



1                                   ATSIP Executive Board Meeting  
2                                   At Hilton Costa Mesa, CA during the Traffic Records Forum  
3                                   October 25, 2015 at 9 AM PDT, 10 AM MDT,11 AM CDT, 1 PM EDT  
4

5   ATTENDANCE:

- 6   Cynthia Burch, Maryland, President, university researcher  
7   Nils King, Indiana, Past President, consultant  
8   Tim Kerns, Maryland, 1<sup>st</sup> Vice President, university researcher  
9   Allen Parrish, Alabama, 2<sup>nd</sup> Vice President, university researcher  
10  Bob Scopatz, Minnesota, Secretary, consultant  
11  Chris Corea, Maryland, State Police  
12  David Harkey, (absent) North Carolina, university researcher  
13  Kathleen Haney, (absent) Minnesota, State DPS  
14  Cory Hutchinson, Louisiana, university researcher  
15  Joe McCarthy, (via telephone) Colorado, consultant  
16  Chris Osbourn, Tennessee, Department of Safety and Homeland Security  
17  Bob Rasmussen, Virginia, Treasurer, State DOT  
18  Eric Tang, (via telephone and later in person) Virginia, consultant  
19  Rhonda Stricklin, Alabama, university researcher  
20

21  
22   Non-voting attendees:

- 23   Ralph Zimmer, Co-Parliamentarian, Montana  
24   Jim Davis, Co-Parliamentarian, New Mexico  
25   Richard Jones,  
26   Richard Brown, VHB  
27   Kara Mueller-Haag, TSASS  
28   Juliet Little, Connecticut DOT  
29   Luke Johnson, NHTSA  
30   Bob Pollack, FHWA  
31   Jill Hall, TSASS  
32   David Bozak, InfoGroup  
33   John Siegler, NHTSA  
34   Hadi Shirazi, (via telephone)  
35

- 36  
37  
38   1. Call to Order, Attendance/Quorum, Introduction  
39        Bob Scopatz announced a quorum at 9:11 AM Pacific time  
40        Cindy Burch called the meeting to order at 9:11 AM Pacific time  
41   2. Approval of Minutes from September 16<sup>th</sup>, 2015 Executive Board Meeting  
42

43   **MOTION**

44   **Bob Rasmussen moved to approve the minutes of the September 16<sup>th</sup>, 2015**  
45   **Executive Board Meeting as revised as updated on October 12<sup>th</sup>.**

46   **Cory Hutchinson seconded**

47   **Motion Approved**  
48

49 3. Past President’s Report: Nils King  
50 Nils King reported that Executive Board ballots were sent out and we have received 16  
51 completed ballots so far. There are ballots available at the registration center. The ATSIP  
52 General meeting is scheduled for 10:30 AM PDT on Tuesday at which time the election  
53 results will be presented. Rhonda Stricklin said that ballots are printed and available.  
54

55 4. 1<sup>st</sup> Vice President’s Report: Tim Kerns  
56 Tim deferred until the new business item.

57 5. Treasurer’s Report: Bob Rasmussen  
58 Bob Rasmussen presented the account balanced as of September 30, 2015. A copy of the  
59 Treasurer’s report is appended to the members’ copy of these minutes. He said that the  
60 financial outlook is good. We have received about \$700 in dues for the last month and  
61 more that will post in October. The balance is sufficient for our costs in the ATSIP  
62 account. The Forum account brought in some income and we will see the hotel expense at  
63 the end of the Forum.  
64

65 **MOTION**

66 **Nils King moved to accept the September 30, 2015 Treasurer’s Report**

67 **Bob Scopatz seconded**

68 **Motion Approved**  
69

70 Bob Rasmussen said that the donation to Wounded Warriors in honor of Dick Paddock  
71 has been completed. \$495.88.  
72

73 6. Liaison Reports:

74 FMCSA: FHWA: NHTSA: TRB: GHSA:  
75

76 NHTSA: Luke Johnson said that CISS and CRSS programs are rolling out – these are the  
77 replacements/updates to NASS CDS and GES. Also, they are about halfway through the current  
78 year’s assessments and they have sent out the calendar for next year. Luke said that this are 15  
79 states in the coming year and states need to get on the schedule as soon as possible.  
80

81 MMUCC Version 5 update is getting going. Also the MMUCC mapping.  
82

83 John Siegler said that there is a new initiative building on a Department of Homeland Security  
84 initiative for one-driver; one-identity. They are focusing on seamless exchange of driver  
85 information among states. This goes beyond driver verification to exchange of full driver  
86 information.  
87

88 Juliet Little asked if NHTSA will be seeking input from States – Luke said that they will be  
89 soliciting folks.  
90

91 Bob Scopatz said that the TRCC Effectiveness report is out. Luke said it is available online. Bob  
92 Rasmussen said that hardcopies are available at the FHWA booth as well.  
93

94 FHWA: Bob Pollack said they are monitoring two NPRMs but nothing new to report. Here at the  
95 Forum they are reporting on Local Data Integration and local data management/governance  
96 projects. Both are entering into their pilot testing phases. The technical assistance program is  
97 going well. It includes RIDETAP and RDIP along with data and analysis technical assistance.

