.10	Balance August 31, 2011	$79,714.74
Income:		Income:	
Dues	$1,200.00	Dividend Credit	$6.73
FMCSA Forum Payment	$15,000.00	FMCSA Forum Payment	$15,000.00
Nevada Forum Payment	$1,440.00	Nevada Forum Payment	$1,440.00
		Forum Registration	$385.00
Total Income	$17,640.00	Total Income	$16,831.73
Expenses:		Expenses:	
Move NHTSA Forum Payment	-$2,600.00	Bank Card Processing Fee	-$213.63
Move Nevada Forum Payment	-$1,440.00	Pay Trace Service Fee	-$25.55
Move FMCSA Forum Payment	-$15,000.00	Transfer Dues from Forum	-$1,200.00
		Westin AV	-$2,277.61
Official Check Charge	-$8.00	Westin Fern Vendor Set-up	-$2,567.32
Total Expenses	-$19,048.00	Total Expenses	-$6,284.11
Balance September 30, 2011	$29,920.10	Balance September 30, 2011	$90,262.36

Submitted to Board 10/19/2011
R. R. Rasmussen II
ATSIP Treasurer

280

Project Plan: *Traffic Records Advisory* Update

The *Traffic Records Advisory* update effort will begin in Fall 2011. The *Advisory* consists of two sections: one describing a State Traffic Record Coordinating Committee's ideal attributes, and a second describing the ideal attributes of the component databases. This effort will also include the development of questions for the new assessment process. The *Advisory* update will be split into eight efforts: (1) TRCC management, strategic planning, and data use and program management (2) data integration, (3) Crash, (4) Vehicle, (5) Driver, (6) Roadway, (7) Citation and Adjudication, and (8) Injury Surveillance.

The nine-week review process for each Advisory section is detailed at right. Per the below timeline, the reviews will be staggered so that the time needed to revise the entire advisory will be about four months—factoring in holidays, etc.

Each update will be an iterative process. Contributing subject matter experts (SMEs), State officials, and federal representatives will have three opportunities to participate by reviewing documents and contributing written comment. Select SMEs will also participate in an on-site review and discussion of the section. Though the on-site group's size has been limited due to legal restrictions, we encourage interested individuals to contact us for more information on how to participate as a contributing SME.

Upon completion of this process, the updated *Traffic Records Program Advisory*, and related documentation will be published in the *Federal Register*.

Wk 1&2: Contributing SMEs, State officials, and federal representatives will review and provide written comments on the existing text of the *Advisory* sub-section and supporting documentation before returning comments to NHTSA.

Wk 3: NHTSA's Traffic Records Team will compile feedback from contributors and propose assessment questions for each section.

Wk 4&5: Contributing SMEs, State officials, and federal representatives will (1) review and provide comments on the edited version of the *Advisory* text, (2) review and provide comments on the corresponding assessment questions, (3) and suggest standards of evidence to guide assessors on how to review each question.

Wk 6: NHTSA will host an on-site meeting for invited stakeholders to review, discuss, and the edit the *Advisory* text; the corresponding assessment questions; and the standards of evidence to guide assessors as they review each question.

Wk 7: NHTSA's Traffic Records Team will complete a first draft of (1) the updated *Traffic Records Program Advisory*, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question. NHTSA will also determine what data can be used to pre-populate the new assessment IT solution.

Wk 8: Contributing SMEs, State, and Federal officials will review and provide final comments on the first drafts of (1) the updated Traffic Records Program Advisory, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.

Wk 9: NHTSA's Traffic Records Team will complete the final draft of (1) the *Traffic Records Program Advisory*, (2) associated assessment questions, and (3) standards of evidence to guide assessors as they review each question.

Topic	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
TRCC Management	Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize							
TRCC Integration		Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize						
Crash			Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize					
Driver				Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize				
Vehicle					Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize			
Roadway						Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize		
Citation / Adjudication							Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize	
EMS / Injury Control								Review & comment on preliminary docs.		Draft v1	Edits to v1		Meeting	Draft v2	Edits to v2	Finalize