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ATSIP Executive Board Meeting
Marriott D.C. TRB Coolidge Room
January 11th, 2014

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ATTENDANCE:

Nils King, President
Cynthia Burch, 1st Vice President
Tim Kerns, 2nd Vice President
Marty Pollock, Past President by proxy to Nils King
Bob Scopatz, Secretary
Cory Hutchinson, Louisiana
John Carrico, Kentucky
Angie Langanke, TSASS by proxy to Nils King
Joanna Reed, NISR: by proxy to Nils King
Allen Parrish, Alabama
David Harkey, HSRC by proxy to Bob Scopatz
Barbara DeLucia, Texas by proxy to Bob Scopatz
Kathleen Haney, Minnesota
Ida Van Schwalwyk, Oregon

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Non-voting attendees:

Ralph Zimmer, Co-parliamentarian
Bob Rasmussen, Treasurer
Dan Magri, Louisiana
Scott Valentine, FMCSA
Luke Johnson, NHTSA
Kellee Holcomb, TSASS
Richard Jones, TSASS
Eric Tang, Cambridge Systematics
Dick Paddock, TSASS
Dave Bozak, InfoGroup
Hadi Shirazi, Louisiana
Chris Madill, Washington State

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1. Call to Order, Attendance/Quorum, Introduction

Bob Scopatz announced a quorum at 8:49 AM Eastern Time
Nils King called the meeting to order at 8:50 AM Eastern Time

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2. Approval of Minutes from December 18th, 2013 Executive Board Meeting

Bob Scopatz reported that there were some corrections to the previous minutes which have now been amended to correct names and attendance. He asked if anyone had any further changes.

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MOTION:

Bob Scopatz moved to accept the minutes of the 12/18/2013 minutes as corrected.
Cindy Burch seconded.
MOTION Approved

48 3. 1st Vice President's Report: Cindy Burch
49 Cindy Burch reported that she intends to put together a book on "how to put together a
50 Traffic Records Forum". Dave Bozak said that Clay Hatch had put together a how to manual.
51 Dick Paddock said that Martha Florey had also put one together. Cindy said that she will
52 reach out to Clay and Martha to see if they can send her copies.
53

54 Cindy recapped that we voted last meeting to continue the TSASS IT support Cindy is
55 looking for volunteers to serve on the IT committee to help direct the efforts for IT support
56 this year. Cory Hutchinson, Chris Corea, and Dave Bozak have volunteered.

57 4. Report on Edmonton Traffic Safety Conference: (Bob Scopatz)

58 a. Tabled for discussion from the December 18th meeting
59

60 Bob Scopatz reported that he and the representative from Edmonton had a discussion
61 this week and mutually agreed that ATSIP should not sponsor a special session at the
62 Edmonton Conference this year.
63

64 **MOTION:**

65 **Bob Scopatz moved that the \$3000 approved for the Edmonton conference be**
66 **returned to the ATSIP general fund.**

67 **Tim Kerns seconded**

68 **Motion carried.**

69 5. Treasurers Report: Bob Rasmussen

70 6. Liaison Reports:

71 FMCSA: FHWA: NHTSA: TRB: GHSA:
72

73 **Scott Valentine (FMCSA):**

74 Funding—Safety Data Improvement Program (SaDIP). FY2014—they will have \$3M in
75 grants to award. They typically give out between 9 and 15 grants in a year. Most of those go
76 toward crash data improvement, some go to inspections.
77

78 The other is the MCSAP program/High Priority Grants. Basic MCSAP grants go to the
79 designated MCSAP agency in the States. The High Priority Grants can go to any agency.
80 Data Quality is one of 29 priority items eligible under this program. The grants are 80/20 soft
81 match. The 2014 decisions have already been made, but the program will be continuing in
82 2015.
83

84 FMCSA has two sessions at TRB on Tuesday: (Session 481) FMCSA Needs and Priorities
85 and (532) Driver and Vehicle Safety. They are working on a study of Truck Driver Health
86 with CDC and NIOSH.>
87

88 Two long-standing rules have been completed. Highway rail grade crossings and the unified
89 registration system (new entrants). These have both been in the works for years.
90

