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ATSIP Executive Board Meeting Meeting Minutes

Saturday, January 22nd, 2011

McKinley Room, Marriott Wardman Park, Washington DC, 9 AM Eastern time

1. Call to Order, Attendance/Quorum, Introduction (Hadi Shirazi)

Attendees:

Voting members:

Hadi Shirazi, President

Scott Falb, 1st Vice President

Ken Carpenter, 2nd Vice President

Bob Rasmussen, Past President and Treasurer

Bob Scopatz, Secretary

Ward Vanlaar – by proxy to Scott Falb

Pete D’Oronzio – by proxy to Scott Falb

Kathleen Haney

Nils King-by proxy to Bob Scopatz (alternate for Marty Pollock)

Marty Pollock

Steve Rich – by proxy to Hadi Shirazi

Chris Madill – by proxy to Bob Rasmussen

Tim Kerns

Non-voting:

Dave Bozak

Jim Davis

Dick Paddock

Angie Schmit

Sean McLaurin

Luke Johnson

Karen Scott

Betsy Benkowski

Bob Pollack

Ralph Zimmer

Dan Magri

Rick Pain

Bob Scopatz announced a quorum at 9:01 am

Meeting called to order at 9:07 am

2. Minutes (Hadi Shirazi)

----- Approval of Minutes from November 17, 2010 Executive Board Meeting
Hadi Shirazi asked for comments on the November 17th meeting minutes.

MOTION:

Kathleen Haney moved to approve the November 17, 2010 executive board meeting minutes.

Ken Carpenter seconded

Motion passed

3. 1st Vice President's Report (Scott Falb)
Scott Falb announced that he will not be able to stand for election to the office of President due to health reasons.
4. Liaison Reports

FMCSA:

Betsy Benkowski reported that FMCSA is working on CSA (formerly CSA 2010, but it's now been renamed). They started in 2005 and rolled out in December 2010. The acronym changed from Comprehensive Safety Analysis but the initials are still the same. That system evaluates carrier performance in seven basic areas. Used to determine if a carrier has too many violations and whether they get a letter or a compliance review. It's a big deal for FMCSA to have this done. There is a session here at TRB on Tuesday morning to provide more details on this. Session 434 and 435.

Two new performance measures were rolled out on the state data quality map. The count is now up to 9. The new ones are capturing completeness of inspection data. There's edit checking on data fields now. It was announced last January that it was going to happen. At that time, there were 28 states that would've come in as "good" reporting. By the time of implementation, it was up to 38 states coded "good."

They are interviewing for a new IT office director in the research group.

Working on rule making in several areas. Terry Shelton asked Betsy to pass along that FMCSA is very supportive of ATSIP. They would like us to enter a dialog with FMCSA on things that we can do to help the agency meet their goals.

FMCSA is about to release their DataQs Guide and Best Practices Manual. This Document will assist SAFETYNET analysts in providing uniform responses to Requests for Data Reviews (RDRs) from Carriers, CDL drivers and the general public. DataQs is the on-line system developed in response to the OMB requirement to meet the Data Quality Act of 2001.

FHWA:

Bob Pollack announced that FHWA felt last year's Forum was outstanding.

MIRE 1.0 was released. The brochure is just released – we received the first copies. The actual guide is posted at the FHWA website.

http://safety.fhwa.dot.gov/tools/data_tools/mirereport

Can also look at www.mireinfo.org

Comments so far indicate that people are not understanding that this is a guideline.

FHWA is also seeking lead agencies. It would consist of FHWA providing assistance to a state agency through a contractor to collect MIRE data. The idea is to have the data collected, added to a database, structured optimally for availability and use. They are just about done with the selection process and it'll either be just one state, or possibly two. Negotiations are slated to be completed by early February.

The Crash Data Improvement Program has been completed in eight states. The procedure has been modified somewhat under a new contract. The contractor can analyze data for the Technical Assistance Team if the state is not able to do the analysis on their own. In the past, there was financial assistance grants but the pot of money is just about gone now. The HSIP money that states get can be used for data improvement, however.

The Highway Safety Data Capability Assessment Program. They plan to work with all 50 states plus DC to review the capability with respect to roadway data. How is the state collecting and using it. They would get recommendations on how to improve. Trying to use this to identify both state-specific and national deficiencies in roadway data. The Safety Office will work with the FHWA Divisions and the states to review the information.