98 That last one is broad enough to handle most anything safety data related at the state or local  
99 level.

100  
101 TRB: Cindy Burch said we haven't been assigned a room for the Saturday meeting during TRB  
102 week.

103

104 7. Committee Reports:

105 Membership (Bob Rasmussen)

106 No report.

107

108

109 Outreach (Hadi Shirazi/Tim Kerns)

110 No report. Tim Kerns said that during the conference is a good time to solicit new  
111 members. Cindy asked if there was any progress on putting together an "Advantages to  
112 Joining ATSIP" blurb. Chris Osbourn said that the networking with peers is the most  
113 valuable part. Rhonda Stricklin said that they have printed things about ATSIP and our  
114 history in the past and it hasn't really been a useful document.

115

116 8. 2<sup>nd</sup> Vice President's Report: Allen Parrish

117 Allen Parrish reported we are here. Allen thanked Rhonda for doing the work to make  
118 this Forum. We are at 290 registrants, 21, exhibitors. Everything is mostly on one floor.  
119 We are hoping that will direct traffic to the exhibit hall. We have people in three hotels  
120 (the Hilton, the Crowne Plaza, and the Westin, all in Costa Mesa). There is a shuttle in  
121 the morning and afternoon. Dan Crane from Helms Briscoe said that the Westin hotel  
122 shuttle will probably take people as well, so long as they don't have a planned airport run.  
123 The program has changed over the past few days. They have an update sheet, but the best  
124 way to stay up to date is to use the app. About 25% of the attendees have downloaded the  
125 app, and they are going to prompt people to install the app. We will be using the app for  
126 data collection on session and forum evaluations, as well as we'll get statistics on the  
127 number of users.

128 Luke thanked Rhonda Stricklin for the errata sheet. Rhonda said that the TSASS team  
129 has done a great job with the errata sheet including graphics. She also reported that the  
130 attendance numbers are about the same as prior years...a little higher. We would have  
131 been a bit higher but several feds could not attend at the last minute.

132

133 Rhonda also thanked the Forum Planning Committee for their participation. Cindy asked  
134 if there were any needs from the board. Rhonda said that we need one moderator for  
135 Wednesday. She also said that if anyone sees any needs for during the meeting, please let  
136 her know and the hotel will take care of it. AV issues will be solved through the hotel.  
137 Just pick up the room phone and call to ask to speak with AV.

138

139 WiFi is available in the exhibit hall: we don't want to give this to everyone, but for the  
140 Board, you can use the AMVSM Meetings. User = atsip. PW=atsip15. You may have to put  
141 that in every day. The exhibitors and moderators in the sessions should use it.

142

143 Cindy thanked Rhonda and Allen. Cory Hutchinson said he looked forward to next year  
144 and he and Karla Houston have been working with Rhonda and Allen this year. Rhonda

145 thanked Kellee Fillinger and Lloyd from TSASS for their work and for putting together  
146 analyses as the registrations came in. Helped with working with the hotel about the room  
147 block.  
148

149 9. TSASS Update  
150 No further update.

151  
152 Old Business  
153 None.

154  
155 10. New Business

156 **ANSI D-16.1:** We tabled this last meeting. Tim Kerns has taken this on, and Luke is the  
157 NHTSA contact person. Luke reminded us of the discussion from last month's ATSIP  
158 Board meeting. The discussion started with AAMVA and the update to D20 and the  
159 USDOT|TRCC. AAMVA asked if there was any concern if they dropped the crash  
160 portions of ANSI D20. NHTSA did some research and concluded that MMUCC is not a  
161 replacement for D16, but an extension thereof. As a consequence, it is important to get  
162 D16 updated. The standard has languished, but with the interest expressed by USDOT  
163 and ATSIP, the time seems ripe for ANSI D16 to be updated. The USDOT|TRCC  
164 determined that it would work best as an external standard. They would like to support  
165 that effort financially, and the USDOT|TRCC is ready to support the effort.