91 Data Quality Program: This is the 10th anniversary year of their state data quality map and
92 the Data Qs information system. Data Qs handled about 38,000 requests for changes to
93 safety reports in the system (crashes, inspections, citations). It also helps to identify needs
94 for training. They are looking at revising the manual for Data Qs.
95

96 FMCSA has been funding SBIR projects and is continuing that program for future years.

97 They aren't funding the TRB Synthesis program any more.

98

99 **Bob Pollack (FHWA):**

100 Bob Pollack passed out information sheets on the Roadway Safety Data Program (RSDP)
101 listing the projects they have ongoing in the Office of Safety:

- 102 • Roadway Safety Data and Analysis Toolbox
- 103 • Case Studies in Improving Roadway Safety Data and Analysis Capabilities
- 104 • Integration of State and Local Safety Data
- 105 • Technical Assistance for Improving Safety Data and Analysis Capabilities
 - 106 ○ Roadway Data Improvement Program (RDIP)
 - 107 ○ Roadway Data Extraction Technical Assistance Program (RDETAP)
- 108 • Business Case for Investment to Improve State Safety Data and Analysis Systems
- 109 • Highway Safety Manual Implementation Pooled-Fund Study
- 110 • Safety Data Capacity Building—HSM Learning Framework

111 The handouts also list the various available resources (see <http://safety.fhwa.dot.gov/rsdp>).
112 Listed are various MIRE projects, collective information, Capabilities Assessment, Benefit/
113 Cost of data systems, Performance Measurement, HSM, SPF calibration, IHSDM, CMF
114 clearinghouse and CMF case studies.

115

116 The other handout explains the Safety Data Assistance program providing one-on-one data
117 and analysis technical assistance.

118

119 NPRM—Notice of Proposed Rule Making is going out soon for HSIP.

120

121 **Luke Johnson (NHTSA):**

122 Luke Johnson reported that the NHTSA Administrator (Strickland) is leaving. A replacement
123 has not been named yet. Big issues currently are: Distraction, Seatbelts, Interlocks, FCAM,
124 and the “significant and meaningful” improvements. Data Modification continues—they will
125 be looking at new FARS and NASS/GES.

126

127 The Assessments are under the bridge contract with TSASS. The IDIQ will be coming out
128 soon and will incorporate most of the Traffic Records projects. States are encouraged to
129 request CDIPs or GO Teams—they will be back

130

131 The MMUCC compliance project is moving forward. They are developing a PAR and
132 software version of the form.

133

134 DOT TRCC: They had a GO Team request to help with ICD 10/AIS translation issue. There
135 is an existing translation software for ICD 9, but the government has mandated use of ICD 10
136 effective October 1, 2014. The DOT TRCC is very interested in helping this.

137

138 The TRCC Noteworthy Practices RFP will be going out soon as well. They hope to have a
139 product to deliver in a workshop in October 2014, with a final product in 2015.

140

141 The DOT TRCC has just launched. They hope that the State TRCCs find it useful. It has
142 links to all grant information (or will soon). It lists all of the State TRCC coordinators. It
143 will also have presentations and information sharing with contact information.

144

145 David Bozak asked if the Traffic Records Inventory will be put on the website—it existed at
146 one time. Luke said that the NHTSA TR team website is being updated and it may include
147 that information drawn from the new TRIPRS.

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Cory Hutchinson asked how many states have a full time versus part time coordinator and how many states use Traffic Records money to pay for a coordinator. He asked also if that use of the funds is acceptable and/or recommended. Luke said that it is an acceptable use of the funds, but the actual recommendation would depend on how the funds would be used and how active the State TRCC is.

Dan Magri asked about FARS—will NHTSA examine fully funding FARS? He mentioned that 405 funding can be used, but is that what NHTSA is hoping States will use? Luke said that the FARS program grants have been flat funded for several years. Under normal circumstances, they would prefer that States *not* use the 405 money, however, the FARS grants are not likely to go up.

Dick Paddock talked about the 7 Assessments that will be done by July 1st under the Bridge Contract. He asked if anyone here is interested in being an assessor or knows someone who is qualified, to please let Luke know. 2015 and 2016 are the heaviest years for assessments. They will need a pool of 50-60 people beginning in August of 2014. Luke added that the GO Teams need to be staffed as well.