Roadway Data Improvement Program – a CDIP for roadways. This will follow-on to the Capability Assessment. The RDIP will start with a guide and workshop that will be pilot tested. The second phase will be a technology transfer that would involve working in depth with the participating states to provide specific recommendations on what states can do to improve their roadway data.

The Highway Safety Manual has been released and FHWA is engaged in several activities supporting states' implementation. Developing a "road map" plus marketing and outreach. There's also some technical support through the Geometric Design Lab to help support states. Also doing a lead state project to promote adoption of the SafetyAnalyst tool. Recently Illinois hosted a conference.

Hadi asked if FHWA is coordinating with CH2M and others who are working on this? Bob said that he wasn't sure but would find out.

NHTSA:

Sean McLaurin said that in the next year there will be many changes in the Federal DOT. There is likely to be a cap on federal salaries that may affect retirements.

At USDOT, the TRCC has undergone a shift. Steve Smith from RITA is the new chair. Luke Johnson will be staffing & support for the TRCC.

NHTSA has some projects ongoing in the Traffic Records arena. The Assessments will be improved. TSASS is producing a report assessing the assessments. The Advisory and workbook will be updated – the PR is going through the purchasing office now.

NHTSA would also like to update the National Agenda. The last time through, it was the National Safety Council and the predecessor of ATSIP. NHTSA would like to partner with ATSIP to update the National Agenda.

Performance Measures White Paper is in the NHTSA Office of Communications and Outreach and will be released when that office is done with it—hoping for February. The document is final and production is going on right now. The Performance Measures will ultimately be announced through a Federal Register notice. They are also putting together presentations, webinars, and hoping to present them at the Traffic Records Forum and at AAMVA meetings that Sean will be attending. The release will be first through the NHTSA regions.

Traffic Records Forum – NHTSA will sponsor it again; amount to be announced later. NHTSA has several presentations that they would like to have included on the program. Sean also praised the program for 2010.

Hadi asked about a proposal that Dennis Utter had mentioned on the National Agenda. Sean said that is being worked on.

Ken Carpenter asked what the proposed time frame is. Sean said that it was “before the Spring.” Karen asked for a point of contact. Hadi named Scott Falb, Bob Scopatz and Ken Carpenter.

Kathleen Haney asked if the Performance Measures would be required or voluntary. Sean said they are all intended to be voluntary. The goal is to set examples and serve as a guide for states. They do not anticipate going to required metrics.

Ken Carpenter said that his understanding was that states were required to show improvement in the 408 applications by providing the prescribed metrics. Sean and Luke both said that the metrics do not have to be the ones that are in the White Paper. Bob Pollack said that there is still going to be an approval process for the indicators states submit for the 408 grants. The message should NOT be that only the metrics from the White Paper will be approved. The review team does not intend that to be the case.

TRB:

Rick Pain said that with the release of the Highway Safety Manual and the push for data driven decision making, it's likely that there will be increased pressure for data and improved data. Dick asked who the contact would be in a state to explore what is being done related to HSM implementation. Rick said that the best place to start would be the State Safety Engineer.

The HSM is continuing on with an AASHTO task force.

Rick said that they anticipate TRB attendance to be about 10,100—about the same as last year. They are anticipating another drop in state participation, but they are picking up people from the international community and consultants.

5. Committee Reports

Treasurer (Bob Rasmussen)

Bob Rasmussen outlined our current funds. ATSIP has two open accounts:

- 1) The operating account with Chase Bank: \$25,598.38. This is a combination of dues payments since ATSIP started on its own, plus the money transferred from NSC.
- 2) Forum Account maintained by Louisiana DOT: \$58,449.85. Our hope is to run the expenses and income from the 2011 Forum through this current account giving us one year to have ATSIP's ability to take money in place.

In January we are going to transfer \$300 from the Forum account to the Operating Account for dues collected by credit card in the Forum Account.

Bob said that we are having to mail checks between Virginia and Louisiana because he does not have a Chase Bank in Richmond. He asked if he can move the ATSIP Operating Account to a different national bank.

MOTION:

Ken Carpenter moved that the Board authorize Bob Rasmussen to move the Operating Account to a different National Bank.

Kathleen Haney seconded

Motion passed.

Bob also announced that in future there will be a monthly Treasurer's report.

Bob Scopatz asked if anyone foresaw a problem with including the Treasurer's report in the meeting minutes. Jim Davis and Ralph Zimmer both said they didn't foresee a problem. Jim said that as long as there were no differences between what was presented and what was in the physical report, there should not be a problem.

