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ATSIP Executive Board Meeting Minutes
October 27, 2013
St. Paul, Minnesota
Crowne Plaza Hotel

Attendance:

- Lt. Marty Pollock, President
- Hadi Shirazi, Past President
- Bob Scopatz, Secretary
- Nils King, 1st Vice President
- Cynthia Burch, 2nd Vice President
- Kathleen Haney, Minnesota
- David Harkey, HSRC North Carolina
- Cory Hutchinson, Louisiana
- Angie Schmit Langanke, TSASS
- Allen Parrish, Alabama, by proxy to Bob Scopatz
- Joanna Reed, NISR by proxy to Marty Pollock
- Ward Vanlaar, by proxy to Bob Scopatz

Non-Voting

- Ralph Zimmer, Co-Parliamentarian
- Jim Davis, Co-Parliamentarian
- Luke Johnson, NHTSA
- John Siegler, NHTSA
- Bob Pollack, FHWA
- Pete D'Oronzio

- 33 1. Call to Order, Attendance/Quorum, Introduction
34 Bob Scopatz announced a quorum at 9:09 AM.
35 Marty Pollock called the meeting to order at 9:10 AM
- 36 2. Approval of Minutes from September 18, 2013 Executive Board Meeting
- 37 **MOTION:**
38 **Kathleen Haney moved to approve the minutes of the September 18, 2013 Executive Board**
39 **Meeting**
40 **Cindy Burch seconded**
41 **Motion Approved**
- 42 3. 1st Vice President's Report
43 Nils King reported that we got some very good representation with 17 vendors plus an ATSIP
44 booth this year. Unfortunately, we were not able to meet the guidelines to get 3M as a vendor
45 this year, but they are definitely looking at participating in 2014. APPRISS has decided to
46 sponsor again in 2014. Vendors are setting up this morning ready for a noon kickoff.
- 47 4. Treasurer Report
48 The September Financial report is attached to the members' copy of these minutes. Bob
49 Rasmussen reported that for September, we have not taken in very many dues renewals—there
50 are 10-15 awaiting updating in the system. We aren't getting the amount in dues that we
51 should. We need new members and keeping existing members renewing. We are trying to
52 avoid spending from dues income.
- 53
54 In the Forum account, we are doing well. The registrations and vendors income we have a
55 positive balance but we are expecting some big bills. We are not going to take a loss, though.
56 We don't know yet whether we will break even or make a small profit.
- 57
58 We need more members and more registrations for the Forum. We have too few regular
59 attendees. Bob said that we seem to have relatively few people who aren't either from a
60 vendor or a presenter. Marty Pollock said that we should recognize that many states require
61 that a person be at least a presenter or they can't get approved to attend.
- 62
63 Luke Johnson said that we should really examine whether or not the October date is hurting us.
64 We also haven't done the continuing education credits this year. Marty said that we didn't get
65 many takers last year (Angie Langanke said it was seven people last year). We talked last year
66 about doing it online to make it less work than the manual method we have used in the past.
67 Angie said that it is not big enough to require automation.
- 68
69 Cory Hutchinson said that we got very little response from the outreach to the TRCC
70 coordinators. We are keeping track of who the TRCC coordinators are so we can tell how many
71 of them are in attendance.
- 72
73 Luke said that they could look at incorporate FARS training, DDACTS training and other options
74 for Sunday workshops that would qualify for continuing education credit.
- 75
76 Angie said that in looking at State strategic plans there weren't very many that included a line
item for travel to the Forum. Cindy said that Maryland offered "scholarships" for people to be

77 able to travel and attend. David Harkey said that North Carolina added it to their strategic plan.

78

79 Cory Hutchinson asked if there was a way to identify best practices through other mechanisms
80 than only having it be through our ATSIP awards processes? Can we identify best practices
81 through NHTSA, FHWA, and FMCSA, perhaps, and invite the principals from those
82 programs/projects to make a presentation at the Forum?

83

84 Luke Johnson said that the USDOT TRCC is going to sponsor a study of State best practices, but
85 that is a one-time effort. That could serve as a source of information and support the kinds of
86 interaction and instruction/sharing that Cory mentioned.

87

88 Cory said that he told some of his presenters that they couldn't come this year because they
89 didn't have something new to present.

90

91 Bob Pollack said that FHWA has deliberately tried to build a track specifically of interest to
92 engineers. It is happening slowly.

93

94 Nils King said that he will work on the Indiana and Illinois folks to bring them in for next year.
95 Our theme next year will be on data integration.

96

97 Kathleen Haney said that the Minnesota Towards Zero Deaths conference will top 1000
98 attendees this year. One thing they do is have separate tracks for specific types of people.