7. Committee Reports:

a) Data Quality & Improvement (Bob Scopatz & Marty Pollock)

1. Discussion on ANSI D-16. Bob Scopatz read a report provided by Marty Pollock describing the situation and opportunities with ANSI D-16.1.

Dave Bozak asked if there would be a disbenefit to simply making this an ATSIP standard—leaving ANSI out of it.

John Carrico reported that he is on the MMUCC committee and said that there are some disagreements between MMUCC and ANSI. Can they be merged? They need to be merged, and are not.

Hadi Shirazi asked how many states are involved in ANSI. The costs appear to be high. ANSI D-16 is important, but we can't afford it. What are the pros and cons for ATSIP?

Dick Paddock said that when NSC was managing ANSI D-16 there was money coming in from NHTSA under the cooperative agreement. NSC collected money from it by selling hard copies of the manual. It may not be possible to sell copies in today's environment. ATSIP said that he was concerned that we could not commit ourselves to these annual costs.

Nils King asked if this fits with our Strategic Plan. We don't have the staffing and funding to take on this effort. Perhaps there is a university that would be a better fit for it.

Dave Bozak said that prior to Ken Hackman, the ANSI D-16 effort was headed by FHWA.

Cindy Burch said that we would want to have an Executive Director *before* we take on this kind of effort.

199 Richard Jones said that there might be a relationship between this project and
200 the Executive Director position—maybe they feed each other.
201

202 Luke Johnson said that there is very low probability that there would be
203 funding out of the DOT for this effort. The modes would have to contribute
204 money to the USDOT TRCC to do this.
205

206 Cindy also said that we should be wary of tapping into the funds from the
207 Forum for anything else, and trying not to tap into the ATSIP funds to do the
208 Forum. Luke Johnson said that the current NHTSA agreement covers through
209 2015 and it may not be renewed again.
210

211 Kathleen Haney said that an important distinction between MMUCC and
212 ANSI D-16 in that MMUCC comes down from the Federal Government and
213 ANSI D-16 is independent. There appears to be no penalty for not maintaining
214 the standard at this point.
215

216 Hadi Shirazi asked how many States are using ANSI D-16. Many states
217 reference it in their manual for officer training on crash reporting. John
218 Carrico said that the states call around to find out what other states are doing.
219 They most often try to satisfy federal needs/requirements. Kentucky uses
220 ANSI D-16 for some things, but for other things they'll use FARS, MCMIS,
221 MMUCC, or whatever. In the absence of a standard, they'll make one up.
222

223 Hadi asked if we can perform a cost/benefit. The question is what exactly is
224 the benefit? Dick Paddock said we don't see a revenue possibility.
225

226 Cindy asked if ANSI is going to become obsolete. John Carrico said parts of it
227 are obsolete, but much of it is not going to become obsolete.
228

229 Cory asked if we could find out who benefits from it and ask them if they
230 would be willing to pay money to keep it going.
231

232 **MOTION:**

233 **Cindy Burch moved that we table this and revisit it annually to see if we**
234 **are in a position to take it on.**

235 **John Carrico seconded.**

236 **(Nils King abstained the vote for Joanna Reed, Bob Scopatz abstained the**
237 **vote for David Harkey)**

238 **11 yes, 2 abstain, 1 no**

239 **Motion Carried**
240

241 Dave Bozak asked if the motion included not pursuing the copyright. Cindy
242 said that that, yes, we would not take on the copyright. John Carrico said that
243 it would be better to not take on the copyright.
244

245 Kathleen Haney said that we don't know enough to say that the standard is or
246 is not used, and is/is not going to remain relevant. Kathleen recommended
247 that we try to find out the use of it before the next time we revisit this.
248

249 Scott Valentine asked if we could set up a Forum roundtable discussion. Can
250 we include this on the program.
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258 b) ATSIP Strategic Planning (Nils King)

259 Chris Madill presented an overview of the October 2013 Strategic Planning effort. He
260 supplied two hand-outs prior to the Executive Board meeting.
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262 Nils talked about the main goals identified including improving the Forum. We are
263 working to ensure that the Forum Program Chair has the assistance needed. Pete
264 D'Oronzio is helping to increase vendor involvement and sponsorship.