Constitution (Ralph Zimmer and Jim Davis)

Ralph Zimmer said that the Constitution needs to be modified slightly to deal with the issue of whether or not the Treasurer has a vote. Ralph said it doesn't appear that the Constitution really needs to be changed at this point. It's not a problem now because our Treasurer has a vote by virtue of his position. Jim Davis said that we don't need any changes now.

Bob Scopatz asked about state/organization memberships. Jim said that's in the Board Policy statement, not in the Constitution. We can do it by policy and there isn't a barrier to it.

Hadi asked if the Treasurer position could be challenged by future audits if it is not in the Constitution. Jim said that the Constitution specifically states that the Board can appoint a Treasurer.

Bob Rasmussen said that Article 4, Section 1, A – the Constitution states that the Treasurer can be appointed by the Board and that the Treasurer does not have a vote.

Section 1, Paragraph H talks about the treasurer as well, and the language may be in conflict with the above reference. Hadi asked that Ralph and Jim review this and get back to the board either after lunch today or at our next meeting.

Best Practices (Tim Kerns)

Tim reported that the announcement went out and the submissions are due April 15th.

Hadi asked if Ward has talked to Tim about the Young Scientist award. He tabled discussion until later.

Certification & Professionalism (Dropped from the ATSIP)

This was decided in November. We may revisit it later. It sounds as if ITE is doing this.

ATSIP Strategic Planning (Larry Cook)

Hadi said that he doesn't plan to change anything on the Strategic Plan. Hadi reappointed Larry Cook as the lead for updating the Plan

Membership/Outreach (Still Working on the Write up)

Bob Rasmussen reported that we do not have any new applications to vote on for this meeting. We have approximately 80 members who have paid dues for 2010 or forward. We decided to move to a calendar based membership year. We will send a notice to anyone who has not paid for 2011 after TRB is over.

It is important for ATSIP to come up with reasons for people to pay the dues. We have many participants but not very many members. Bob would like to ask for assistance to come up with ideas on how to promote becoming a member. The simplest thing we could do is a dues card. We could reduce the fee for the forum for members.

Bob Scopatz said that we could provide documents like the Guide to Crash Facts Reporting and the Data Quality Improvement Guide to members free or at reduced cost versus non-members.

Dick Paddock suggested that the Traffic Records 101 website could be used as a way to reward members. If someone is a member and has passed all the modules, we could separately recognize their achievement. He also said that we could recognize people for attending the Forum. Dick also said that the people who come to the Forum should be

treated as members so long as they have a paid registration. The higher level of grades could have an increased cost, but the basic \$25 membership could come out of their registration fee. Dick clarified that what we'd do is offer the discounted registration for members, and anyone who attends the Forum as a non-member gets a complimentary membership by virtue of having paid the full price. Then we send everyone dues notices in January. Betsy Benkowski and Scott Falb said that those changes would probably deal with state objections to paying for peoples dues.

Betsy also asked if there was a way we could do things like what AAA and others do like giving reduced rate rentals. Dick Paddock said they had worked out a corporate reduced rate for 10%. Delta had a similar thing.

Karen Scott said that TR101 does provide a certificate for people who complete the modules. She said that there was also the notion of giving people some recognition at the Forum.

Data Quality & Improvement (Bob Scopatz)

Bob Scopatz reported that this committee is picking up where Scott Falb and his committee left off. The vision would be to produce advice on data quality performance management – to go beyond data quality metrics and talk about techniques for making measurable improvements. We're really not starting from scratch, but it's difficult to capture the collective wisdom of experienced practitioners who come at this from a variety of perspectives (related to the systems they work in). The big concern is wanting to provide something that every worker can use as a guide to improvements in their specific system environment.

I think this is really something on the order of the MMUCC guide and maybe it's something that the Federal partners could see supporting as a longer term effort of producing the guide and maintaining it.

Sean said that the USDOT TRCC would be the appropriate place to pursue that proposal and we should put that together and submit through Dave Smith and Luke Johnson.

ACTION ITEM:

Bob Scopatz said that he would produce the proposal for Hadi to submit.

Policy/Positions & Resolutions (Need New Person):

Hadi asked Kathleen Haney if she would agree to lead this effort. She agreed and Hadi appointed her the lead on this effort.

Dick Paddock said that when he was President several years ago, he was included in several listening sessions (related to SAFETEA-LU) and it would be good for ATSIP to take advantage of any opportunities related to the reauthorization or other national efforts. Bob Pollack said that Representative Mica will be holding hearings on reauthorization.