99

100 Bob Scopatz and Jim Davis talked about how the Forum was constructed in the past with tracks
101 and then each sessions was composed of invited speakers lead by an individual who was asked
102 by the program chair to put together a session. Cory said we could try to make a mix of invited
103 presentations and things that would come in from the call for papers. He said that it'd be
104 important to have enough of a track in the program to interest people from (for example) courts
105 to attend and have some other sessions to attend in addition to whatever one they are
106 presenting.

107

108 Cindy said that we might not have the volunteer capacity to put that kind of program together.
109 Luke agreed that there would have to be resources dedicated to this.

110

111 We need to make sure we get our review cycle done before TRB's reviews begin. So, we have to
112 be done before August 1.

113

114 Marty Pollock said that we need to take a hard look at moving the date as well.

115 David Harkey asked about poster sessions. Cindy said that the poster sessions were opened up
116 to the Best Practices participants so they could put together a poster in lieu of them having to
117 put together a presentation. Luke said adding more awards is a good idea. David said that we
118 should look at moving things into poster sessions if the number of submissions to the call for
119 papers gets higher as we also move to planned tracks.

120

121 Cory said we should require best practice folks to give a presentation or a poster. He said that it
122 was a great idea to have the best practice folks highlighted in the program.

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Bob Rasmussen and Angie Langanke suggested that we consider going to a one-year membership to ATSIP being included in the Forum registration fee. Jim Davis said that there is room for the Board to interpret Forum attendance as meeting the “active involvement in transportation safety information systems” so that we could automate the basic member level acceptance process.

5. Liaison Reports

FMSCA: FHWA: NHTSA: TRB: GHSA:

FHWA: Bob Pollack handed out a description of the Roadway Safety Data Program (RSDP). This is the program that the FHWA Office of Safety uses to promote highway safety programs. There are few items that Bob wished to highlight:

- The Roadway Safety Data and Analysis Toolbox: a web-based system for users to help them select among available tools for improving safety.
- Case Studies in Improving Roadway Safety Data and Analysis Capabilities: they are documenting case studies and noteworthy practices as examples of how States and local agencies have improved data and analytic capabilities.
- Technical Assistance: RDIP is ready for marketing. It has gone through two pilot tests. They are holding a session here at the Forum. Hoping to identify additional states to participate. The Roadway Data Extraction Technical Assistance Program: building from the MIRE MIS project to help states find ways to pull data out of existing resources.
- Business case for investment to improve state safety data and analysis systems: Help states to justify the investment in data and analysis improvement.
- Continued support for Highway Safety Manual adoption.

NHTSA: Luke Johnson reported that NHTSA has new assessment training this afternoon in a workshop and are hoping to have lots of attendees in order to grow the pool of assessors. There is a shared program on Monday with FHWA. NHTSA is also taking over the CDIP program this year.

The NHTSA Administrator has announced the “Significant and Seamless” initiative.

The Traffic Records group is working to have their new website for TRCCs.

Looking at States and how they run the TRCCs and provide support to the TRCCs where needed.

They are in the middle of updating the NOPUS.

The six month data for 2013 should be available soon.

The Traffic Records team has completed 3.5 assessments. They are working on getting ready to do 7 assessments early in 2014. They are adapting the process.

165 The GO Team process has fielded several projects. They are getting good feedback on the
 166 processes from the participating states and are working on how best to handle them
 167 contractually.
 168

169 Hadi asked if NHTSA has the capacity to encourage State TRCCs to consider attendance. Luke
 170 said that they can work through the NHTSA regional offices. The TR office can't really dictate
 171 what the states do with their money, but there are ways to inform.

172 There is a MMUCC session on Wednesday afternoon. They will be promoting the measurement
 173 of compliance and give states explicit guidance for states to self-assess their compliance. Angie
 174 asked if the guidance would be specific enough for states to get partial credit? Luke said that
 175 there will be at least one and possibly two levels of partial credit. They are doing the police
 176 accident report compliance first and then work on database compliance.
 177

178 Bob Scopatz asked if the RFP for the assessment process support is ready and whether the
 179 decision has been made to go with open competition, GSA schedule, or some other method.
 180 The contract will be out on the street but it's just for the next seven assessments (10 month
 181 period). Not sure how it is going.
 182

183 Longer term, the plan is to do an IDIQ for all the services for the TR team. IDIQ would go free
 184 and open compete.
 185

186 Luke added that there is increased scrutiny for conference attendance and funding. At least
 187 through the end of the current agreement, NHTSA does not anticipate any problems with the
 188 remaining years on the agreement.