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266 Richard Jones suggested that we develop ATSIP's social media presence. He volunteered
267 to help work on this for the Organization. Luke Johnson suggested that Linked In would
268 be a good start, as would a page on Facebook. Cindy Burch will lead the effort to set up
269 our Linked In and Facebook presence.

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271 Dave Bozak talked about the idea of partnering our meeting with other group's meetings
272 and asked if we are moving the dates of the Forum back to the July timeframe.

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279 Dave Bozak also asked about the National Agenda—does that relate to the Strategic Plan
280 or is it a separate goal that doesn't fit in with our concentration on the two primary goals?

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283 Kathleen Haney said that the current Strategic Plan has *both* goals and strategies. We
284 don't have strategies for the two main goals arising out of the October meeting. Cindy
285 Burch said we'd be working on that over the next year. John Carrico said that the two
286 goals are in the old Strategic Plan, but the strategies aren't well fleshed out in the old plan
287 for those two items. Luke Johnson said that it seems like the activities ATSIP engages in
288 over the next few months could inform the development of strategies in the revised plan.

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290 Dick Paddock said that he thinks that there are a number of action items that could be
291 developed just based on our regular meeting agenda. There are things that we should
292 really consider whether what we are doing fits into our Strategic Plan. Are we doing
293 things that fit our plan?

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295 c) Membership (Bob Rasmussen)

296 There are no new members to vote on at this meeting. Bob said he will present a
297 membership action plan at the February meeting.

298 d) Outreach (Hadi Shirazi)

300 Hadi said that he needs help getting the word out and making contacts with the States.
301 Dick Paddock said that TRIPRS has detailed information on TRCC members for many
302 states. Another group we should be looking at is the MPOs and RPCs. Can we get the
303 State people to send information on those organizations?
304

305 Cory asked if we can do a special session at the TR Forum to get the TRCC people
306 together? A TRCC workshop. Luke Johnson said that the NHTSA update on the TRCC
307 Noteworthy Practices would be good to include on that agenda.
308

309 Eric Tang suggested that we could get on the agenda of the AMPO (association of
310 metropolitan planning conference—their conference is a week before the TRF in Atlanta.
311

312 Bob Scopatz mentioned the LTAP/TTAP liaison relationship.
313

314 Hadi also said that CALTRANS is willing to help with logistics for the Orange County
315 Forum in 2015. They suggested we could combine with the TTAP conference.
316

317 e) Professional Certification (Dave Bozak)

318 Dave Bozak reported that things have been on hold for the past year. The ideas of
319 professional certification have been around ATSIP for a while with a large list of
320 questions for a potential certification exam. The other thread on this is the SME
321 certification for the purposes of assessments and GO Teams. There is an opportunity for
322 ATSIP to provide the list of qualified SMEs. NHTSA would willingly accept the help to
323 identify SMEs. It is uncertain if there will be an opportunity for ATSIP to be part of the
324 process in future contracts for assessments and GO Teams. Cindy Burch said that has the
325 possibility to help with membership. Dave Bozak said that this could be considered a
326 member benefit in that they could be certified as an SME and be on the list that is passed
327 along to NHTSA. Nils said he would like to reach out to the entire membership.
328

329 Dick Paddock asked what the status is of Traffic Records 101. He asked if there was a
330 way for ATSIP to use as a resource. Luke said that the procurement for new TR101 is
331 moving forward.
332

333 f) National Agenda (Dave Bozak)

334 Dave Bozak said that he has copies of the existing National Agenda for anyone who
335 wants one. He said that it has been used successfully as a hand-out at conferences. It had
336 funding behind it and included an impressive list of SMEs. The question is whether or not
337 we want to do an update to do it. Dave will touch base with NSC.
338

339 g) Policy, Position, and Resolution (Kathleen Haney)

340 Nothing new to report. Dave Bozak asked if there was a decision about the question
341 posed by the Connecticut DOT about a minimum set of edit rules for MMUCC. Kathleen
342 said that the discussion by the Board resulted in the decision that ATSIP has not yet
343 endorsed MMUCC. There's also some discomfort with ATSIP telling NHTSA what to
344 do.
345

346 8. Web Site (TSASS Staff)

347 Dick Paddock said that there are a few issues for the Forum site to finalize the 2013 archival
348 content and building the roll-over from 2013 to 2014 versions of the website. They are also
349 reviewing the PayPal payments. There are some issues with state-owned credit cards not
350 being able to be charged in a "retail purchase" setting and that is how the Forum registration

351 is viewed in the PayPal system.