ACTION ITEM:

Hadi Shirazi, Bob Scopatz and Dick Paddock will work on making contact with Representative Mica's staff to learn about the schedule and see where ATSIP can participate.

6. 2011-2012 Nominating Committee (Bob Rasmussen)

Bob Rasmussen reported that the Constitution says the Past President chairs the Nominating Committee but he has to appoint three other members, one from each region. He asked for a motion to approve his nominating committee:

MOTION:

Scott Falb moved that we approve the nominating committee of Bob Rasmussen, Nils King, Chris Madill, and Ken Carpenter.

Kathleen Haney Seconded

Motion passed

Bob Rasmussen said that he had hoped to have a slate ready in February, but it will take a bit of time beyond that to figure out the slate. He received no responses from the Board on the upcoming nominations. He really needs help from the Board to identify candidates.

7. Web Site Progress (Dick Paddock, Angie Schmit)

Angie Schmit said that the website has been up for awhile. She is working on retyping the 2008 Forum program to get that up on the site. That would mean that the site is only missing one or two years' programs. Hadi Shirazi asked if we could do a broadcast e-mail to the membership whenever a new set of minutes goes up on the website. Dick said that they can do this in about 20 minutes time. It can also be used to do other outreach to the members.

Dick Paddock said that the database merge resulted in about 6,000 records of individuals going back to about 2005. Taking out duplicates and bad records, we were down to about 3,000 records. Cleaning that down to people who have been involved in the last 3 years. That got us down to the 80 people who have paid dues in recent years. Ideally they can get the forum roster quickly each year and validate the records to see who is new, who is a returning person with changes to the record, etc. The database can be used to track membership over years as well as participation in other activities (attendance at the Forum, notably; could also be used to track completion of TrafficRecords 101, or any other completion things).

Dick said that at one time we had a profile we collected as part of the membership application. It included information on what type of agency they worked in, and it also asked them if they were interested in serving on subcommittees. Dick said he would like to resurrect that so we can find people who are interested in serving in various capacity.

ACTION ITEM:

Dick Paddock and Bob Rasmussen will work on asking people for information on their agencies and interests.

Karen Scott mentioned that last year we had a roster of the regional office heads and she asked if we made contact with them. Marty Pollack said that he and the outreach committee did “push” those things out when they had them, but had no way to know if the regional heads got that information unless they responded. Marty said that personally he had contact with Terrance Parker in Atlanta, but he hasn’t heard from any of the other regions, nor have we actually asked them for anything. Sean McLaurin mentioned that they can help with the regional contact/outreach. He also said that there are 15 Assessments scheduled this year and they would like ATSIP to help them come up with people to serve on those teams.

8. 2011 Forum Update (Ken Carpenter)

Ken Carpenter reported that his group of six volunteers (Dan Magri, Ward Vanlaar, Cindy Burch, Scott Falb, Marty Pollack, and Jim Davis) are working on reviewing the evaluations from last year. They have developed an evaluation form for this year’s forum. We have evaluations for the Training, and the program days of Monday, Tuesday, and Wednesday. Based on the evaluations, he has some suggestions on how to tweak the program and he’d like the Board’s feedback on those ideas:

- a) For Sunday, the idea would be to shorten things. Training session 2 was 2 hours and people said they were too long. Hadi asked if there was room for the Young Scientist program on Sunday afternoon? Ken said that he thought it would fill one of the training slots.
- b) He’s also considering alternatives for a different start times, and maybe do some shorter sessions (60 minutes version 90 minutes). For Monday, it appeared that Alternative 2 was the preferred option. Also on Tuesday, have two alternatives for Tuesday to have shorter afternoon sessions and get people out earlier. That would also allow time for NHTSA meetings. Bob Rasmussen suggested that we shorten the ATSIP meeting on Tuesday. For Wednesday, they are considering a shorter conference day. There is a slot for a closing general session. After the Forum, the MMUCC session is going to start.
- c) Jim Davis said that we’d have to allow some time between the opening session and the first set of conference sessions, or make those first sessions long enough to time for people to get to the meeting room.
- d) Considering whether or not to swap the locations of the plenary session and the exhibitor space. He and Bob Rasmussen are going to visit the conference hotel on February 15 & 16.
- e) Still trying to decide if they will have a poster session option. The reviewers have the option to indicate that a particular presentation would be best as a poster versus a presentation.
- f) Vendors would break down on Tuesday.