189 6. Committee Reports:

190
 191 a) Constitution (Ralph Zimmer and Jim Davis):
 192 Ralph Zimmer said that the group discussed issues of membership that will come up at the
 193 January meeting. Jim Davis said that there are no pending adjustments to the Constitution
 194 at the moment, but as Ralph said we may have changes related to membership.
 195

196 Bob Scopatz mentioned that the business renewal is due with the State of Minnesota. Bob
 197 Scopatz and Jim Davis will get together to make sure that we submit revised By Laws. Nils
 198 King will add this as an item to the November meeting agenda.
 199

200 b) Professional Certification Committee (Dave Bozak)
 201 Dave Bozak sent an email report to Marty Pollock stating that there is nothing new to
 202 report. The committee stands ready to participate.
 203

204 c) Best Practices / Distinguished Award (Tim Kerns/Bob S)
 205 Cindy Burch reported that Tim Kerns has the awards in his luggage and will be here later
 206 today. Bob Scopatz said that the Distinguished Achievement Award is ready for
 207 presentation to Dave Brown.
 208

209 d) ATSIP Strategic Planning (Chris Madill)
 210 There will be a planning session on Tuesday immediately after lunch.

211 e) National Agenda (Dave Bozak)
 212 Dave Bozak reported via email that there was no new activity. The committee looks forward
 213 to the upcoming Strategic Planning activity.

214 f) Membership/Outreach (Bob Rasmussen) (Hadi Shirazi)
 215 Bob Rasmussen said that we have one company that has applied for an organizational
 216 affiliate.
 217

MOTION

Bob Scopatz moved that After Car Accident as an affiliate member.

Hadi Shirazi seconded

Motion approved.

222
 223 Angie asked if the affiliate membership includes any at the fellow level. Bob Rasmussen said
 224 the affiliate membership includes up to four approved memberships, but the individuals
 225 have to submit the paperwork to have the people voted on. If an organization opts to put
 226 people in as Fellows, they would get a good deal because the Affiliate membership costs
 227 \$150. It also allows the organization to place their logo on the ATSIP website.
 228

229 Bob Rasmussen said that affiliate membership is good for ATSIP because it shows that we
 230 have a “presence.” We should advertise the availability of these memberships. Luke
 231 Johnson asked if the logos are an active link and Angie said they do link to the company’s
 232 websites through the logo.
 233

234 g) Data Quality & Improvement (Bob Scopatz) (ANSI D-16)
 235 Bob Scopatz talked about the issues with paying for becoming the secretariat for ANSI D-
 236 16.1. We would need to discuss with NSC whether they would give us the copyright and
 237 wouldn’t charge us much if anything for the transfer of ownership. We would also have to
 238 pay for about \$6000 per year in costs related to being the standard author. We would need
 239 to find sponsors for the effort.
 240

241 ATSIP could see if the States or USDOT would be allowed to sponsor the effort.

242 Could ATSIP choose to just issue a standard on its own without the costs associated with it
 243 being an ANSI standard.
 244

245 Bob Rasmussen asked how many states use it and is it still a viable standard? How would

246 we pay for it? Also, who among this group would be able to lead this effort?

247
 248 Marty Pollock suggested that we set up an exploratory panel to look into this. Marty Pollock
 249 will lead it, Dave Harkey and Bob Scopatz volunteered to be part of the effort. They will
 250 seek to have a conference call with Ken Hackman. Luke Johnson said that he would try to
 251 get us answers on the questions about whether USDOT could contribute to this and approve
 252 States using grant money for this.

253

254 h) Policy/Positions & Resolutions (Kathleen Haney)

255 There are two policy statement drafts that have been submitted:
 256 The group suggested changes to the wording in the resolution titled “Data Driven Decision
 257 Making”.

258
 259 **MOTION**

260 **Cindy Burch moved to adopt the Data Driven Decision Making resolution as modified.**

261 **Bob Scopatz seconded**

262 **Motion approved**

263
 264 The Connecticut TRCC drafted a resolution to ask for a Minimum Set of Edit Rules as a
 265 companion to MMUCC. There was one change to the wording to make it relate to ATSIP.
 266 Cory said there was an experience with the edit checks in Louisiana because the officers
 267 rejected the use of them. The other question is whether or not MMUCC should have a set
 268 of “recommended” edit checks incorporated or should it be left up to the State.

269
 270 Pete D’Oronzio said that there are two places where the edits could occur, out in the field as
 271 the data are collected by the officers and in the back-end data acceptance process for the
 272 statewide database. Luke Johnson said that NHTSA is unlikely to have the resources to
 273 pursue this right now.

274
 275 7. 2013-2014 Nominating Committee (Hadi Shirazi)
 276 Hadi Shirazi said that some ballots have been received, but we need to receive more. Ballots
 277 can be found on the table near the registration booth.