352

353 TSASS has approval to move to a new support agreement. \$2,400 is for hosting
354 (maintaining the environment). There is about \$2,600 for programming of minor fixes
355 (change a banner). The remainder of the money (about \$25,000) is for a staff person to
356 support registration, membership, perhaps a dedicated telephone line answered at "ATSIP".
357 Kellee is going to be the support person for this. The hours in that are going to be basically
358 full time in the month before the Forum. At other times it is just doing work as it comes up.
359 She'll be making sure that the web content is refreshed. She will also do our mass emails.

360

361 There is a JAD session scheduled for the end of January. This is to figure out whatever the
362 needs are for the website. TSASS will take those ideas and develop a budget proposal for
363 each task.

364

365 Dick asked when the 2014 Forum planning group will be ready with new branding. Tim
366 Kerns said that they should be ready in February. He also said he will have the key
367 dates/deadlines ready for posting.

368

369 9. 2nd Vice President's Report, 2014 Forum Update (Tim Kerns)

370 Tim Kerns passed out a "Save the Date" one-page sheet and sample logos for the 2014
371 Forum. He reported that Missouri is working on supporting the Forum with logistics,
372 transportation, and other resources.

373

374 The theme this year is "Gateway to Integration".

375

376 **MOTION:**

377 **Tim Kerns moved that we set aside \$2000 for Tim Kerns and Bob Rasmussen to**
378 **conduct a site visit to the Ballpark Hilton**

379 **Cindy Burch Seconded.**

380 **Motion Carried**

381

382 Tim reported that people should definitely make their room reservations as soon as possible
383 because the Cardinals may be in the World Series. They are encouraging everyone to register
384 early for the hotel and then cancel if they have to.

385

386 **MOTION:**

387 **Tim Kerns proposed the following price schedule for the 2014 Forum registration fees:**

388

389 **Full Registration: \$430**

390 **Late Registration: \$500**

391 **Speaker/Member: \$380**

392 **Speaker/Member Late Registration: \$420**

393 **Spouse/Guest: \$150**

394 **Single Day Attendee: \$150**

395 **Single Day Speaker: \$0 (no meals) (Not advertised, but available to speakers who**
396 **are coming only to speak at their session)**

397

398 **Bob Scopatz Seconded.**

399 **Motion Carried**

400

401 Rate structures for sponsors and exhibitors:

401

402 Exhibitor fee will include two Forum registrations. LifeSavers (for reference) is \$1200 plus
403 one registration and additional registrations are discounted to \$250. Cory said that the
404 vendors were concerned that they had to pay for more attendees than the two that came with
405 the booth. It would be better to raise the booth fee and keep it with two complimentary
406 registrations.

407

408 **MOTION:**

409 **Tim Kerns moved that we keep the vendor fees the same as those for 2014, with the**
410 **exception that additional persons (3rd and more) will be charged the Speaker/Member**
411 **registration fee.**

412 **John Carrico seconded.**

413 **Motion carried.**

414

415 Student fees discussion: Cory Hutchinson asked if there could be a full conference and a one-
416 day fee.

417

418 **MOTION:**

419 **Bob Scopatz moved that we establish a student registration fee of \$200 for the full**
420 **Forum and \$100 for a single day. Student ID will be required at the Forum to pick up**
421 **materials.**

422 **John Carrico seconded.**

423 **Motion Carried.**

424

425 Sunday Workshops: one for the TRCC. NHTSA will do a TR Assessment workshop. Bob
426 Scopatz will do training. FHWA will do a workshop as well. Tim said there was another
427 suggestion for a user technology showcase (vendors can be there, but actual users should be
428 the primary presenters).