166  
167 Tim Kerns said that Dave Bozak reported that NSC is interested in giving up the  
168 copyright to D16. Ken Kolash will be at the TR Forum this week. Tim asked NSC what's  
169 involved in changing the ownership. Tim said there's a fee associated with ATSIP  
170 becoming accredited. Once we are accredited we can pursue the update to the Standard.

171  
172 We need to file the application for accreditation before January 1 to get it done for \$6000.  
173 If we wait until after that, it will cost \$7500. There's a maintenance fee of \$3000 per  
174 year. The upfront cost to ATSIP is \$9000.

175 Today we need to decide if ATSIP is willing to be the standards body for ANSI D16 and  
176 take on that \$9000 cost. We would thus add maintenance of the ANSI Standard to our  
177 Mission as a modification to our Strategic Plan. Cindy Burch asked if doing this would be  
178 a selling point for people to want to join ATSIP. Chris Corea said that this would be a  
179 niche for ATSIP to show that they are in charge. Cindy asked those who have been  
180 involved in crash report revisions. Juliet Little said that they just revised their crash report  
181 and they are using ANSI D16 for their training. Jim Davis said that ANSI D16 is crucial  
182 because it defines the domain and it remains valid for the most. It needs to be reviewed  
183 and there will be things to update. There are interchange configurations. Luke Johnson  
184 said that D16 is important within the FARS as well. Jim Davis said that it also enhances  
185 ATSIP. He gave the example of the organization for State Epidemiologists which uses  
186 the standards setting process as a way to engage the membership.

187 Jim Davis said the ATSIP Constitution has a provision for establishing Standards Setting  
188 committees and specifically mentions ANSI D16.

189 Cindy asked Bob Rasmussen if we have the money available for this and Bob said that  
190 we do.

191

192 **Motion**  
193 **Bob Scopatz moved that ATSIP allocate \$6000 toward becoming accredited and**  
194 **\$3000 for the first year standards maintenance fee to ANSI for the purpose of**  
195 **ATSIP updating the ANSI D16 standard.**  
196 **Chris Osbourn seconded**  
197 **Motion Approved**

198  
199 Cindy said that she would like this duty to be assigned to the First Vice President.

200  
201 **Motion**  
202 **Tim Kerns moved that the First Vice President lead and establish the ANSI D16**  
203 **Standards Committee.**  
204 **Bob Scopatz seconded.**  
205 **Motion Approved.**

206 Jim Davis said that the Constitution allows for the Executive Board to establish the  
207 Standards Setting Committee. Jim said that this can be added to the Manual of Executive  
208 Board Policy.

209  
210  
211 **Bonding the Treasurer:**  
212 Bob Rasmussen said that we have insurance on the Board and Executives to cover against  
213 malfeasance. What we don't have is protection specifically for those handling the money.  
214 We have a great deal of money in our accounts, and it is a good idea to have our money-  
215 handlers bonded. Currently Bob Rasmussen and Hadi Shirazi have access to the bank  
216 accounts.

217  
218 Cindy asked what will be required. Bob said that he will have to fill out paperwork and  
219 then we will learn what it will cost. Perhaps we don't need a motion today, but just a  
220 discussion. The general consensus was to task Bob Rasmussen to find out the costs of  
221 bonding.

222  
223 Eric Tang asked about having a designated person in a stable position versus having the  
224 position bonded. Hadi said that there are multiple types of bonding based on what  
225 activities. Cindy said we will set aside time on the agenda in January to discuss this in  
226 detail. We will discuss at that time what we want to do about the position of the people  
227 who are bonded.

228  
229 **ATSIP logo wear:** Chris Osbourn asked if we can get ATSIP branded items. Perhaps we  
230 could set this up as a member benefit.

231  
232 **Nils King:** He said that this will be his last meeting on the Board. He thanked the Board.  
233 Cindy thanked Nils for his service and commitment to ATSIP.

234  
235 **Tammy Paddock:** Will be present at the Forum to accept an award honoring Dick  
236 Paddock.

237  
238  
239

240 11. Next meeting December 16<sup>th</sup>, 2015 (teleconference at 1PM Central time)

241

242 12. Adjourn

243 **MOTION**

244 **Nils King moved to adjourn**

245 **Bob Rasmussen seconded**

246 **Motion Approved**

247

248 Meeting adjourned at 11:02 PDT.

249

250 Submitted 10/25/2015 as Draft for Review by Robert A. Scopatz, Secretary

251 Submitted as Draft for Approval, revised with changes received as of 11/12/2015

252 Approved by a vote of the Executive Board on 12/16/2015