278 8. Web Site (Dick Paddock, Angie Langanke, Kara Mueller)
 279 Angie Langanke said that she has some pending requests to make for updates for the website.
 280 She said that we really need new content on a recurring basis. Last year we also started doing
 281 pictures and bios. There are still some that are needed. Committee chairs need to submit
 282 information as well.

283
 284 Bob Rasmussen asked if we could add links to the website for reports etc. Angie said the we
 285 need some sort of review process to decide which things could or should be put up on the link
 286 page. Luke Johnson said that some of the Federal web pages are in flux for a period of time
 287 before the document finds a final home. There is the danger of getting dead links if we point to
 288 individual documents. He suggested that we simply point to organizations’ websites rather than

289 to individual documents.

290

291 We also should consider having a social media presence in lieu of a newsletter. Angie
292 recommended using Linked-In because it's more professional than, for example, Facebook.
293 Marty Pollock suggested that we could put things out there about the recent and upcoming
294 assessments. Luke said the NHTSA TR Team and the USDOT TRCC websites should be up and
295 ready to be linked to by the TRB-time.

296

297 ATSIP approved rules for membership that require some changes to the membership
298 processing. Affiliate memberships, for example, need some attention on the software side.

299

300 9. 2nd Vice President's Report, 2013 Forum Update (Cynthia Burch)

301 Cindy Burch reported that if we need the Kellogg #1 room, we can use it any time through
302 Wednesday. We are back in here on Tuesday for the Strategic Planning meeting.

303

304 We have one platinum sponsor, two silvers (P'd programming and CarFax). We have 17
305 vendors. We met the room block overall. The hotel was very flexible. That may not be possible
306 next year if St. Louis makes it to the World Series again.

307

308 We have 11 poster sessions. They are set up now. The vendor and poster sessions are near the
309 registration desk and the plenary session room. The room for the meals is on the 1st floor
310 (above the lobby level).

311 The reception is in the vendor area tonight. There will be a chocolate fountain! There is wifi for
312 the conference attendees.

313

314 There is no cyber café this year because there is free wifi throughout the conference area.
315 There is a computer and printer in the business center at the lobby level. On a limited basis,
316 printing can be done in the registration booth.

317

318 10. New Business – ATSIP Insurance Renewal application

319 Angie Langanke reported that TSASS has provided in kind services to support ATSIP and the
320 program. They are going to be less able to provide in-kind services. They have provided over
321 \$30,000 per year in in-kind services without payment. Dick Paddock said that he had hoped that
322 ATSIP would have permanent professional staff beginning in 2012 and since that hasn't
323 happened, TSASS has reevaluated its contribution to the organization and seriously doubts the
324 future of ATSIP.

325

326 Bob Rasmussen reported that one of insurance policies is up for renewal but the company has
327 moved us to a different company because they no longer offer that sort of coverage. Bob said
328 that both insurance policies are up for renewal in December.

329

330 Bob Scopatz said that the City of Edmonton would like to get our commitment for the 2014

331 conference soon. We need to decide on a dollar amount and see if there are ways we can
 332 encourage attendance. The group discussed what the benefits are to ATSIP for participation.
 333 We are committed for 2014 but we need to decide at what level.
 334

335 Cindy Burch said that it is fiscally and logistically challenging to hold the Forum in October. The
 336 States don't know what money they have available. We should look at June/July to see what we
 337 can do to avoid conflicts with other key conferences.
 338

339 **MOTION**

340 **Hadi Shirazi moved that we look at June/July for 2016**

341 **Cindy Burch seconded**

342 **Motion approved**
 343

344 Marty Pollock established a committee to explore schedules for 2016 and report findings to the
 345 Board by the January meeting. The chair is Cindy Burch working with Hadi Shirazi and Marty
 346 Pollock, Bob Rasmussen, and Angie Langanke. Ralph Zimmer said that the statement has been
 347 made in past discussions that we do not want to hold two Forums in the same fiscal year,
 348 whether that be State or Federal Fiscal year.
 349

- 350 11. **Next meeting November 20th, 2013 via teleconference, 1:00 PM.**

351 **The meeting at TRB will be on January 11th, 2014 at the Marriott Wardman Park starting at**
 352 **9:00 AM.**
 353

- 354 12. Adjourn
 355

356 **MOTION:**

357 **Cindy Burch moved to adjourn**

358 **Hadi Shirazi seconded.**

359 **Motion approved.**
 360

361 Marty Pollock closed the meeting at 1:13 PM.

362 Submitted as Draft for Review 10/27/2013 by Robert A. Scopatz, Secretary

363 Submitted as Draft for Approval 11/15/2013 by Robert A. Scopatz, Secretary

364 Approved by the Executive Board on 11/20/2013.