429

430 10. Presentation and discussion on 2014 ATSIP Budget (Bob Rasmussen)

431 Bob Rasmussen reported on the year end 2013 accounts for ATSIP and the Traffic Records
432 Forum. Bob said that the ATSIP account increases very slowly and depends mostly on
433 membership. The Forum account needs to have a reserve just in case a Forum should lose
434 money at some point.

435

436 Bob passed out the ATSIP dues trend analysis for 2011-2013. He explained that 2013
437 includes some 2012 dues that came late, so there's an illusion that the dues went up in 2013
438 when they really went down. Our expense are mainly for IRS tax reports. The budget for
439 2014 is based on a projected amount of membership dues.

440

441 For the 2013 Forum cost accounting, Bob discovered an error and asked for time to identify
442 the problem and then report to the Board the correct numbers at a future meeting. Bob and
443 Cindy will need to review and send an update. The total expenses are incorrect and they
444 believe that the total income-minus-expenses is less than the amount shown on the
445 spreadsheet.

446

447 Bob said that we need more vendor income. We also should be using some of the NHTSA
448 funds to offset some of the costs that show on the ATSIP side now.

449

450 11. New Business :

451

452 a. Discussion on Early versus Late Forums: Cindy Burch

453 Cindy Burch said that we have discussed moving the Forum back to the Summer
454 dates. Angie Langanke researched time periods that wouldn't conflict with other
455 major conferences—just before July 4th, right after July 4th, late July, and early
456 August. The end of June would be bad because it is the end of the state fiscal
457 year for many states. End of July or early August would allow time for
458

459 This would be in 2016. It would put the 2015 and 2016 Forums in the same
460 Federal Fiscal year. One possibility would be to select an area within the Federal
461 zone to eliminate travel costs for the Federal partners.
462

- 463 b. Committee assignments: Nils King
464 Forum: Tim Kerns
465 Best Practices: Cory Hutchinson
466 IT Committee: Cindy Burch. Members are Cory Hutchinson, Dave Bozak, and
467 Chris Coreia.
468 Membership: Bob Rasmussen.
469 Professional Certification: David Bozak.
470 Outreach: Marty Pollock. Hadi Shirazi to assist.
471 Policy/Position/Resolution: tabled
472 Distinguished Achievement Award: Cindy Burch
473 Strategic Plan: Nils King. Kathleen Haney as member.
474 Data Quality: tabled.
475

476 **The board voted to approve the above assignments.**
477

- 478
479 c. Annual Executive Board meeting requirements discussion: Nils King
480 Nils said that we ended up with five proxies for today's meeting. We have had discussions
481 about whether or not to keep this meeting at TRB (time and location). Some people would
482 not be able to be present if it moved from TRB. If there was a way to include webinar
483 support, it would be helpful to those who can't afford to attend in person.
484

485 Dick Paddock said that while the Forum remains in October, the meeting is right now well-
486 timed to begin the formal planning for the next Forum. Once we move the Forum back to
487 July/August, we will need to begin planning in earnest in October/November.
488

489 We should remember, also, that this is a free conference room.
490

- 491 d. ACTION PLAN: Nils presented the following actions that need to be addressed (social
492 media presence; improved vendor/sponsor relationship). He asked for other ideas. Hadi
493 Shirazi said that we need marketing for membership increases. Under membership, we
494 discussed college student discounts which we addressed—do we want to take a look at first-
495 time attendees and the answer was no because we have such a large number of first time
496 attendees. Dave Bozak is calling NSC about the National Agenda.
497

498 For those who wish to be considered as an SME, please contact Dave Bozak. There is also a
499 flag in the ATSIP membership database. TSASS could send Dave a list of those who asked
500 to be considered and (where available) their years of experience in various systems.
501

502 12. Next meeting February 19th, 2014 (Teleconference call)
503

504 13. Adjourn

505

506 **MOTION:**

507 **Kathleen Haney moved to adjourn.**

508 **John Carrico seconded.**

509 **Motion carried.**

510

511 Nils King adjourned the meeting at 2:53 PM Eastern time.

512

513 Submitted as Draft for Review January 11, 2014 by Robert A. Scopatz, Secretary

514 Corrected with all comments received as of 1/12/2013.

515 Submitted as Draft for Approval on 2/5/2014 by Robert A. Scopatz, Secretary

516 Approved by the Executive Board on 2/19/2014