- g) Dave Bozak said that the poster sessions were really well done last year. The people he talked to had a very good experience and were encouraged to do a full session this year.
- h) The Louisiana DOT is providing support for the 2011 Forum.
- i) Online registration is being supported by Louisiana DOT as well.
- j) Discussed the bag and sponsor recognition. Last year we had too few Gold-level sponsors and too many Silver sponsors.

The Federal sponsors are each providing \$25,000.

Angie Schmit has put 2011 Forum information up on the website.

Using the mailing list, they sent out a "Save the Date" mailing. Ken asked if we can spread those around at TRB. He is going to distribute them at LifeSavers.

They have received five presentation proposals to date. Ken encouraged people to send in proposals. Karen Scott said that they have several to send in. He's received papers from people and it ranges from 3-lines of information to a full research article of 20 pages.

Ralph Zimmer said that the placement of the ATSIP meeting immediately after breakfast is a potential problem because it makes it too easy for people to sleep late or miss the meeting sitting in the coffee shop. Ken Carpenter said he would move the meeting to the late morning slot.

Dick Paddock said that TSASS is talking to many of the regions and states and they are seeing a lot of travel restrictions. He would like to provide support for holding webinars, could then have some way for individuals to pay a fee for access to the webinar. TSASS could facilitate that.

ACTION ITEM:

Dick Paddock will put together a proposal to support webinar for the Forum.

The next Forum meeting will be after the hotel site visit, so probably the last week in February.

The registration fee is \$460 because the costs have gone up.

9. 2011 Vendor Update (Pete d'Oronzio)

We are planning once again to offer three levels of sponsorship, and those come with one or more registrations. Hadi has asked if the sponsorship costs can be raised to cover the increase in registration fees, or reduce the number of registrations included in the sponsorship deal

10. 2012 & 2013 Forum Update (Discussion on Method of RFP, Attached Sample Template)
Hadi has put out a very rough RFP method for any state agency that wants to host the TR Forum. Hadi asks that we all review the draft and get comments back to him.

ACTION ITEM:

All members and interested parties review the draft RFP and get comments back to Hadi Shirazi by February 16th (date of our next ATSIP Board meeting).

11. New Business (Hadi Shirazi)

Dick Paddock said that he and Rick Pain had a conversation about partnering with AASHTO and GHSA to sign on with them to get access to hearings regarding the reauthorization. That should also generate a Policy Statement from ATSIP in support of national safety issues. He thinks we ought to contact our membership to attend regional listening sessions and try to get on the agenda to be able to promote the data issues.

We also should be working through AASHTO to be sure that people know that there are things like State TRCCs that they should connect with.

Hadi asked if when we do a conference call, can we advertise those and get more people onto the call if they are interested? Angie Schmit said that we can send an announcement out to the membership.

We need to do monthly broadcast e-mails to the members highlighting what's new on the website. Dick Paddock said that he could also include the dates & call in information for the next meetings.

Bob Scopatz mentioned that he is serving as a member of a new TRB Data Needs Task Force. He will keep the Board informed as to what the committee is really up to.

Hadi asked that everyone who attends TRB committee meetings be on the look out for opportunities to promote ATSIP.

12. Future Executive Committee Meetings – Meeting on February 17th

Next Meeting- February 17th 1 pm Central Time.

14. Adjourn

Meeting adjourned at 2:55 pm

Submitted as Draft for Review 12/29/2011 by Robert A. Scopatz, Secretary
Submitted for Board Approval 02/09/2011 by Robert A. Scopatz, Secretary
Approved by the Board 2/17/2011

APPENDIX: Treasurer's Report

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Established 1973

Association of Transportation Safety
Information Professionals

December 31, 2010

To – ATSIP Executive Board
From – R. R. Rasmussen, II, Treasurer
Subject – 2010 End Year Balances

The following reflects those monetary assets of ATSIP as of December 31, 2010.

ATSIP Operating Account (Chase Bank)

Balance as of 12/31/2010	\$25,598.35
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FORUM Account (Main Street Financial Federal Credit Union - LA DOTD)

Balance as of 12/31/2010	\$58,449.85
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Total ATSIP Assets	\$84,048.20
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** There is a pending transfer of \$300.00 in dues from Forum to ATSIP Account.

Submitted 1/22/2011, Executive Board Meeting, Washington, D.C.